

04 MAY 25 AB

STATE OF HAWAII REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

STATE PROCUREMENT
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: DHS/Housing & Community Development Corporation of Hawaii/Homeless Programs
(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:

Description of goods, services, or construction: SEE ATTACHMENT 1

Name of Vendor: SELF Help Housing Corporation of Hawaii	Cost: #67,000 (Site constr mat)
Address: 1427 Dillingham Blvd., Suite 305 Honolulu, Hawaii 96817	+ materials shc may

Term of Contract: From: June 1, 2004 To: September 30, 2004	Prior Exemption Ref. No. (if applicable)
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Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: SEE ATTACHMENT 2
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Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: Not applicable. The grant was awarded based upon the participants described above. The funds to be used are Weinberg Trust Fund moneys which were given to the State by the Weinberg Foundation specific to the benefit of Weinberg Village homeless shelters.

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

SEE ATTACHMENT 3

A list of agency personnel, by position title, who will be involved in the approval process and administration of the contract:

HCDCH Executive Director	Stephanie Aveiro
Homeless Programs Administrator	Sandi Miyoshi
Housing Development Specialist	Wayne Nakamoto
Homeless Programs Specialist	Brian Johnson

Direct questions to: Sandra J. Miyoshi	Phone Number: 832-5930
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This exemption should be considered for list of exemptions attached to Chapter 3-120, HAR: Yes No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

MAY 20 2004

Tamara D...

Department Head or Designee Date

Executive Assistant

Title (If other than Department Head)

Chief Procurement Officer's Comments:

This exemption is for the solicitation process only, Chapter 103D-310 shall apply. *6/16/04 MEY*

Please ensure adherence to applicable administrative requirements.

APPROVED DISAPPROVED

Adam S. Fisher *6/16/04*

Chief Procurement Officer Date

cc: Administrator,
State Procurement Office

Description of goods, services or construction: Repairs to existing structures at Weinberg Village Waimanalo, a homeless facility, plus construction of maintenance building. The scope of services include the following:

- Replace all steps to units at the Village
- Replace four entry doors to units
- Lighting fixtures on the grounds
 - Install lights in dark areas of the property
 - Replace or repair existing fixtures as needed
 - Remove the short ambient lighting fixtures and replace with wall or pole lights
- Water Heaters
 - Inspect relief valves
 - Replace heaters, where needed
 - Replace water heater closet doors, where needed
- Paint interior of the office building
- Paint exterior of all buildings
- Repair floors where needed, and re-tile floors inside the resident units
- Repair any termite damage in the living units
- Construct a maintenance work area
 - Remove container and pour a concrete slab
 - Construct two storage units – one for tools and one for flammables
 - Install a chain link enclosure
 - Run water and electricity to the maintenance site
- Barbeque area – redesign and restore with four to six new picnic tables
- Move playground area to Kalaniana'ole Highway side of the property
- Install gutters and eave spouts, where needed

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: HCDCH partnered with the City and County of Honolulu in application for a federal Youthbuild grant from Housing and Urban Development (HUD) to provide the practice site and the cost of a construction manager and materials. The City applied to HUD for the grant which would provide for the training of at-risk youth in construction. The homeless shelter provides a training ground for the youth to utilize the newly acquired skills and knowledge in construction.

Self Help Housing is the third party named in the grant application to provide the direction and management of the youth in the practical application of their training. Therefore, it is necessary for HCDCH to enter into a contract with Self Help Housing to accomplish the work described in the scope of work cited in the description of services to satisfy the grant award. The HUD grant was awarded based on the roles of the three parties in the application: The City to provide the training, Self Help to provide the actual practicum experience, and HCDCH to provide the site and the materials.

No funds will be used for the labor with the exception of a construction manager. The youth will be paid a per diem for their work from the HUD grant.

A description of the agency's internal controls and approval requirements for the exempted procurement: HCDCH, upon approval of this request, will enter into a contract with Self Help Housing. The contract will contain a timeline for work/progress/completion, a budget for the materials required for the job, an allocation of \$53,000 for construction site management and all other attachments required by the state for contracts under 103D, including the tax clearance, certificate of insurance, etc....

Upon prior approval of the contract format by the Attorney General's office, the contract will be signed by the HCDCH Executive Director. HCDCH will send site inspectors to the site to track work progress. Payments will be made upon submission of invoices for materials purchased and time spent on the job by the construction manager, not to exceed the budgeted amount.

