NOTICE TO INTERESTED PARTIES

Request for Proposals (RFP) No. 15-011-PPMS

COMMERCIAL AND RESIDENTIAL PROPERTY MANAGEMENT AND MAINTENANCE SERVICES AT KULIA I KA NU'U

The HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION (HHFDC) is requesting proposals from qualified persons or firms able to provide commercial and residential property management and maintenance services at the Kulia I Ka Nu'u affordable rental housing project located at 85-296 Ala Hema Street, Waianae, Hawaii 96792.

Copies of the RFP shall be made available as follows, beginning September 2, 2015:

1. **Electronic copy on the State Procurement Office website.** A copy of the RFP documents can be reviewed and downloaded online at no cost. Go to http://hawaii.gov/spo/notices. Locate the solicitation listing for the RFP and click "More Info". **Any Offeror who downloads the solicitation documents online is advised to *register* by e-mail or fax to the RFP Contact.** If Offeror does not register with RFP Contact, Offeror will not receive notification of any changes or addenda to the RFP.

2. **Hard copy picked up at the HHFDC Office**. Notify the RFP Contact below to schedule a pick up. A fee of $100 per copy will be assessed for administrative and printing costs. The HHFDC Office is located at 677 Queen Street, Suite 300, Honolulu, Hawaii. Fee shall be paid via cashier's check payable to "Hawaii Housing Finance and Development Corporation."

3. **Hard copy by U.S. Postal Service first class mail, Fedex, or equivalent.** Notify the RFP Contact below to arrange mailing of the solicitation documents. Must have carrier account number or documents will be mailed via USPS First Class Mail. A fee of $100 per copy will be assessed for administrative and printing costs and must be prepaid via cashier's check payable to "Hawaii Housing Finance and Development Corporation."

A **Pre-Proposal Conference and Site Inspection** will be held onsite
at Kulia I Ka Nu'u on September 18, 2015 at 11:00 AM.

Statements made by HHFDC representatives at the Pre-Proposal Conferences, Site Inspection, or otherwise during the solicitation process shall not be binding on HHFDC unless confirmed by written addendum. Direct all questions regarding the RFP, ***in writing***, to the RFP Contact: Stuart Kritzer, Asset Manager, HHFDC, Email: Stuart.P.Kritzer@Hawaii.gov, Fax: (808) 587-0500. **The deadline for questions is September 24, 2015.**

Proposals must be received no later than 2:00 PM on October 8, 2015 by the Procurement Officer at Hawaii Housing Finance and Development Corporation, 677 Queen Street, Suite 300, Honolulu, Hawaii 96813.

Craig K. Hirai, Executive Director
Hawaii Housing Finance and Development Corporation

Legal Ad Date: September 2, 2015