

Hawaii Community Development Authority  
Department of Business, Economic Development and Tourism  
State of Hawaii

**ADDENDUM NO. 1**

**REQUEST FOR PROPOSALS**  
RFP No. HCDA 02-2017

**SECURITY GUARD AND SOCIAL OUTREACH SERVICES FOR HAWAII COMMUNITY  
DEVELOPMENT AUTHORITY PUBLIC PARKS**

Date issued: October 13, 2017

This addendum is hereby issued for the following:

**Q: Are we supposed to propose the number of officers and the man hours per day for the Hawaii outreach bid?**

**A: Yes, you must propose the appropriate number of staff and hours to provide all services listed in the Scope of Work, which includes security and outreach services. HCDA reserves the right to reduce or increase these hours as needed, provided it pays the same hourly rate as listed in the Proposal Forms.**

**Q: Who is the current incumbent?**

**A: Honolulu Merchant Patrol**

**Q: When were they awarded the contract? Copy of current contract?**

**A: Honolulu Merchant was awarded the initial contract on November 17, 2014. The contract can be requested electronically by submitting an UIPA request.**

**Q: Estimated usage (number of hours) of prior contract?**

**A: Nine hours per day**

**Q: How many monthly/annually hours are required for this bid?**

**A: Bidder must submit their own proposal with the appropriate number of staff to provide all services listed in the Scope of Work.**

**Q: What is the current bill rate?**

**A: \$21.99 per hour**

**Q: What was the previous bill rate?**

**A: This rate was unchanged for the entire three-year contract.**

**Q: What was the contract amount spent last year?**

**A: \$74,326.00 was spent in the last contract year (November 2016- November 2017).**

Q: Is there a prevailing wage?

A: Yes, see Section 3.2.

Q: Are there any additional Security guard services to this contract?

A: The Scope of Work notes what security guard services are required.

Q: Are vehicles required for this bid? If so, how many and what type are needed?

A: Yes, see Section 2.6.

Q: How many vehicles and what types of vehicles is the incumbent using?

A: Honolulu Merchant Patrol uses one vehicle (sedan) with patrol light for nightly patrols.

Q: Do we have to provide the number of man hours?

A: Yes, you must propose the appropriate number of staff and hours to provide all services listed in the Scope of Work, which includes security and outreach services. HCDA reserves the right to reduce or increase these hours as needed, provided it pays the same hourly rate as listed in the Proposal Forms.

Q: Is there any operating and storage space in any of the parks or will we have to source our own location?

A: There are large locked closets attached to the Waterfront Park Comfort Stations for the Contractor's use. These closets should be large enough to store all necessary contractor supplies for this contract.

Q: Does the outreach worker need to be certified as a Licensed Clinical Social Worker?

A: No, the outreach worker does not need to have a social worker certification. However, the outreach worker should be trained and able to provide homeless individuals with information on available services and organizations.

Q: How many copies of the proposal should we provide?

A: You must provide one original and three copies of your proposal.

Q: Are wage increases allowed?

A. Yes. The following language regarding price adjustments are now added to the RFP and contract.

#### **CONTRACT PRICE ADJUSTMENT PURSUANT TO SECTION 103-55, HRS**

At the release of this RFP, only the current wages of State employees performing similar work are known. Should their wages increase during any period of the contract, including extension years, the Contractor may request for increase in contract price if the current wages paid for similar positions are lower than wages paid to State employees. The increase requested must result in increase in wages to Contractor's employees performing the work herein, including any increase in costs for benefits required by law that are automatically increased as a result of increased wages, such as federal old age

benefit, workers compensation, temporary disability insurance, unemployment insurance, and prepaid public health insurance.

The Contractor's request for increase must meet the following criteria:

1. At the time of a request, Contractor must provide documentation to show that it is in compliance with Section 103-55, HRS, i.e., its employees are being paid no less than the current wage of the State position listed herein. Documentation shall include the employees' payroll records and a statement that the employees are being utilized for this contract.
2. At the time of bidding, the Contractor must have specified on the appropriate Bid Form page, the percentage of the unit price that represents labor costs. If the Contractor fails to specify the percentage, the Contractor's request for increase will not be considered.
3. Request for increase must be made in writing to the HCDA on a timely basis.
  - a. Request for increase for the initial contract period must be made as soon as practicable after the State wage agreements are made public. Approved request will be retroactive to the date of increase for the State employee.
  - b. Request for an increase for a supplemental period of the contract must be made prior to the start of the supplement. Contractor shall call the Contract Administrator to obtain the current wage information.

If the Contractor meets the above criteria in its request for contract price increase, the following formula shall be used to calculate the increase:

First Increase:  $WI = (XY) \times (Z) + FB$

Subsequent Increase(s):  $WI = AZ + FB$

Whereby, WI = Dollar amount increase in unit bid price due to increase in State wages;

X = Original contract unit bid price;

Y = Percentage of unit price designated by Contractor as representing labor costs;

Z = Percentage increase in wages paid to State employees performing similar work;

FB = Additional costs for those benefits required by statute, directly related to the allowed increase in wages paid to Contractor's employees;

A = That portion of the contract amount representing wages (this amount is X times Y plus any increase(s) in contract unit bid price resulting from increase in State wages).

The increase shall be reflected in either a contract modification or in the supplemental agreement issued for the extended period of the initial contract.

END OF ADDENDUM NO. 1



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Jesse K. Souki  
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