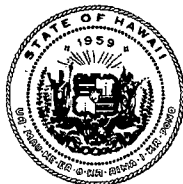


DAVID Y. IGE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR

STATE OF HAWAII

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT


HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
HONOLULU, HAWAII 96817

IN REPLY PLEASE REFER TO:

17:CPO/018

January 26, 2017

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Request for Information No. PMB-2017-06
Property Management, Maintenance and Resident Services Specifications

The Hawaii Public Housing Authority (HPHA) will hold a Request for Information (RFI) meeting seeking comments from the public regarding property management, maintenance and resident services specifications in preparation of a planned Request for Proposals (RFP) to furnish property management, maintenance and resident services for State and Federal low income public housing properties.

Specifically, the purpose of the RFI session is to obtain comments on specification requirements in developing RFP solicitation(s) for the above subject services. The HPHA reserves the right to incorporate or not incorporate into the planned RFP any recommendations made in response to this RFI considering the best interest of the HPHA.

After considering the responses to this RFI, the HPHA may issue request for proposals, which may include in the specifications arising from the RFI responses.

The RFI Meeting will be held at:

Location: HPHA Building A Conference Room
Date: Thursday, February 2, 2017
Time: 2:00 pm – 3:00 pm Hawaii Standard Time

Participation to this RFI is optional and is not required in order to respond to any subsequent procurement solicitation issued by the HPHA. Neither the HPHA nor the interested parties responding has any obligations under the RFI.

Teleconference arrangements may be available upon request, please contact Ms. Kathy Mitchell at Kathy.M.Mitchell@hawaii.gov or (808) 832-1892 no later than January 31, 2017 to request arrangements or if you have any questions. Thank you.

Hawaii Public Housing Authority

Request for Information

RFI No. PMB 2017-06

Property Management, Maintenance and Resident Services for State and
Federal Low-Income Public Housing Properties

Request for Information:

Please review the information below and provide Response/suggestions to any or all of the questions to assist the HPHA in detailing the scope of services and structuring the RFP offer format of the intended solicitation for proposals. You may provide feedback on this form or address it on a separate piece of paper.

1. The HPHA incorporates services to which the Contractor shall be responsible, which include: refuse collection, bulky item pick up, tree trimming, pest control, including employing or subcontracting a carpenter, plumber and electrician. Typically, the HPHA issues an RFP four (4) months in advance of the contract start date. Is this timeframe reasonable to submit a proposal?

Response: _____

2. The Contractor's management fee shall not be greater than \$30 per occupied unit a month for federal properties and not greater than \$42 per occupied unit a month for state properties. Is this amount reasonable?

Response: _____

3. The Contractor's management fee shall be allocated by six (6) components. If the Contractor fails to meet any of the six (6) components, a percentage of the management fee will not be earned. The components/percentages are as follows:

- a. Administrative Requirements – 10%;
- b. Re-examination, Rent Collection, and Tenant Account Receivables – 35%;
- c. Unit, Common Area & Grounds Maintenance – 10%;
- d. Unit Turnover – 25%;
- e. Work Order System – 10%; and
- f. Routine and Preventative Maintenance – 10%.

Is this reasonable?

Response: _____

4. Are the following HPHA requirements reasonable?

a. Maintain the rent collection rate at 98 percent (98%) or higher for each property.

Response: _____

b. Maintain an occupancy level at 98 percent (98%) or higher for each property.

Response: _____

c. Achieve a minimum score of 90 points under the physical inspection component for each property unless there are circumstances beyond the control of the Contractor and it is acceptable to the HPHA.

Response: _____

d. Rehabilitate and clean vacated units to a marketable condition so that the unit is **ready for occupancy and leased** within seven (7) business days from the date the tenant vacated.

Response: _____

5. Is the HPHA requirement for the Manager to be certified in the following with certifications dated within five (5) years of the Contract start date or obtain the certifications within six (6) months from the Contract start date reasonable?

- a. Certified Specialist Public Housing Manager (CS-PHM) or Accredited Residential Manager (ARM) or Certified Apartment Manager (CAM),
- b. Public Housing Certified Occupancy Specialist (COS), and
- c. Public Housing Rent Calculation.

Response: _____

6. Is the HPHA requirement for the Manager and/or Working Foreman equivalent to be trained on the Uniform Physical Condition Standards (UPCS) requirements dated within five (5) years of the Contract start date or alternatively, the AMP Manager and Working Foreman or equivalent to complete the UPCA training or re-training within six (6) months from the Contract start date, unless there are circumstances beyond the control, which are acceptable to the HPHA reasonable?

Response: _____

7. Has your company ever submitted a proposal to the HPHA in response to an RFP to provide property management, maintenance and resident services for low income public housing properties? Yes ___ or No _____

If not, what are the factors that led to your decision not to submit a proposal?

Response: _____

8. Are there any other comments to the Scope of Work not previously addressed?

Response: _____

Thank you so much for your input in this Request for Information.

Please fax your response to (808) 832-6039 or bring it to the RFI meeting on February 2, 2017 at 2:00 p.m. – 3:00 p.m., Building A – Conference Room 1.