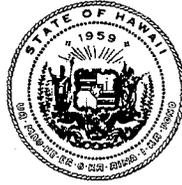


NEIL ABERCROMBIE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
Honolulu, Hawaii 96817
November 14, 2013

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:
13:CPO/278

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Request-for-Proposals, No. PMB-2013-07, Addendum No. 2
Property Management, Maintenance and Resident Services – AMP 45

This Addendum No. 2 is to: 1) provide clarification; 2) provide additional information; and 3) provide responses to questions that were received by the Hawaii Public Housing Authority (HPHA) up until November 6, 2013.

1. For clarification purposes, Attachment 20, Examples of Project & Management Fee Costs issued on October 22, 2013 is being **replaced** with Attachment 20a, Examples of Project & Management Fee Costs, Rev. 11/14/13.
2. For clarification purposes, **delete** item 2.c. Personnel under Section 2, Scope of Work & Specifications, page 25”

“All staff training, such as training required to ensure that the minimum services are provided in compliance with State/Federal laws, rules, and regulations shall be the responsibility of the Successful Offeror. However, should any specific or extraordinary training be required of the Successful Offeror, the HPHA may require attendance at no cost to the Successful Offeror. Interested offerors are strongly encouraged to budget for training related costs.”

Replace with:

“All staff training, such as training required to ensure that the minimum services are provided in compliance with State/Federal laws, rules, and regulations shall be the responsibility of the Successful Offeror. However, should any specific or extraordinary training be required of the Successful Offeror, the HPHA may require attendance at no cost to the Successful

Offeror.”

3. Number of Vacant Units, as of October 2013:

Property	No. of Vacant Units by Bedroom Size			
	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
Koolau Village	0	0	0	0
Hookipa Kahaluu	1	0	0	0
Kaneohe Apartments	0	0	0	0
Kauhale Ohana	0	0	0	0
Waimanalo Homes	0	0	0	0
Waimanalo Homes II	0	0	0	0

4. Occupancy Rate, as of October 2013:

Property	Occupancy Rate (%)
Koolau Village	100
Hookipa Kahaluu	99
Kaneohe Apartments	100
Kauhale Ohana	100
Waimanalo Homes	100
Waiamano Homes II	100

5. Delinquency Rate, as of October 2013 – 4.2%

6. Rent Collection Rate, as of October 2013 – 104%

7. Rent Roll, as of October 2013 – \$56,633

8. 2012 Real Estate Assessment Center physical inspection score – 45 (see attached)

9. Tenant Association:

Property	Recognized by the HPHA	Active
Koolau Village	May 17, 2001	Yes
Hookipa Kahaluu	November 20, 2002	Yes
Kaneohe Apartments	n/a	n/a
Kauhale Ohana	n/a	n/a
Waimanalo Homes	May 15, 2003 (combined with Waimanalo Homes II)	No
Waimanalo Homes II	May 15, 2003 (combined with	No

	Waimanalo Homes)	
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10. Attached for your information is a sample monthly monitoring form used to calculate the monthly management fee.

Questions:

1. Are there copies or pamphlets containing the pertinent regulations governing the procurement process? For example, can we have a copy of HPHA's operating policies in reference to Scope of Work Management Requirements? Per Page 33, 2.b "determine the eligibility of household members in accordance with all tenant selection policies instituted by the HPHA."

Response: A copy of the Department of Housing and Urban Development's Procurement Handbook can be downloaded at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/pihh/74608.

A copy of the HPHA's Admissions and Continued Occupancy Policy (ACOP) can be downloaded at:

www.hpha.hawaii.gov under Reference Information.

A copy of the Federally-Assisted Housing Projects, HAR, Title 17, Subtitle 5, Chapter 2028 is included in RFP PMB2013-07 as Attachment 4.

2. Is it possible to get a physical copy of the proposed PHAS requirements detailed at the Federal Register 24 CFR Part 902?

Response: A copy of the PHAS requirements can be downloaded at:

<http://www.gpo.gov/fdsys/pkg/CFR-2011-title24-vol4/pdf/CFR-2011-title24-vol4-part902.pdf>.

3. Per attachment 23, Page 3, Examples of Duties: The first line reads "Attends orientations and training sessions;", per Scope of Work Section 2. Personnel c. "All Staff training ... shall be the responsibility of the Successful Offeror... Budget for training related costs". Who teaches these training classes and where are these training classes held? Is it possible to give a list of State certified vendors? Also, will that training explain the reimbursement and procurement process?

Response: Attachment 23, Current Wage Rates and Position Descriptions is provided for informational purposes for interested offers to comply with Section 103-5, HRS. Section 103-5 HRS provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work.

As stated in item 2.c. Personnel under Section 2, Scope of Work, page 25:

“All staff training, such as training required to ensure that the minimum services are provided in compliance with State/Federal laws, rules, and regulations shall be the responsibility of the Successful Offeror. However, should any specific or extraordinary training be required of the Successful Offeror, the HPHA may require attendance at no cost to the Successful Offeror.”

4. Is there a required minimum number of full-time employees that need to be employed? Can part-time employees be employed?

Response: The number of full-time and part-time employees is determined by the interested offeror as described in their proposal.

If you have any questions, please call contact Rick Sogawa, RFP Coordinator at (808) 832-6038. Thank you.



Examples of Costs to be Reimbursed and to be Paid from Management Fee

Cost to be Reimbursed by HPHA	Costs to be Paid from Management Fee
Administrative/Maintenance Personnel such as salaries, medical benefits, taxes, GE taxes, etc.	Contractor's indirect supervisory staff salaries, fringe benefits and taxes.
Mileage for Contractor's personnel (administrative/maintenance) for direct administrative/maintenance duties (i.e. travel between properties)	Contractor's indirect overhead expenses (postage, telephone, copying and supplies)
Accounting/Bookkeeping Fees	Training of Contractor's staff
Required General Liability/Automobile/Workers Compensation Expenses of Contractor	Advertising expenses for recruitment of all Contractor's staff
Vacation/Sick Leave Pay	Retirement Pay

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

Date: 2013

Contractor: _____

Contract No. PMB

AMP No.: AMP 45

Management Fee MO/YR: 2013

ADMINISTRATIVE REQUIREMENTS

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

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	2% or below				Current Tenant Status Report Charge: \$ Collect: \$
90 Day Accounts	All accounts following rent collection policy				Aged Receivables Payment Plan

VACANT UNIT TURNOVER

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Total Turnover Days/# of Placements	7 Days or less				Unit Turnaround Report Take back-"C"

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
				Site Visits	Schedule

Inspection Summary Report - 382646

Inspection No: 382646
 Property: (159969) AMP 45 - KOOLAU VILLAGE
 45-1027 KAMAU PL
 KANEOHE, HI 96744

Inspection Date: 8/09/2012
 Phone: (808) 233-3766
 Fax: (808) 233-3769
 E-Mail Address: pmauga@realtylaia.com
 ACC#: _____
 CA#: _____

Scattered Site?: Yes
 PIH Project: HI001000045
 Comments: 97% NO BED BUGS REPORTED[Ver 2.3.4]

Building Unit Count

	#Total	#Inspected
Buildings	75	26
Units	225	24

Scores

	Possible Points	Area Points	H & S Deduction
Site	19.7	0.0	0.0
Bldg Ext	18.8	12.9	0.0
Bldg Sys	16.5	16.4	1.6
CA	1.4	1.2	0.2
Units	43.6	31.2	14.4
Overall	100.0	61.7	16.2
Final Score = Area Points - H & S Deduction			45 c*

Health and Safety Counts

Non-Life Threatening	Site	Bldg	Unit	Total
Actual	1	4	37	42
%Inspected	---	35%	11%	---
Projected	1	12	347	359

Life Threatening

Actual	0	4	4	8
%Inspected	---	35%	11%	---
Projected	0	12	38	49

Smoke Detectors

Actual	0	1	4	5
%Inspected	---	35%	11%	---
Projected	0	3	38	40

Systemic Deficiencies:

Area	Item	Defect	# with Defect	# Total	% of Bldgs / Units with Defect	
Capital	None					
Ordinary	BldgExt	Walls	Stained/Peeling/Needs Paint	17	26	65%
	CA	Laundry Room	Dryer Vent - Missing/Damaged/Inoperable	1	3	33%
		Restrooms/Pool Structures	Plumbing - Leaking Faucet/Pipes	2	4	50%
		Storage	Walls - Damaged**	1	3	33%
	DU	Doors	Damaged Surface - Holes/Paint/Rusting/Glass**	13	24	54%
		Hot Water Heater	Rust/Corrosion**	9	24	38%

Note: Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances).
 Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers, and smoke detectors).

Participants:

Management Agent REALTY LAUA, LLC	MAUGA, PATRICK	Phone: (808) 233-3766 Fax: (808) 233-3769 E-Mail Address: pmauga@realtylaia.com	45-1027 KAMAU PL #E KANEOHE, HI 96744
Owner/PHA Hawaii Public Housing Authority	OUANSAFI, HAKIM	Phone: (808) 832-4694 Fax: (808) 832-5679 E-Mail Address: hakim.ouansafi@hawaii.gov	P.O. Box 17907 Suite 300 Honolulu, HI 96817
Site Manager REALTY LAUA, LLC	MAUGA, PATRICK	Phone: (808) 233-3767 Fax: (808) 233-3769 E-Mail Address: pmauga@realtylaia.com	45-1027 KAMAU PL #E KANEOHE, HI. 96744

Buildings/Units:

No	Name/Type/Reason Uninspectable	Year built	# Units	Address
1	1 KAMAU Row/Town Houses	1969	4	45-1018 KAMAU PL KANEOHE HI 96744