

**HAWAII PUBLIC HOUSING AUTHORITY
REQUEST FOR QUOTES
(Chapter 103D, HRS)**

Training Services – Federal Low Income Public Housing Physical Inspections

RFQ No. HRO-2020-12

The Hawaii Public Housing Authority (HPHA) intends to procure services to provide on-site training in the area of the Department of Housing and Urban Development's (HUD) Physical Inspection under the Low Income Public Housing Program. The Successful Respondent awarded the contract under this Request-for-Quotes will assist the HPHA in passing the physical inspections conducted by HUD.

I. Scope of Services:

Training services shall provide knowledge and information on HUD's Uniform Physical Condition Standards (UPCS), Real Estate Assessment Center and NSPIRE inspection protocol. Training services to be conducted on Oahu, Kauai, Maui, Molokai, and Hawaii Island at locations designated by the HPHA.

A. Classroom Training

The Successful Respondent shall provide:

1. Five (5) one (1) day training; two (2) on Oahu; one (1) on Maui; one (1) on Kauai; one (1) on Hawaii Island.
2. Topics to include, without limitation, the following:
 - a. UPCS/NSPIRE Overview/Updates/Changes.
 - b. Setting Repair Priorities.
 - c. Identifying Site (Building Exterior/Building Systems/Unit Deficiencies.
 - d. Health and Safety Deficiencies.
 - e. Best Practices
3. Proficiency exam/certificate of completion.
4. All training materials/handouts to be provided by the Successful Respondent.

B. On-Site Training Session(s)

The Successful Respondent shall provide one (1) 4-hour hands-on inspection of building exteriors, systems, common areas and units at the

following locations under each Asset Management Project (AMP) for a total of 17 sessions as follows:

Oahu:

	AMP	Address	Contact Person
1	30	99-132 Kohomua Street Aiea, HI 96701	Lori Nakanishi Ph: (808) 483-2550
2	31	2250 Kalena Drive Honolulu, HI 96819	Julie Wiggett Ph: (808) 832-3336
3	32	521 North Kukui Street Honolulu, HI 96817	Cynthia Yoshida Ph: (808) 832-3153
4	33	1541 Haka Drive Honolulu, HI 96817	Cynthia Yoshida Ph: (808) 832-3153
5	34	1545 Kalakaua Avenue Honolulu, HI 96826	Ioane Ah Sam Ph: (808) 973-0193
6	35	1220 Aala Street Honolulu, HI 96817	Stephanie Fo Ph: (808) 586-9723
7	40	1475 Linapuni Street Honolulu, HI 96819	Nua Vaovasa Ph: (808) 832-6075
8	44	85-186 McArthur Street Waianae, HI 96792	Mandy Miyamoto Ph: (808) 697-7171
9	45	41-1027 Kamau Place Kaneohe, HI 96744	Roberta Kahele Ph: (808) 233-3766
10	49	310 North Cane Street Wahiawa, HI 96786	Jimary Quinones Ph: (808) 622-6360
11	50	2107 Ahe Street Honolulu, HI 96816	Kelsie Tilton Ph: (808) 733-9113

Kauai:

	AMP	Address	Contact Person
1	38	4726 Malu Road Kapaa, Kauai 96746	Gary Gaines Ph: (808) 733-9113

Maui:

	AMP	Address	Contact Person
1	39	2015 Holowai Place Wailuku, Maui 96793	Vanessa Medeiros Ph: (808) 243-5001

Molokai

	AMP	Address	Contact Person
1	39	Maunaloa, Molokai 96770	Vanessa Medeiros Ph: (808) 243-5001

Hawaii Island:

	AMP	Address	Contact Person
1	37	600 Wailoa Street Hilo, HI 96720	Tammy Passmore Ph: (808) 933-0474
2	43	78-6725 Makolea Street Kailua-Kona, HI 96740	Michelle Liftee Ph: (808) 322-1915
3	46	65-1191 Opelo Road Kamuela, Hawaii 96743	Mark Sayers Ph: (808) 887-8130

1. On-site training sessions to include:
 - a. Perform side-by-side UPCS inspection with HPHA staff of a property and vacant units selected by the HPHA.
 - b. Identify deficiencies that may result in point deductions due to exigent health and safety issues such as deficient electrical boxes, erosion, graffiti, damaged gutters, inoperable fire alarm systems, etc.

C. Travel

The Successful Respondent shall be reimbursed for allowable travel costs as follows:

- a. Coach class airfare.
- b. Lodging not to exceed \$160 per day per person.
- c. Per diem not to exceed \$50 per day per person.
- d. Ground transportation for compact or sedan size rental car not to exceed \$60 per day OR actual cost of taxi fare.
- e. Actual costs above the allowable reimbursable travel rates shall be the responsibility of the Successful Offeror. The Successful Offeror shall obtain prior written approval from the HPHA for reimbursable travel cost deviations from the requirements and specified rates.
- f. Travel reimbursement claims shall include supporting documentation of expenses incurred.

II. Time of Performance

The performance period shall be for a 30-day period upon issuance of a Notice to Proceed.

III. Minimum Qualifications for Quote Submission

The Successful Respondent shall:

- A. As an entity, have a minimum of five (5) years of experience in UPCS/REAC training.
- B. Provide a trainer(s) that has a minimum of five (5) years of experience in UPCS/REAC training.

IV. Payment

- A. Payment shall be made upon completion of the services. Section 103-10, HRS, 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 section, the Successful Offeror's invoice date shall not be considered.
- B. The Successful Respondent shall submit one (1) original invoice for services rendered to:

Hawaii Public Housing Authority
Attn: Human Resources Office
P.O. Box 17907
Honolulu, HI 96817

- C. Each invoice must include the following:

- 1. Brief description;
- 2. Date(s) services provided;
- 3. Location where services provided.

V. Responsibility of Offeror

- A. Pursuant to Hawaii Revised Statutes §103D-310(c), the Successful Respondent must provide proof of compliance with Federal and Hawaii State laws in order to receive a contract award in the amount of \$2,500 or more with the Hawaii State and County government. Certifications required include:

1. Tax Clearance, Form A-16;
2. Department of Labor and Industrial Relations, Application for Certification of Compliance, Form LIR #27; and
3. Certificate of Good Standing issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG).

Instead of separately applying for these (paper) certificates at the various State and Federal agencies, interested offerors are encouraged to register with the Hawaii Compliance Express (HCE) to expedite their ability to furnish proof of compliance at the time of award. Annual registration fee for the HCE is currently \$12. For additional information regarding this requirement, registration instructions for HCE, please visit <https://vendors.ehawaii.gov/hce>.

B. The HPHA and the Successful Offeror are subject to the following mandatory Federal Contract clauses:

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 PHA'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 contract, whether completed or in process.

VI. Quote Submission:

The quote shall be the all-inclusive cost to the HPHA, including without limitation, administrative and personnel costs, benefits, materials, overhead, applicable taxes and all other necessary costs to provide the classroom and on-sites services on all Islands as specified above **including all travel related costs.**

Submission of questions related to this solicitation shall be submitted through the Hawaii Electronic Procurement (HlePro) System **no later than 2:00 p.m. Hawaii Standard Time (HST) on Monday, February 10, 2020.**

Quotes must be submitted through the Hawaii Electronic Procurement (HlePro) System **no later than 2:00 p.m. HST on Friday, February 14, 2020.**

1. Provide the all-inclusive **unit price for each line item** listed on the HlePro. The HlePro will multiply the unit price by the quantities indicated to calculate the price quote.
2. Attach a sample agenda for the Classroom Training component in the Comments Section of the HlePro quote submission field.
3. Attach each trainer's experience in the Comments Section of the HlePRO quote submission field.

Quote submissions without the sample agenda and/or trainer's experience may be considered non-responsive and may not be considered for award. Please contact Rick Sogawa at (808) 832-6038 should you have any questions.