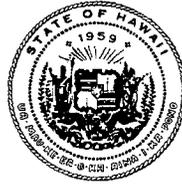


NEIL ABERCROMBIE  
GOVERNOR



DENISE M. WISE  
EXECUTIVE DIRECTOR

**STATE OF HAWAII**  
DEPARTMENT OF HUMAN SERVICES  
HAWAII PUBLIC HOUSING AUTHORITY  
1002 NORTH SCHOOL STREET  
POST OFFICE BOX 17907  
Honolulu, Hawaii 96817

BARBARA E. ARASHIRO  
EXECUTIVE ASSISTANT  
IN REPLY PLEASE REFER TO:  
11:CPO/219

September 15, 2011

TO: Interested Parties

FROM: Rick T. Sogawa   
Acting Procurement Officer

SUBJECT: Request-for-Proposals, No. CPO-2011-27, Addendum No. 2

This Addendum No. 2 is to: 1) revise the procurement timeline and 2) provide further responses to questions that were received at the Pre-Proposal Conference conducted by the Hawaii Public Housing Authority (HPHA) on August 30, 2011, up until September 6, 2011.

1) Revised Procurement Timeline:

<u>Activity</u>	<u>Scheduled Dates</u>
Public notice announcing RFP	August 17, 2011
Distribution of proposal specs/proposal form	August 17, 2011
Pre-Proposal Conference	August 30, 2011
State response to written inquiries	September 9, 2011
<b>Proposal submittal deadline</b>	<b>October 7, 2011; 4:00 p.m. Hawaii Standard Time</b>
Proposal review	September – October 2011
Notice of award	October 2011
Contract execution	October 2011
Start of services	November 1, 2011

2) Questions:

- 1. RFP Page 27, Section III – Describes components of proposal, last component as :”Other.” What is meant by other? The forms?**

Response: For clarification purposes, the last component described as “Other” may include any required forms and/or certifications.

2. **Attachment 1 is missing attachments A-H. Also, item 3 in Attachment 1 refers to Attachment D; however, although Attachment D was not included, it is listed under Item 11 as “Guidance on determining cost reasonableness.” Should the reference in Item 3 be to Attachment B, “Guidance on calculating the rolling base consumption level?**

Response: For clarification purposes, Attachment 1a, Energy Service Agreement Completeness Review HUD Review Checklist dated 07/07/2011 replaces Attachment 1, Energy Performance Contract – HUD Checklist.

3. **RFP page 28, Item D, Service Delivery – requires “applicable service activities and management requirements from Section 2, Item IV Scope of Work, including study goals and objectives...” These terms identified in the Service Delivery section are not defined in Section 2, Item IV Scope of Work. Is there more information or details on what is specifically required as deliverables in this section?**

Response: Interested offerors should refer to Section IV. Scope of Work (pages 19-21) for administrative requirements and services required under the request for proposal. Interested offerors should propose appropriate deliverables based on the required scope of work.

For example, interested offerors are required to review proposed measurement and verification methodology and risk to the HPHA. An appropriate deliverable to propose may include a written report based on the review of the proposed M&V methodology.

4. **Page 15, Section iv Professional Liability. This section requires Professional Liability “per occurrence;” however, Attachment 10 State of Hawaii, Special Conditions requires Professional Liability per claim. Conditions appear to be in conflict.**

Response: For clarification purposes, please **delete**, Section 2, item II.A.7.iv. Professional Liability (Errors and Omissions), page 15:

“The Successful Offeror shall obtain and maintain errors and omissions professional liability coverage at its own expense at a minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate.”

**Replace with:**

The Successful Offeror shall obtain and maintain errors and omissions professional liability coverage at its own expense at a minimum of \$1,000,000.00 per claim and \$2,000,000.00 annual aggregate.”

**5. Page 20 – Task 3 Construction/Commissioning.**

- a. Please provide a schedule for construction on all of the projects statewide.
- b. Please provide a schedule for each individual project or if individual projects are to be grouped together for certain types of construction work, please confirm.
- c. How many units/buildings are required/planned to be turnover per year?
- d. **Scope of Work**
  - i. **What specific roles and responsibilities are expected in the delivery of the Construction Management Services identified in Task 3?**
    - 1. **Construction Management, Construction Administration or Construction Services?**
    - 2. **Effort—How many inspectors and construction managers do you require?**
    - 3. **If there is a requirement for assistance during construction, please provide pertinent information for Wage Certificate for Services Attachment.**
    - 4. **Are there any special documents or certifications needed during construction?**
- e. **How many different General Contractor's will be involved with the construction work on this project?**
- f. **Will the nature of the contract be a traditional design bid build method or a design build method?**
- g. **Is there a definitive end date established due to funding issues?**
- h. **What are the expectations of the CM during design?**
- i. **Is there any special reporting needed?**
- j. **Are there any special programs?**
  - i. **Commissioning – will there be a need for any independent or special consultant to perform commissioning in addition to the commissioning report prepared by the ESCo?**

Response: The purpose of the HPHA's request for proposal is to engage a consultant to provide technical reviews and assistance on a full range of energy services and energy-related capital improvements, financed through a combination of loans, supported by the savings and subsidies from private utilities, local, state, and/or federal governments. The information requested above would only become available after the selected consultant has assisted the HPHA in reviewing the energy services agreement for submission to HUD.

For clarification, the selected consultant is being asked to provide construction management services. The HPHA has determined that work to be done under this Contract is similar to various refuse collector positions; therefore the Successful Offeror

shall be required to pay their employees the prevailing State wages for work performed under this Contract. See attached. The hourly wages paid to the State position is:

<u>Class</u>	<u>Hourly Rate</u>
Engineer IV (SR-24)	Eff. 7.1.2011 \$21.95

To obtain the current wage information or download the information from the Department of Human Resource Development's website at the following address:

<http://www.hawaii.gov/hrd/main/HRDInfoCentral/DocCentral/SalarySchedules/BU03>

The selected consultant would be considered a contractor of the HPHA and work to represent the state's best interests in the review of the HPHA's energy services agreement with Ameresco. To that end, interested offerors should not be working in collaboration with Ameresco in the preparation of their proposal to the State.

- 6. The RFP is silent on where consultant support is required for preparing documents and materials for the HUD regulatory approval process for energy performance contracting. Is this something that should be included in the consultants' proposal or is the HUD regulatory approval process going to be done entirely by HPHA?**

Response: As stated in the RFP, the successful offeror shall furnish, without limitation, a review of all HUD submission documents in comparison with the HUD checklist for energy performance contracts; and shall review and assist in the preparation of the energy services agreement and related documents, as needed.

- 7. Do insurance requirements apply only to the prime contractor as subcontractors will considered as employees of the prime contractor per page 16, Section B.2. of the RFP?**

Response: The intended contract is between the Hawaii Public Housing Authority (HPHA) and the Successful Offeror. While the HPHA is not requiring subcontractors to comply with the minimum insurance requirements of the RFP, it would be prudent business practice for the contractor to require its subcontractors to maintain the minimum insurance requirements of the RFP, in the event of a claim.

- 8. Request if consideration can be obtained for reducing retainage requirement. For example, can retainage be released after the first contract (24 months is completed). It would be considered a hardship to retain for the potential period of 4 years.**

Response: For clarification purposes, the HPHA shall retain five percent (5%) of the total Contract amount from each monthly billing during the initial 24-month contract period and each subsequent extension period. The withholding shall be released upon final settlement of the initial 12-month contract period and each subsequent extension period thereafter.

If you have any questions, please call contact Rick Sogawa, IFB Coordinator at (808) 832-6038. Thank you for your attention to this matter.



**Energy Service Agreement  
Completeness Review  
HUD Review Checklist**

07/07/2011

The following depicts necessary information that is required for HUD to review an Energy Service Agreement (ESA). The recommended format for submission of the Energy Service Agreement (ESA) to HUD for review and approval is noted below. HUD files are to be maintained in this format.

**Binder #1 – Energy Audit**

1. Required Documentation:

- a.  Copy of the completed energy audit with all supporting documentation.

**Binder #2 – HUD EPC Review**

1. Required Documentation:

- a. Binder #2 shall include 11 tabbed sections including the following information:

**Tab #1 – HUD Approval Letter / Panel Review**

1. Required Documentation:

- a.  None - (leave empty, to be inserted by HUD staff. Section to include a copy of the HUD Approval Letter, panel review checklist and related documents)

**Tab #2 - PHA Data**

2. Required Documentation:

- a.  PHA Contact Person – Provide name, address, email and phone number of the PHA staff person who will serve as a liaison for inquires.
- b.  PIC Building and Unit data – Provide by current project number a detailed listing of the following data:
- 1) Current Project Number & Name (AMP Number)
  - 2) Site Numbers & Names (Old Project Number):
  - 3) Building type (ex. – High Rise, Row House, Walk-Up, etc)
  - 4) Unit Type – (Elderly, Family)
  - 5) Unit Count
  - 6) Occupancy

Tab #3 – HUD Review Checklist

3. Required Documentation:

- a.  HUD Technical Review Checklist (leave empty, to be inserted and completed by HUD staff)
- b.  PHA / ESCo Checklist Narrative (The ESCo's summary response to each of the HUD Review Checklist items referencing specific contract section, not to exceed 10 pages)

Tab #4 – HUD Cost Summary Sheet

4. Required Documentation:

- a.  HUD Cost Summary Sheet – (HUD cost summary sheet or similar printed on 11 x 17 paper.)
- b.  PHA / ESCo to submit an electronic copy of the HUD Cost Summary Sheet in excel format.

Tab #5 – HUD Baseline Summary

5. Required Documentation:

- a.  Utility baseline data submitted in the HUD Baseline Format or similar format.
- b.  Copies of 52722 forms by AMP for each year of the frozen rolling base.
- c.  PHA / ESCo to submit an electronic copy of the HUD Baseline Summary Sheets in excel format.

Sample Documents / Guidance

- d. Baseline Review Process
- e. Form HUD -52722

Tab #6 – Cost Reasonableness Certification

6. Required Documentation:

- a.  Cost Reasonableness Certification (Cost Reasonableness Certification on PHA letterhead signed by the Executive Director stating that a cost or price analysis has been performed in accordance with the PHAs procurement policy and that all contract costs appear reasonable.
- b. Sample Documents / Guidance
  - i. Sample Cost Certification

Tab #7 – Cash Flow

7. Required Documentation:

- a.  Copy of 100% cash flow.
- b.  Electronic copy of the cash flow sheets in excel format.

Tab #8 – Rate Escalation

8. Required Documentation:

- a.  Historical documentation supporting all utility rate escalations.

Tab #9 – Resident Paid Utility Allowances

9. Required Documentation:

- a. Utility Allowances
  - i.  The PHA has provided HUD copies of EXISTING utility allowances with supportive documentation.
  - ii.  The PHA has provided HUD copies of the PRE utility allowances with supportive documentation.
  - iii.  The PHA has provided HUD copies of the POST utility allowances with supportive documentation.
- b.  Copies of 52723 forms by AMP for each year of the frozen rolling base.

Tab #10 – PHA Legal and Section 30 Financing Review

10. Required Documentation:

- a.  Review of ESA
    - i.  Letter from the PHA's legal counsel states that the ESA complies with STATE law.
    - ii.  Letter from the PHA's legal counsel states that the ESA has been reviewed and is acceptable by the counsel.
  - b.  Section 30 Review (i, ii and iv or i, iii, and iv)
    - i.  Copies of modernization Declarations of Trust (DOT) for Non-Mixed Finance public housing properties.
    - ii.  Certification from counsel that that these represent all non-mixed finance public housing properties.
- OR
- iii.  Title Report with a certification from the PHA that the DOTs and title report cover all public housing properties, both real and personal property, that will be subject to the security interest or encumbrance related to the EPC.
  - iv.  Application Letter describing the financing and security interest, and requesting HUD's approval of the security interest.

Sample Documents / Guidance

- [Sample Legal Review Document](#)

Tab #11 Repayment Certification– PHA

11. Required Documentation:

- a.  Repayment Certification on PHA letterhead signed by the Executive Director stating:
  - i.  Repayment of EPC debt services are to be paid for from energy savings only.
  - ii.  The Operating Fund Benefit (OFB) is not an EPC incentive and will not be combined with any EPC incentive from this proposed EPC.
  - iii.  The OFB will not be used in this proposed EPC to fund any Energy Conservation Measures (ECMs).
  - iv.  Funds from the OFB will not be used within the proposed EPC cash flow as an income stream to subsidize any ECMs.
  - v.  No ECMs are being subsidized by Operating Funds or

Capital funds; or

- vi.  If Operating Funds or Capital Funds are being used to subsidize the installation of ECMs, the associated ECMs are not contributing to the energy savings in the cash flow.

Sample Documents / Guidance

- Sample Repayment Certification

Tab #12 – Energy Service Agreement

12. Required Documentation:

- a.  Copy of the energy service agreement (ESA) with all exhibits.

Reviewer Signature

The checklist reviewer certifies that they have reviewed this ESA in accordance with provisions of this checklist.

Reviewer Signature: \_\_\_\_\_, Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewer Name:(print)\_\_\_\_\_

State of Hawaii  
 DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
 TEMPORARY SALARY SCHEDULE

Effective Date: 07/01/2011 - 06/30/2013  
 Bargaining Unit: 03 White Collar, Non-Supervisor  
 04 White Collar, Supervisor

	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L
SR20	ANN	38,988	40,548	42,192	43,872	45,648	47,436	49,344	51,312	53,364	55,524	60,048
	MON	3,249	3,379	3,516	3,656	3,804	3,953	4,112	4,276	4,447	4,627	5,004
	8HR	149.92	155.92	162.24	168.72	175.60	182.48	189.76	197.36	205.28	213.52	230.96
	HRLY	18.74	19.49	20.28	21.09	21.95	22.81	23.72	24.67	25.66	26.69	28.87
SR21	ANN	40,548	42,192	43,872	45,648	47,436	49,344	51,312	53,364	55,524	60,048	62,496
	MON	3,379	3,516	3,656	3,804	3,953	4,112	4,276	4,447	4,627	4,809	5,208
	8HR	155.92	162.24	168.72	175.60	182.48	189.76	197.36	205.28	213.52	221.92	240.40
	HRLY	19.49	20.28	21.09	21.95	22.81	23.72	24.67	25.66	26.69	27.74	28.87
SR22	ANN	42,192	43,872	45,648	47,436	49,344	51,312	53,364	55,524	60,048	62,496	64,968
	MON	3,516	3,656	3,804	3,953	4,112	4,276	4,447	4,627	4,809	5,004	5,414
	8HR	162.24	168.72	175.60	182.48	189.76	197.36	205.28	213.52	221.92	230.96	249.84
	HRLY	20.28	21.09	21.95	22.81	23.72	24.67	25.66	26.69	27.74	28.87	31.23
SR23	ANN	43,872	45,648	47,436	49,344	51,312	53,364	55,524	60,048	62,496	64,968	67,560
	MON	3,656	3,804	3,953	4,112	4,276	4,447	4,627	4,809	5,004	5,208	5,630
	8HR	168.72	175.60	182.48	189.76	197.36	205.28	213.52	221.92	230.96	240.40	259.84
	HRLY	21.09	21.95	22.81	23.72	24.67	25.66	26.69	27.74	28.87	30.05	32.48
SR24	ANN	45,648	47,436	49,344	51,312	53,364	55,524	60,048	62,496	64,968	67,560	70,272
	MON	3,804	3,953	4,112	4,276	4,447	4,627	4,809	5,004	5,208	5,414	5,856
	8HR	175.60	182.48	189.76	197.36	205.28	213.52	221.92	230.96	240.40	249.84	270.24
	HRLY	21.95	22.81	23.72	24.67	25.66	26.69	27.74	28.87	30.05	31.23	33.78
SR25	ANN	47,436	49,344	51,312	53,364	55,524	60,048	62,496	64,968	67,560	70,272	73,092
	MON	3,953	4,112	4,276	4,447	4,627	4,809	5,004	5,208	5,414	5,630	6,091
	8HR	182.48	189.76	197.36	205.28	213.52	221.92	230.96	240.40	249.84	259.84	281.12
	HRLY	22.81	23.72	24.67	25.66	26.69	27.74	28.87	30.05	31.23	32.48	35.14
SR26	ANN	49,344	51,312	53,364	55,524	60,048	62,496	64,968	67,560	70,272	73,092	75,996
	MON	4,112	4,276	4,447	4,627	4,809	5,004	5,208	5,414	5,630	6,091	6,333
	8HR	189.76	197.36	205.28	213.52	221.92	230.96	240.40	249.84	259.84	270.24	292.32
	HRLY	23.72	24.67	25.66	26.69	27.74	28.87	30.05	31.23	32.48	33.78	36.54
SR27	ANN	51,312	53,364	55,524	60,048	62,496	64,968	67,560	70,272	73,092	75,996	79,020
	MON	4,276	4,447	4,627	4,809	5,004	5,208	5,414	5,630	6,091	6,333	6,585
	8HR	197.36	205.28	213.52	221.92	230.96	240.40	249.84	259.84	270.24	281.12	303.92
	HRLY	24.67	25.66	26.69	27.74	28.87	30.05	31.23	32.48	33.78	35.14	37.99