

Offer Form OF-2

RFP-20-HHL-002

Redevelopment and Management of Ulu Ke Kukui Multi-Family Housing Project

Table of Contents

Basic Instructions

A. Development Program

B. Estimated rental rates

C. Proposed Renovations and Cost

D. Project operating budget

E. Financing program

F. Project operating program

G. Conditions / Exceptions

Basic Instructions for Packaging of Proposals

1. Please package your proposal in 3-ring binder.
2. Major sections of the proposal shall be identified by "Tabs".
3. Section I of the Proposal shall be "Offer Form OF-1" and "Offer Form OF-1A".
4. Section II of the Proposal shall be this "Offer Form OF-2".
5. Fill in all blank spaces with information requested; failure to provide all requested information may cause the proposal to be invalidated.
6. Please submit an original and three (3) copies of your proposal, for a total of four (4) sets, plus a set of electronic files of all documents on a CD or flash drive.
7. An Offeror shall request in writing nondisclosure of information such as designated trade secrets or other proprietary data Offeror considers to be confidential. Such requests for nondisclosure shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

A. Development Program

1. Renovations. Describe renovations required prior to the acceptance of new tenants including but not limited to, replacement of appliances or furnishings, and conversion of some or all units to three-bedroom units.

2. Marketing. Provide your proposed marketing plan, including analysis of the DHHL residential waiting list, rationale for the proposed unit mix and rent schedule, concepts on advertising and coordination with DHHL for contacting beneficiaries from DHHL's waiting list.

3. Tenant Assistance. Provide your proposed plan to assist renters to become financially qualified to purchase a house.

4. Administrative Building. Provide your proposed plan for the uses of the offices, classrooms, and commercial kitchen. Include use by the developer/operator, as well as by community and homestead organizations.

B. Estimated Rental Rates

Number of units by type and AMI category:

Size	50% AMI	60% AMI	80% AMI	100% AMI	Total
Studio					
2 bedroom					
3 bedroom					
Total					

Rental rate by type and AMI category:

Size	50% AMI	60% AMI	80% AMI	100% AMI
Studio				
2 bedroom				
3 bedroom				

Maximum rental rates shall be per guidelines published by Hawaii Housing Finance and Development Corporation (HHFDC) based on HUD income limits, and would include the cost of the following utilities: water, sanitary sewage services, electricity and gas (where applicable).

The units were designed such that a two-bedroom unit and adjacent studio could be joined to create a three-bedroom unit. The proposed rent schedule should reflect the offerors intent whether to convert any of the units.

Indicate whether a unit (by size) will be reserved for the resident manager.

C. Proposed Renovations and Cost

Itemize renovations required prior to the acceptance of new tenants including but not limited to, replacement of appliances or furnishings, and conversion of some or all units to three-bedroom units. Provide an estimated cost for each.

It is intended that gross income derived from the construction of renovations will be certified for exemption from Hawaii General Excise Taxes pursuant to Section 201G-116 HRS. The proposed budget shall not include any provision for GET.

D. Project Operating Budget

<u>Revenues</u>	Average per unit	per month
Rent	_____	_____
Laundry (? loads/week/unit)	_____	_____
Rent subsidy	_____	_____
Other income [specify]	_____	_____
Gross Income	_____	_____
<Vacancy Allowance> ____%	()	()
Net Revenues	_____	_____
<u>Expenses</u>		
Property Management	_____	_____
Resident Manager	_____	_____
Advertising	_____	_____
Electricity	_____	_____
Water/sewer	_____	_____
Refuse Collection	_____	_____
General Maintenance	_____	_____
Maintenance Contracts	_____	_____
Landscape Maintenance	_____	_____
Supplies	_____	_____
Maintenance Reserve	_____	_____
Property Taxes	_____	_____
Security Services	_____	_____
Liability/Property Insurance	_____	_____
Miscellaneous	_____	_____
Total Expenses	_____	_____
Net Operating Income	_____	_____

The units were designed such that a two-bedroom unit and adjacent studio could be joined to create a three-bedroom unit. The proposed operating budget should reflect the offerors intent whether to convert any of the units, including amortization of conversion costs.

It is intended that gross income derived from on-going operations will be certified for exemption from Hawaii General Excise Taxes pursuant to Section 201G-116 HRS. The proposed budget shall not include any provision for GET.

E. Financing Program

Provide a brief description of the proposed financing program to reduce monthly rent costs to the tenants, including subsidies, grants, etc. Proposals containing commitments from agencies or charitable organizations will receive higher value than those containing letters of interest or intent.

For any renovations, including conversion of some or all units to three-bedrooms, describe how the work would be paid for.

F. Project Operating Program

Provide a description of the following:

1. House rules and enforcement, including, but not limited to:
 - a. Landlord – Tenant Code
 - b. Fair Housing Act
 - c. Grievances against management company
 - d. Move-in and move-out procedures
 - e. Lost keys
 - f. Guest policy
 - g. Pet policy
 - h. (If proposing kupuna housing: procedures if the tenant is no longer capable of independent living)
2. Duties of the resident manager
3. Procedures for the collection and accountability of rents
4. Emergency procedures
 - a. Police, fire, ambulance
 - b. Tsunami, hurricane, etc.
5. Procedures for eviction

G. Conditions / Exceptions

Provide a brief description of any special conditions that are contained in your proposal.

List any exceptions taken to the terms, conditions, specifications, or other requirements listed herein. Reference the RFP section where exception is taken, a description of the exception taken, and the proposed alternative, if any.