

DAVID Y. IGE  
GOVERNOR



HAKIM OUANSAFI  
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO  
EXECUTIVE ASSISTANT

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

IN REPLY PLEASE REFER TO:  
16:CPO/213

July 5, 2016

TO: Interested Parties

FROM: Rick T. Sogawa   
Procurement Officer

SUBJECT: Request for Proposals No. PMB-2016-30, Addendum No. 1

Property Management, Maintenance and Resident Services for Federal Low-Income Public Housing Properties under Asset Management Project 44 on the Island of Oahu

This Addendum No. 1 is to 1) amend the procurement timeline and 2) provide additional information and clarifications to the RFP as follows:

**Part I – Amendments to the RFP:**

1. Paragraph IV. Procurement Timeline on Page 3 under Section 1. Administrative Overview of the RFP is amended to read as follows:

**“IV. Procurement Timeline**

<u>Activity</u>	<u>Schedule Date</u>
Public notice announcing RFP	June 30, 2016
Distribution of proposal specs/proposal form	June 30, 2016
<b>Pre-Proposal Conference and Site Inspection</b>	<b>July 14, 2016</b>
<b>Deadline to submit written inquiries</b>	<b>July 14, 2016</b>
<b>State response to written inquiries</b>	<b>July 18, 2016</b>
Proposal submittal deadline	July 25, 2016; 10:00 a.m. Hawaii Standard Time (HST)
Proposal review	July/August 2016
Notice of award	August 2016
Contract Execution	August 2016
Start of Services	August 31, 2016, 12:01 p.m. HST

The HPHA reserves the right to amend or revise the timetable without prior written notice when it is in the best interests of the State.”

2. Paragraph V. Pre-Proposal Conference and Site Inspection on Page 3 under Section 1. Administrative Overview of the RFP is amended to read as follows:

**“V. Pre-Proposal Conference and Site Inspection**

The HPHA will conduct a Pre-Proposal Conference from 1:00 p.m. to 2:00 p.m., HST **Thursday, July 14, 2016**, at the Kau’iokalani Community Center, 85-658 Farrington Hwy, Waianae, Hawaii 96792 with a site inspection of the properties starting at approximately 2:00 p.m. or at the conclusion of the Pre-Proposal Conference. The HPHA strongly recommends that all interested offerors attend.

Prior to submittal of the proposal, it is highly recommended that offerors inspect the properties to familiarize themselves with existing conditions, and the extent and nature of work to be performed. No additional compensation will be allowed by reason of any misunderstanding or error regarding site conditions, project layout or work to be performed.

Impromptu questions will be permitted at the Pre-Proposal Conference and site inspection and verbal answers may be provided. Verbal answers provided by the HPHA are not binding and only intended for general guidance purposes. Formal written responses to substantive questions will be provided to each registered interested offeror as set forth in Section VI. All changes to the RFP will be issued as an addendum to this RFP.”

3. Paragraph VI. Submission of Questions on Page 3 under Section 1. Administrative Overview of the RFP is amended to read as follows:

**“VI. Submission of Questions**

Interested offerors may submit questions to the RFP Coordinator identified in Section 1 of this RFP. The deadline for submission of written questions is **Thursday, July 14, 2016**. All written questions will receive a written response from the HPHA. The HPHA does not guarantee receipt of questions submitted via electronic mail. The HPHA’s response to written questions shall be issued as an addendum to the RFP and will be sent to all registered interested offerors via mail, electronic mail, or facsimile not later than **Monday, July 18, 2016**.

4. All other terms and conditions of the RFP shall remain the same.

**Part II – Additional Information and Clarifications:**

The following information is provided for clarification purposes:

1. A sample Monthly Monitoring Report (MMR) is attached herein as Exhibit A for interested offeror's information. The MMR is completed by the HPHA Contract Administrator to capture the Successful Offeror's performance and show calculation of management fee earned for the month base on the six (6) components of the Successful Offeror's management plan. The respective percentage of the management fees are earned for each component if performance is 50% or better.
2. The AMP 44 2015 Real Estate Assessment Center physical inspection score is 79 points.
3. Below are the recent occupancy rates at AMP 44 properties:

Property	Dec. 2015	Jan. 2016	Feb. 2016	March 2016	April 2016
Waimaha-Sunflower	94.62%	96.92%	96.15%	96.92%	99.23%
Kau'iokalani	84.00%	86.00%	86.00%	84.00%	86.00%
Maili I	90.00%	90.00%	90.00%	90.00%	90.00%
Maili II	87.50%	87.50%	83.33%	83.33%	83.33%
Nanakuli Homes	88.89%	88.89%	83.33%	83.33%	86.11%
Average	90.77%	92.31%	90.77%	90.77%	92.69%

4. Below are the average monthly rent collection rates at AMP 44:

Month	Rent Collection Rate
Dec. 2015	100.00%
Jan. 2016	99.57%
Feb. 2016	86.60%
March 2016	96.62%
April 2016	97.70%

5. There are no tenant associations recognized by the HPHA for the properties under AMP 44.

Please contact Ms. Tammie Wong, RFP Coordinator, at (808) 832-6090 should you have any questions. Thank you.

HPHA – Property Management and Maintenance Services Branch  
AMP Monthly Monitoring Report

Date: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Contract No. \_\_\_\_\_  
 AMP No.: \_\_\_\_\_ Management Fee MO/YR: \_\_\_\_\_

ADMINISTRATIVE REQUIREMENTS

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Supervisor's Review	10%				
Re-exams	5% or below				
EIV Discrepancy	Due by End of Month				
Community Service	At placement and annually reviewed				
Crime Reports	Incidents logged and semi annual reporting				
Pre-Rent Run	Due by Rent Run				
Occupancy Rate	98% or greater				

HPHA – Property Management and Maintenance Services Branch  
AMP Monthly Monitoring Report

RENT COLLECTION & TENANT ACCOUNT RECEIVABLES

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Delinquency Rate	3% or below				AR Current Tenant
90 Day Accounts	All accounts following rent collection policy				Aged Receivables

VACANT UNIT TURNOVER

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Total Turnover Days/# of Placements	7 Days or less				Vacant Unit Status Report

WORK ORDERS

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Emergency Work Orders	Closed/ Abated within 24 hrs				Work Order Worksheet
Non-Emergency Work Orders	Average Closed within 25 Days or Less				Work Order Worksheet

HPHA – Property Management and Maintenance Services Branch  
AMP Monthly Monitoring Report

**ROUTINE AND PREVENTIVE MAINTENANCE**

Inspections	Scheduled	Completed	Satisfactory (Y/N)	Corrective Action Plan	Comments
Units					Annual Inspections Report
Buildings					Annual Inspections Report
Site					Annual Inspections Report

**UNIT, COMMON AREA & GROUNDS**

Site Visit Date	Site Name	Conducted by	Satisfactory(Y/N)	Corrective Action Plan	Comments

HPHA – Property Management and Maintenance Services Branch  
AMP Monthly Monitoring Report

MANAGEMENT FEE CALCULATION:

MONTHLY FEE: \_\_\_\_\_

WITHHOLDING:

Administrative: \_\_\_\_\_  
Rent Collection: (10%) \_\_\_\_\_  
Unit Turnover: (10%) \_\_\_\_\_  
Work Orders: (10%) \_\_\_\_\_  
Routine and Preventive Maint.: (20%) \_\_\_\_\_  
Unit, Common Area, Grounds: (30%) \_\_\_\_\_

Total Withholding: \_\_\_\_\_

NET MANAGEMENT FEE: \_\_\_\_\_

Report Completed by: \_\_\_\_\_ Phone No. \_\_\_\_\_

OIC Signature: \_\_\_\_\_ Phone No. \_\_\_\_\_