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IN REPLY PLEASE REFER TO:
16:CPO/227

July 14, 2016

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Request for Proposals No. PMB-2016-30, Addendum No. 2

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. 2 is to amend the procurement timeline to the RFP as follows:

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
Pre-Proposal Conference and Site Inspection	July 19, 2016
Deadline to submit written inquiries	July 19, 2016
State response to written inquiries	July 21, 2016
Proposal submittal deadline	July 26, 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.”

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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 **Tuesday, July 19, 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 **Tuesday, July 19, 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 **Thursday, July 21, 2016**.

4. Subparagraph B. Proposal Submittal on Page 4 under Section 1. Administrative Overview of the RFP is amended to read as follows:

“B. Proposal Submittal. Sealed proposals shall be received at the HPHA Central Files Office at 1002 N. School Street, Bldg. D, Honolulu, Hawaii 96817 not later than 10:00 a.m. HST, **Tuesday, July 26, 2016**. Electronic mail and facsimile transmissions shall not be accepted. The

official proposal receipt time shall be the time stamped in at the HPHA Central Files Office for mail-in and hand-delivered proposals. Deliveries by private mail services, such as Federal Express, shall be considered hand deliveries. All mail-in proposals delivered by the United States Postal Service must be received not later than 10:00 a.m. HST, **Tuesday, July 26, 2016**. Electronic submissions such as electronic mail and facsimile transmissions shall not be accepted.

Sealed Proposals should be addressed to:

Hawaii Public Housing Authority
1002 N. School Street
Central Files Office, Building D
Honolulu, Hawaii 96817
Attn: Ms. Tammie Wong, RFP Coordinator

The register of proposals and proposals received shall be made available for public inspection after the award of the Contract.

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

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