

**HAWAII PUBLIC HOUSING AUTHORITY
HiePRO REQUEST FOR QUOTES
Solicitation No. RFQ-PMB-2023-23**

Update of Federal Utility Allowance Study for 2023 and 2024

The Hawaii Public Housing Authority (“HPHA”) seeks to procure services to provide updates of site-specific utility allowance rates for its federal low-income public housing inventory of properties Statewide. Properties are located on the Islands of O’ahu, Hawaii, Kaua’i, Maui and Molokai.

Services are extremely time sensitive and the submission of a quote shall be accepted as certification that the offeror is able to provide the contracted services on a timely basis.

I. BACKGROUND

Under the provisions of the U.S. Housing Act of 1937, to keep assisted housing affordable for lower-income households, federal housing law directs that the resident’s share of rent in federally assisted public housing should equal 30 percent (30%) of the households’ adjusted monthly income. In interpreting the federal housing law, the U.S. Department of Housing and Urban Development (“HUD”) has defined the total resident payment for “rent” to include both shelter and the costs for reasonable amounts of utilities. The “utility allowance” is the amount a Public Housing Authority determines is necessary to cover the resident’s reasonable utility costs.

Utility allowances are estimates of the expenses associated with different types of utilities and uses. The utilities for which allowances may be provided include electricity, natural gas, propane, fuel oil, solar, wood or coal, and water and sewage service as well as garbage collection. The functions, or end-uses covered by an allowance may include space heating, water heating, cooling, refrigeration, lighting, or appliances. Allowances are not provided for telephone services.

II. SCOPE OF SERVICES

The current HPHA utility allowance rates, Study conducted in 2018 and/or update report(s) from 2019, 2020, 2021, and 2022 are available for the Successful Offeror’s review by appointment only. The Successful Offeror shall submit a request to the HPHA Officer-in-Charge to coordinate the review of the available documents.

The Successful Offeror shall conduct up to two (2) utility allowance updates for property specific tenant-purchased utilities at the Federal public housing units. Reference **Exhibit 1 – List of Properties**. The initial update shall be conducted for 2023 with effective date of January 1, 2024 to June 30, 2024. A second

update shall be conducted for 2024 with effective date of July 1, 2024 to June 30, 2025 and shall be exercised at the sole discretion of the HPHA upon written notification from the HPHA.

Services shall be provided in accordance with the requirements set forth in 24 CFR Part 965.505 Standards for Allowances for Utilities and methodology used to calculate the site-specific utility allowances. The allowances shall be consistent with the HUD regulations in accordance with 24 CFR 965. Reference **Exhibit 2 – Utility Allowance Guidebook**.

- A. Services shall be provided in accordance with the following specifications and shall include, without limitation:
1. Review of Site Characteristics:
 - a. Review of the HPHA’s federal low-income public housing portfolio and classification of each property by type from information provided by the HPHA.
 - b. Assess fuel types and/or solar power in use at each federal low-income public housing property on all islands which are tenant-paid and non-tenant paid utilities.
 - c. Identify any and all central systems at each federal low-income public housing property on all islands.
 2. Compilation of Data:
 - a. Develop overview for each property including without limitation, the number of units, types, and bedroom sizes.
 - b. Develop allowances based on actual existing conditions using a current or previous survey.
 - c. Develop estimates based upon the most conservative use of utilities and the way of living in the State of Hawaii and not a national average or estimate.
 - d. Develop energy usage estimate for each unit type, each bedroom size, and appliances to include the following:
 - 1) Air Conditioner, window type, 10,000 BTU
 - 2) Oxygen Concentrator, 400W
 - 3) Nebulizer, 75W
 - 4) Electric Hospital Bed, 200W
 - 5) Alternating Pressure Pad, 70W

- 6) Low Air-Pressure Mattress, 120W
- 7) Power Wheelchair/Scooter, 360W
- 8) Feeding Tube, 120W
- 9) CPAP Machine, 30W
- 10) Leg Pump
- 11) Portable Dialysis Machine

B. Each utility allowance update shall be conducted upon written notification from the HPHA and shall include, without limitation, deliverables as follows:

1. A site-specific utility allowance update report to include:
 - a. Review differences by property;
 - b. Identify fuels and or solar included in allowances;
 - c. Assess any need to update/modify utility rates;
 - d. Develop comparison document;
 - e. Summarize methodology used to demonstrate compliance with HUD rules;
 - f. Provide comparison for implementation impact;
 - g. Present new allowances by island, Asset Management Project (AMP), and property for each unit type, bedroom size and appliance type;
 - h. Summarize requirements for notices to tenants as required by HUD rules; and
 - i. Outline approach(es) to implement the findings of the utility allowance update.
2. One (1) electronic pdf format of the completed report; and
3. Two (2) bound copies of the completed report.

III. Qualifying Requirements

- A. Work experience on utility allowance reports with medium or large sized Public Housing Authority Federal low-income public housing properties.
- B. Familiarity with all utility companies and services in the State of Hawaii.
- C. Personnel assigned to this project must have a minimum of five (5) years of preparing utility and allowances pursuant to U.S. Department of Housing and Urban Development rules. Resumes required.

IV. Time of Performance

Successful Offeror shall complete each utility allowance update for all properties within 30 calendar days of the HPHA’s issuance of a Notice to Proceed. The anticipated NTP issuance date will be August 15, 2023 for the 2023 update. The anticipated NTP issuance date will be February 1, 2024 for the 2024 update.

V. Officer-In-Charge

The Property Management and Maintenance Services Branch is the office responsible for administering and monitoring the solicited services. The designated Officer-in-Charge (OIC) is as follows:

Ms. Kau’i Seguancia
Hawaii Public Housing Authority
Property Management and Maintenance Services Branch
1002 North School Street, Bldg. E
Honolulu, Hawaii 96817 Telephone: (808) 832-4673

The OIC shall be the primary point of contact for the Successful Offeror’s day- to-day operational issues and reporting requirements. No changes to the Scope of Services shall be implemented based on verbal instructions provided by the OIC.

The HPHA reserves the right to change the OIC without prior written notice to the Successful Offeror.

VI. Special Conditions

- A. Wages and Labor Law Compliance

Prior to entering into a Contract in excess of \$25,000, an interested offeror shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, 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. Interested offerors are further advised that in the event of an increase in wages for public employees performing similar work during the period of the Contract, the Contractor shall be obligated to provide wages not less than those increased wages.

The Contractor shall be further obligated to notify its employees performing work under the Contract, regarding the provisions of section 103-55, HRS, and the current wage rates for public employees performing similar work. The Contractor may meet this obligation by posting a notice of section 103-55, HRS, in the Contractor's place of business in an area accessible to all employees. Interested offerors should account for any published wage increases in their quote. It is the sole responsibility of the Successful Offeror to comply with section 103-55, HRS. Reference **Exhibit 3 - Wage Certificate**.

B. Certifications of Eligibility

Prior to award of a contract, the Successful Offeror is required to demonstrate compliance with State laws as follows:

1. Compliant with the Hawaii State Tax Office;
2. Compliant with the Internal Revenue Service;
3. Compliant with the State of Hawaii's Department of Labor and Industrial Relations; and
4. In good standing with the State of Hawaii's Department of Commerce and Consumer Affairs Business Registration Division (BREG).

Offerors may demonstrate compliance by registering online through the Hawaii Compliance Express (HCE), a simple wizard interface at:

<http://vendors.ehawaii.gov/hce/splash/welcome.html>

The HCE provides the applicant with a "Certificate of Vendor Compliance" with current compliance status as of the issuance date, accepted for both contract award and final payment purposes. Vendors electing to use the HCE services will be required to pay an annual subscription fee of \$12.00.

C. Mandatory Federal contract clauses for the resulting Contract:

1. Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
2. Examination and Retention of Contractor's Records. The HPHA,

HUD or Comptroller General of the United States or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

3. Right in Data and Patent Rights (Ownership and Proprietary interest). The HPHA shall have exclusive ownership of all proprietary interest in and the right to full and exclusive possession of all information materials, and documents discovered or produced by the Contractor pursuant to the terms of this Contract.
4. Energy Efficiency. The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State of Hawaii.
5. Termination of Cause and for Convenience. The HPHA may terminate this contract in whole, or from time to time in part for the HPHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). Any notice of termination shall be provided in writing. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected unless the notice directs otherwise and (2) deliver to the HPHA all information, reports, papers, and other materials accumulated or generated in performing the contracted services, whether completed or in process.

D. Campaign Contributions by State and County Contractors Prohibited

If awarded a Contract in response to this solicitation, the Successful Offeror agrees to comply with HRS §11-355, which states that campaign contributions are prohibited from a State and county government contractor during the term of the Contract if the Contractor is paid with funds appropriated by the legislative body between the execution of the Contract through the completion of the Contract.

VII. Compensation and Payment Terms

Section 103-10, Hawaii Revised Statutes provides that the HPHA shall have 30 calendar days after receipt of invoice or satisfactory performance of the services to make payment. Upon receipt of the invoice, the HPHA shall date stamp the invoice, and use this receipt date to calculate the 30-day payment period. For purposes of this paragraph, the Successful Offeror's invoice date shall not be considered.

The Successful Offeror shall submit invoices for services rendered to:

Hawaii Public Housing Authority
Attn: Property Management and Maintenance Services Branch
P.O. Box 17907
Honolulu, Hawaii 96817

VIII. Quote Submission

The price quote shall be the all-inclusive cost to the HPHA to include, without limitation, all related administrative and personnel costs and all applicable taxes for providing the services specified. The HPHA is not responsible for and shall not pay for overtime required to complete the services specified.

Questions related to this solicitation shall be submitted through the Hawaii Electronic Procurement System (HlePro) not later than July 27, 2022, 4:30 p.m. Hawaii Standard Time (HST). Response to written questions received will be published by July 31, 2023, 4:30 p.m. HST.

Quotes shall be submitted on the HlePro not later than Thursday, August 10, 2023, 4:30 p.m. HST and include the following:

1. Provide the all-inclusive unit price for each line item listed on the HlePro. The HlePro will calculate the total price quote.
2. Upload resume(s) and any other documents which satisfy the Qualifying Requirements in Section IV above.
3. Upload the completed Wage Certificate if quote exceeds \$25,000.

Quotes submitted without resume(s) or other documents to satisfy the Qualifying Requirements in Section IV, or without the Wage Certificate may not be considered responsive and not be considered for award.

Please contact Ms. Tammie Wong at (808) 832-6071 should you have any questions.

Attachments:

- Exhibit 1 – List of Properties and Utilities
- Exhibit 2 – Utility Allowance Guidebook
- Exhibit 3 – Wage Certificate