



**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817**

November 24, 2021

REQUEST FOR PROPOSAL (RFP) No. COM 2022-011

**REAL ESTATE BROKERAGE FIRM TO MANAGE AND LEASE THE OFFICE OF
HAWAIIAN AFFAIRS' IWILEI PROPERTIES**

ADDENDUM 4 – Questions and Answers

1. Confirming accounting is accrued based and on fiscal calendar?

Cash basis on a fiscal calendar. An accrual based report may be requested at the end of the fiscal year as well.

2. Do you have any bank preference or are you looking for best pricing?

There are no preferences for a bank.

3. Could the two properties be combined into one financial report with two separate income statements or are two separate financial reports required?

Two separate financial reports are required.

4. Can the OHA clarify what type of financial reports would be required in addition to items 2 thru 8? Please refer to PM scope on p. 27 Section B item 1e. – Financial Reports?

The Items listed are for monthly reporting. Additional reports may be requested relating to the properties, but it will not be on a regular monthly basis.

5. What is the current staffing at the properties? What is the number of current property management staff (property managers, admins, accounting staff) assigned to each property?

Currently both properties are overseen by a group manager, a senior property manager, a junior property manager an account administrator, and an accountant.

6. Pertaining to property management; does the retail leases require marketing programs?

Currently, there are no requirements.

7. Can ownership provide a current rent roll and/or income statement report for each property?

The information will be provided to the selected vendor.

8. Are there any recent building condition reports that can be shared? Any known major recurring issues?

The information will be provided to the selected vendor.

9. Are there any properties that have submeters for utilities (electrical, water, gas, grease interceptors)?

500 North Nimitz

- **Each tenant has their own electric meters.**
- **Currently the property manager gathers the submeter readings for water and reports it to a third-party company, which then issues the bill for each of the three tenants.**
- **There are no known gas or grease interceptors.**

501 Sumner

- **Apartments 1 and 3A has its own electric meter.**
- **Water is included in the association fees.**
- **There are no known gas or grease interceptors.**

10. Per RFP it requires one budget per year. Does the OHA require a separate 5-year capital budget at each property?

It is currently not a requirement, however the information may be needed in the future.

11. Who is responsible for lease renewals? Will commission be paid?

The vendor is expected to negotiate terms on behalf of, or in conjunction with the OHA. Commission will be paid.

12. Do current retail leases have Early Right to Terminate language from either the TT's or LL's side?

No.

13. What is the OHA's stance on Dual Agency?

Two different agents under the same brokerage Is accepted. However, the same agent cannot represent OHA and the potential lessee/buyer.

14. For each property is it possible that two different companies will be awarded the property management and leasing?

OHA will award the leasing and property management service contract to one vendor.

15. For leasing; will the OHA consider lease terms longer than five years?

Yes.

16. Per RFP, does Apt #2 have term or contractual obligation to property leases located at 500 N. Nimitz? If yes, does ownership have any rights to amend or to make part of property located at 501 Sumner Street?

Apartment# 2 Is Included In the leases of the retail tenants at 500 North Nimitz Highway. If OHA deems It necessary to amend, further steps can be Identified at that time.

17. For the industrial property, is roof top parking part of current operation / property income?

No. The roof top parking Is considered common area managed by the association.