

Hawai'i Community Development Authority  
Department of Business, Economic Development and Tourism  
State of Hawai'i

**ADDENDUM NO. 1**

REQUEST FOR PROPOSALS  
RFP-HCDA-2026-01

PROPERTY MANAGEMENT SERVICES AT  
THE HONUAKAHA AFFORDABLE HOUSING COMPLEX

**Date Issued: March 13, 2026**

This Addendum is hereby made a part of the RFP and is issued for the following:

1. CORRECTION TO SOLICITATION
2. SUMMARY OF PRE-PROPOSAL CONFERENCE

All other requirements of the RFP remain unchanged.

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**1. CORRECTION TO SOLICITATION**

RFP Section 3.1 Project Description and Exhibit A Section A.3 Unit Information are hereby revised to clarify that the one hundred fifty-one (151) HCDA-owned residential units are unfurnished.

Section 3.1 Project Description is revised as follows:

**3.1 PROJECT DESCRIPTION**

The Project consists of one hundred forty-one (141) ~~furnished unfurnished~~ studio units and ten (10) ~~furnished unfurnished~~ one-bedroom units, totaling one hundred fifty-one (151) residential units, ranging from approximately 350 to 515 square feet.

Exhibit A, Section A.3 Unit Information is revised as follows:

**A.3 UNIT INFORMATION**

The Project consists of:

- **141 ~~furnished unfurnished~~ studio units**
- **10 ~~furnished unfurnished~~ one-bedroom units (one currently converted to on-site management office space)**

## **Unit Features (Typical)**

- ~~Furnished units~~
- Refrigerator
- Range/oven
- Window coverings
- Air conditioning
- Standard bathroom fixtures
- Basic built-in storage

Any other reference to “furnished” unit(s) in the solicitation is hereby deleted and replaced with “unfurnished,” whether or not specifically identified in this Addendum.

## **2. SUMMARY OF PRE-PROPOSAL CONFERENCE**

This section provides a summary of the virtual pre-proposal conference held on March 12, 2026 at 10:30 A.M. (HST) via Microsoft Teams.

### **Summary of Presentation**

Conference Start Time: 10:30 A.M.

1. Welcome
2. Purpose and Scope
3. Property Overview
4. Project Overview
5. Project Background
6. Solicitation Summary
7. Procurement Schedule
8. Requirements
9. Proposal Content
10. Tips for Success
11. Q&A / Mahalo & Closing

No questions were asked during the conference.

Conference End Time: 10:46 A.M.

A copy of the PowerPoint presentation is also attached.

**END OF ADDENDUM NO. 1**

VIRTUAL PRE-PROPOSAL CONFERENCE MEETING

**PROPERTY MANAGEMENT SERVICES  
AT THE HONUAKAHA AFFORDABLE HOUSING COMPLEX**

REQUEST FOR PROPOSALS  
RFP-HCDA-2026-01



**Hawai'i Community Development Authority (HCDA)**

March 12, 2026

# PURPOSE AND SCOPE

Procure a property management company to provide property management services for the one-hundred fifty-one HCDA owned residential units within the Honuakaha Affordable Housing Complex

- Overall day-to-day Management
- Leasing & Marketing
- Rent Collection & Delinquency Management
- Financial Administration & Reporting
- Tenant Relations & Compliance
- Maintenance and Facilities Coordination

**Goal:** Reduce vacancies, maintain affordability, create financial stability.



# PROPERTY OVERVIEW

- Honuakaha Affordable Housing Complex (“Honuakaha”)
- Seven-story mixed-use
- Completed in 1995
- Complex contains:
  - 151 HCDA-owned residential units
  - 93 fee simple condominium units
  - 2 commercial units
- AOAO responsible for building common elements



# PROJECT OVERVIEW

## ➤ **Project:** 151 HCDA-Owned Residential Apartment Units

- 141 studio units (approx. 350 square feet)
- 10 one-bedroom units (approx. 515 square feet)

## ➤ **Unit Features**

- Refrigerator
- Range/oven
- Window coverings
- Air conditioning
- Vinyl Flooring
- Basic built-in storage
- Standard bathroom fixtures

## ➤ **Common Areas**

- Laundry facility
- Community garden (“Victory Deck”)

## ➤ **Parking**

- 38 parking stalls



## Typical studio unit



# PROJECT BACKGROUND

## ➤ Honuakaha Limited Partnership (HLP)

- HCDA – General Partner
- First Hawaiian Bank – Limited Partner
- HLP developed and currently operates the Project
- HLP is expected to dissolve in 2026; HCDA retains ownership

## ➤ Honuakaha Senior Rental Housing Project

- Developed in 1995 as a senior rental housing project
- Originally financed through the Low-Income Housing Tax Credit (LIHTC) Program
- Units restricted to residents age 62+ with incomes  $\leq$  60% AMI
- LIHTC extended use period ended December 31, 2025
- Tax credits fully utilized; LIHTC Declaration expired
- The Project is no longer subject to LIHTC income or rent restrictions.



# SOLICITATION SUMMARY

- **Request for Proposals**
- **Electronic Procurement:** Hawaii State eProcurement System (HlePRO)
- **Steps for Contract Award**
  - Submission of Proposals
  - Evaluation of Proposals
  - Discussions with Offerors (if necessary)
  - Best and Final Offer (if necessary)
  - Final Selection / Contract Award
- **Contract Term:** Thirty-six (**36**) consecutive months, plus two (2) options to extend for an additional twelve (12) month period each, for a potential maximum term totaling sixty (**60**) months.



# PROCUREMENT SCHEDULE

<u>EVENT</u>	<u>DATE/TIME</u>
Release of Request for Proposals:	March 6, 2026
Virtual Pre-Proposal Conference:	March 12, 2026; 10:30 A.M.
<b>Notice of Intent to Submit Proposal Deadline (optional):</b>	<b>March 13, 2026; 3:00 P.M.</b>
<b>Question Submittal Deadline:</b>	<b>March 20, 2026; 3:00 P.M.</b>
Answers to Questions:	March 25, 2026; 3:00 P.M.
<b>Proposal Due Date and Time:</b>	<b>April 7, 2026; 3:00 P.M.</b>
Proposal Evaluations:	April 8 - 10, 2026
Estimated Discussions with Offerors, if necessary:	April 16-17, 2026
Estimated Deadline to Submit BAFO, if necessary:	April 23, 2026; 3:00 P.M.
Anticipated Final Selection and Award Date:	April 27, 2026

*Optional Site Visit: Please notify us by March 13, 2026 if interested.*



## REQUIREMENTS

### ➤ **Electronic Submission of Documents**

- Questions submitted and Answers posted via HlePRO
- All Addenda posted via HlePRO
- Proposal and all attachments submitted via HlePRO
  - **Maximum file size:** 100 MB per upload

### ➤ **Minimum Qualifications**

- Five years of experience
- Active Hawaii Real Estate Broker License
  - Hawaii Revised Statutes §467
- Valid Hawaii GET License and active DCCA registration

### ➤ **HCE Compliance:** Must maintain active status on Hawaii Compliance Express throughout the contract term.



## PROPOSAL CONTENT

- ✓ **Attachment 1** – Proposal Checklist
- ✓ **Attachment 2** - Proposal
  - Executive Summary (maximum 2 pages)
  - Staffing and Maintenance Plan (maximum 3 pages)
  - Management Approach (maximum 5 pages)
  - References (maximum 2 page)
- ✓ **Attachment 3** – Completed Offer Form and Price Proposal
- ✓ **Attachment 4** – Wage Certificate
- ✓ **Proof of Insurance**
- ✓ **Copies of Licenses**



## TIPS FOR SUCCESS

### **DO: Set Yourself Up for Success**

- **Review the RFP carefully.** Know all Requirements, Deadlines, Attachments, Exhibits, and Addenda.
- **Confirm HCE compliance early** to avoid last minute-delays.
- **Allow extra time for uploads.** Anticipate file size limits and technical delays; confirm files open properly and are virus-free.
- **Be responsive and complete.** Include all required attachments and forms to avoid being deemed nonresponsive.



# PAU



*Mahalo for your participation – we look forward to your submission*