



'10 AUG 13 A7:55

STATE PROCUREMENT OFFICE
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS STATE OF HAWAII

1. TO: Chief Procurement Officer
2. FROM: DHS/Hawaii Public Housing Authority

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:
Provision of professional design (architectural, structural, civil, and geotechnical) and construction management services to repair/restore building no. 16 and surrounding site area at Kalihi Valley Homes caused by a rockfall incident.

4. Name of Vendor: GYA Architects, Inc.

Address: 220 Imi Kala Street
Wailuku, HI 96793

5. Price:

\$63,486.39

6. Term of Contract: From: Upon approval

24 months *dkk*
To: ~~9/30/11~~

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:
Kalihi Valley Homes (KVH) is under a site and dwelling improvement plan that consists of eleven phases. The project is currently in phase IVa of which GYA Architects, Inc. (GYA) is the design consultant. The renovation of the damaged building was completed under phase IIIa of which GYA was also the design consultant. GYA has the building drawings and technical expertise specific to the design of the damaged building. It would not be either practicable or advantageous to the State to conduct another professional services method of procurement for the selection of a design consultant for this project.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

The selection of GYA to design phase IV of KVH was properly procured using the professional services method (request for qualifications). It has been determined that the additional scope of work is within GYA's ability.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

This exempted procurement requires approval by the HPHA's Office of the Executive Director, the Contract and Procurement Office, and the Fiscal Management Office. No contract terms or conditions will be exempted. For example, GYA will still be required to comply with the requirements for certification of compliance with the DLIR/DCCA and provide all insurance certificates.

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:		
Name	Position	Involvement in Process
Barbara E. Arashiro	Executive Assistant	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Rick Sogawa	Acting Procurement Officer	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Mark Buflo	Budget Analyst	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Administration
Becky Choi	Acting State Housing Dev. Admin.	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration
		<input type="checkbox"/> Approval <input type="checkbox"/> Administration

13. Direct inquiries to: Department: Hawaii Public Housing Authority
 Contact Name: Rick Sogawa
 Phone Number: 808 832-6038
 Fax Number: 808 832-6039

Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*


 Department Head

8/4/10
 Date

Reserved for SPO Use Only

15. Date Notice Posted 8/18/10

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
 State Procurement Office
 P.O. Box 119
 Honolulu, Hawaii 96810-0119

Chief Procurement Officer's comments:

Although no written delegated procurement authority is required for a *Request for Exemption from Chapter 103D, HRS*, it is noted that the contract administrator, Ms. Lisa Izumi has taken several procurement training workshops, but has not taken the appropriate required mandatory procurement training (Workshop #125, Exemptions from HRS Chapter 103D). Ms. Izumi has acknowledged that she is aware of the requirements for written delegated procurement authority and mandatory procurement training. As a reminder Ms. Izumi cannot participate in procurement activities until the requirements of Procurement Delegation No. 2010-01 and Procurement Circular No. 2010-05, as appropriate have been met.

Approval is granted as the department has determined it is in the State's best interest to obtain services to provide drawings, specifications and construction administration for repair to a building damaged by unforeseen circumstances from the Contractor who was awarded the initial contract through a competitive process. Familiarity of the building design and site/dwelling improvement plan would expedite completion. The term of the contract is for 24 months. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply. This award is required to be posted on the Awards Reporting System.

16. APPROVED DISAPPROVED NO ACTION REQUIRED


 Chief Procurement Officer Date 11/11/2011