

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAII 96816-4495

May 6, 2024

**ADDENDUM NO. 1**

**Residential Vulnerabilities Analysis  
For The State of Hawaii, State of Hawai'i, Department of Defense,  
Hawaii Emergency Management Agency, Job No. CA- 202405**

The items listed hereinafter are hereby made a part of the contract for the above-mentioned project and shall govern the work taking precedence over previously issued contract documents governing the items mentioned.

The following documents have been amended and/or added to the  
bid packet of April 19, 2024:

- A. The following amendments have been made to Notice to Bidders - Request for Proposals (please see attachment 1).
- (i) Proposal submittal deadline from Wednesday, May 8, 2024 by 2:00 P.M. to Wednesday, May 22, 2024 by 2:00 P.M.
  - (ii) Deadline for question has been extended from April 26, 2024 at 2:00 P.M to Wednesday, May 15, 2024 at 2:00 P.M.
- B. The following amendments have been made to the 1.3 Schedule and Significant Dates in the Request for Proposals packet (please see attachment 2):
- (i)

Event	Date
Solicitation Release:	April 19, 2024
Pre-Proposal Conference:	N/A
Question Submittal Deadline:	May 15, 2024; 2:00 PM
Answers to Questions:	May 17, 2024; 2:00 PM
Proposal Due Date and Time:	May 22, 2024; 2:00 PM
Evaluations	May 27, 2024; 2:00 PM
Estimated Date for Discussions, if necessary	June 03, 2024
Estimated Due Date for BAFO, if necessary	June 05, 2024
Anticipated Award Date:	June 07, 2024

Kenneth S. Hara  
Major General  
Adjutant General

Posted: May 6, 2024

April 19, 2024

**REQUEST FOR PROPOSALS - AMENDED**

**RESIDENTIAL VULNERABILITIES ANALYSIS  
FOR THE STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
HAWAII EMERGENCY MANAGEMENT AGENCY  
RFP CA-202405**

The State of Hawaii, Department of Defense – Hawaii Emergency Management Agency (HI-EMA) is requesting proposals from qualified applicants to provide analyze the hurricane and high-wind vulnerabilities of residential home in the State of Hawaii.

The Disaster Assistance Branch (DAB) of the Hawaii Emergency Management Agency is responsible for managing the Federal Emergency Management Agency’s (FEMA) Public Assistance Grant Program for the State of Hawaii. The DAB is responsible for working with FEMA as the applicants’ advocate to ensure applicants are compensated for eligible work; DAB is not staffed to handle the additional work that must be completed after a federal declaration is received.

Proposals may be submitted from the private (for profit and non-profit) sectors as well as religious and faith-based organizations, in accordance with Sec. 104, Public Law 104-193. All proposals must conform to the format and instructions provided in the Request for Proposals (RFP) CA-202405 packet.

All documents can be downloaded from the State Procurement Office website at <http://spo.hawaii.gov/> and at the State Department of Defense website at <http://dod.hawaii.gov/hieng/> . If prospective bidders obtain copies of the bid documents from sources other than the Contracting and Engineering Office address listed above, then bidders are responsible to register by sending their company name, address, telephone number and email address via email to [jesper.h.andersen@hawaii.gov](mailto:jesper.h.andersen@hawaii.gov). For more information please contact Jesper Andersen, Contracts Assistant at 808-369-3483 or e-mail at [Jesper.h.andersen@hawaii.gov](mailto:Jesper.h.andersen@hawaii.gov).

Proposal submittal deadline is **Wednesday, May 22, 2024 by 2:00 P.M.** Please submit all questions relevant to this RFP prior to **May 15, 2024 at 2:00 P.M.** Instructions for submitting questions and proposals are in the RFP packet.

**CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS PROHIBITED.** If awarded a contract in response to this solicitation, offeror agrees to comply with HRS §11-355, which states that campaign contributions are prohibited from a State and County government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract.

**REQUEST FOR PROPOSALS  
Residential Vulnerabilities Analysis**

**Solicitation # RFP-CA-202405**

**Section 1: General Information**

**1.1 Purpose**

The State of Hawai'i Department of Defense (DOD), Hawai'i Emergency Management Agency (HI-EMA), is the state's designated emergency management agency, charged with working with all levels of government, non-governmental organizations, and private sector to prepare for, respond to, recover from, and mitigate against all hazards that threaten Hawai'i.

HIEMA was awarded a grant under the Hazard Mitigation Grant Program (HMGP), an initiative funded by the U.S. Department of Homeland Security (DHS), and the Federal Emergency Management Agency (FEMA). FEMA's Hazard Mitigation Grant Program provides funding to state, local, tribal, and territorial governments to develop hazard mitigation plans and rebuild in a way that reduces, or mitigates, future disaster losses in their communities.

**1.2 Background**

The objective of this grant is to assess and analyze the hurricane and high-wind vulnerabilities of residential homes in the State of Hawai'i and to formulate mitigation strategies to protect residences from the impacts of tropical cyclones or other high-wind events.

**1.3 Schedule and Significant Dates**

The table below contains the State's current estimate of the schedule and significant dates. All times are Hawaii Standard Time (HST). If a component of this schedule, such as "Proposals Due Date and Time" is delayed, the rest of the schedule may likely be shifted by the same number of days. Any change to the RFP Schedule and Significant Dates prior to the proposal due date shall be issued by addendum.

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## 1.4 Contract Type

Firm-Fixed-Price

## 1.5 Period of Performance

This contract shall be for a period of twelve months (1) year(s) beginning on the date specified on the Notice to Proceed. Unless terminated, the contract may be extended without re-solicitation, upon mutual agreement in writing between the State and the Contractor, prior to the expiration date, for not more than one (1) additional 12-month periods, or parts thereof. The contract may be extended if the price remains the same or lower OR the price is adjusted pursuant to Section 6.3.1 (Price and Rate Guarantee Period).

Note: If the initial term is more than one (1) year, refer to HAR §3-122-149 on Multi-Term Contracts.

## 1.6 Point of Contact

The DOD is the issuing office for this document and all subsequent addenda relating to it. The reference number for the transaction is Solicitation # RFP-CA-202405. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

The person identified below is the single point of contact (POC) **during** this procurement process. Offerors and interested persons shall direct to the POC all questions concerning the procurement process, technical requirements of this RFP, contractual requirements, changes, clarifications, and protests, the award process, and any other questions that may arise related to this solicitation and the resulting contract. The POC designated by the State of Hawaii, DOD is:

Jesper H. Andersen  
Contracts Assistant I  
Department of Defense  
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