June 2, 2022

TO: Interested Parties

FROM: Rick T. Sogawa
Procurement Officer

SUBJECT: Request for Proposals No. CMB 2022-17, Addendum No. 1
Provision of Professional Elevator Consultant Services for the Hawaii
Public Housing Authority

This Addendum No. 1 is to amend the RFP:

1. Amend RFP Table of Contents, Section 5 – Attachments as follows:
   1. Wage Certificate Due June 7, 2022 – June 20, 2022
   2. Acknowledgement of Addenda Due June 7, 2022 June 20, 2022

2. Amend Section III. Contracting Office, page 2, as follows:
   Ms. Kaui Seguancia
   Hawaii Public Housing Authority
   Development Office – Property Management and Maintenance Services
   Branch
   1002 North School Street, Bldg. E
   Honolulu, Hawaii 96817

3. Amend Section VII. Submission of Sealed Proposals, B. Proposal Submittal,
   page 4 as follows:
   Proposal Submittal. Sealed proposals shall be received by the HPHA
   Central Files Office at 1002 N. School Street, Bldg. D Bldg G, Honolulu,
   Hawaii 96817 not later than 4:00 p.m. HST, Monday, June 20, 2022. The
   official receipt time of mailed-in and hand-delivered proposals shall be the
   recorded time using the HPHA’s time stamp clock. Deliveries by mail/courier
services, including without limitation United States Postal Services and Federal Express, shall be considered hand deliveries. **Electronic mail submissions shall not be accepted.**

4. **Amend** Section VII. Submission of Proposals, C. Pre-opening Modification, page 5 as follows:

All request for modifications shall be sealed, the envelope or package shall be clearly identified as a modification to the proposal submission with reference to this RFP (RFP No. CMB-2022-17), accompanied by the actual modifications to the proposal signed by an authorized representative, and must be received by the HPHA not later than 4:00 p.m. HST, Monday, June 7, 2022 **June 20, 2022.**

5. **Amend** Section IV. Scope of Services, A.7, page 22 as follows:

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<th>Property Name</th>
<th>No. of Elevators</th>
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<td>Salt Lake Apartments</td>
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<td>MCE Mod / Thyssen</td>
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<td>AMP 34</td>
<td>Kalakaua Homes</td>
<td>2</td>
<td>MCD MCE Mod</td>
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<td>AMP 35</td>
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<td>Montgomery Kone</td>
</tr>
</tbody>
</table>

6. **Amend** Section II. General Requirements, B. Type of Contract, page 18 – 19 as follows:

The Successful Offeror shall be required to enter into a fixed-priced formal written contract with the HPHA in accordance with the laws, rules and regulations of the State of Hawaii. See Attachments 4 through 11 **Attachments 4 – 8,** Contract for Goods and Services Based on Competitive Sealed Proposals. The Successful Offeror shall pay the State of Hawaii general excise tax and all other applicable taxes. Subsequent to the award and within 10 days after the prescribed contract forms are presented for signature, the Successful Offeror shall execute and deliver the original contract forms to the HPHA as specified by the HPHA.

AN EQUAL OPPORTUNITY AGENCY
Providing Housing Assistance and Programs Free from Discrimination
7. **Amend** Section IV. Scope of Services, A.1. as follows:

1. The Successful Offeror shall conduct field inspections of the **as-needed** repair and **monthly** maintenance work semi-annually, during the course of the Successful Offeror's Contract. Inspections beyond semi-annually **monthly** will be considered Additional Services.

8. **Amend** Section 5 – Attachments as follows:

1. Wage Certificate Due Date June 7, 2022 June 20, 2022

2. Acknowledgement of Addenda Due Date June 7, 2022 June 20, 2022

9. Attachment 15 is hereby deleted in its entirety and replaced with Attachment 15a.

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

RFP CMB-2022-17

Provision of Professional Elevator Consultant Services for the Hawaii Public Housing Authority

The following checklist is provided as a reference for proposal submittal. The offeror shall be responsible for complying with all aspects of proposal submission requirements. The HPHA shall not be responsible for other pertinent RFP information not listed below:

□ 1. Transmittal Letter (original signature required)
□ 2. Proposal
  □ a. Transmittal Letter
  □ b. Table of Contents
  □ c. Background and Summary
  □ d. Experience and Capability
  □ e. Personnel
  □ f. Service Delivery
  □ g. Financial Capacity
  □ h. Price Proposal
  □ i. Commitment to Section 3
  □ j. Other
    □ 1) Wage Certificate
    □ 2) Acknowledgement of Addenda
    □ 3) Certification and Representations of Offerors (HUD Form 5369-C)
    □ 4) Corporate Resolution indicating authorized signer for proposal and contractual documents

□ 3. Submit proposal in a sealed envelope or box identified with RFP No. CMB-2022-17 offeror’s legal name, business address, phone number, fax number, and addressed to the attention of the RFP Coordinator.

Rev. 6/02/2022