



Date: June 3, 2025

To: All Potential Offerors

From: H. Frank Schneider, Senior Contracts Manager

Re: HBMC RFP 25-0469 PROCUREMENT AND SITE INSTALLATION OF MOBILE OFFICE TRAILER PROJECT-SOLICITATION ADDENDUM No. 01

This correspondence serves as Solicitation Addendum No. 01 to the subject Request for Proposals ("RFP").

Your response to this RFP should be governed by the content of the original RFP and the revisions / corrections / additions / clarifications provided in this addendum notice.

The RFP is amended.

RFP 25-0469, issued May 28, 2025, is updated with the information provided within this Solicitation Addendum 1.

**Solicitation Addendum 1:**

- ❖ New vs Used Trailer:
  - Q1. Please confirm whether a used trailer is acceptable.
  - A1. A used trailer is not acceptable.
  - Q2. If a building permit is required, we understand used trailers may not meet current code. Can you confirm whether a building permit will be required?
  - A2. HHSC will handle the building permit requirement.
- ❖ Building Permit Clarification:
  - Q3. Will HHSC or the awarded contractor be responsible for securing the building permit?
  - A3. HHSC will handle the building permit requirement.
  - Q4. If a permit is required, will the 45-day delivery timeline be adjusted accordingly?
  - A4. We would like a double wide trailer as soon as possible. Please submit a schedule.

- ❖ Trailer Floor Plan:
  - Q5. Can HHSC provide a desired floorplan?
  - A5. Two (2) trailers, joined together. No offices, restrooms, kitchens, etc. Open hall.
- ❖ Pre-Bid Site Visit:
  - Q6. May we schedule a site visit before the proposal deadline? If so, who should we coordinate with?
  - A6. Yes, this is possible. Will need to coordinate with the RFP Issuing Officer and sole point of contact, as outlined in Section 1.3 of the RFP 25-0469.
- ❖ Site Grading Requirements:
  - Q7. Since installation is on asphalt, can you confirm what site grading (if any) is expected?
  - A7. There is no grading work required at this time.
- ❖ Asphalt Removal and Repair (if lease):
  - Q8. If asphalt is damaged for trailer anchoring, would we be responsible for site restoration at lease termination?
  - A8. No. at this time, we expect that the damage is minimal for the anchoring of the trailer.
- ❖ 45-Day Timeline Feasibility:
  - Q9. The RFP specifies a 45-day delivery and installation timeline.
  - A9. Yes this is accurate.
  - Q10. For a new trailer requiring permitting, this may not be feasible. Would HHSC consider an extension to this deadline if justified?
  - A10. HHSC will handle any permit situation. Vendor is only tasked with providing trailer and installing it on-site, within the desired timeline provided. We will review lead times upon bid submissions.
- ❖ Proposal Exclusions:
  - Q11. For clarification and transparency, the following are standard exclusions from our scope of work unless specifically included via future addendum or direction.
  - A11.
    - Fire rating, fire sprinklers, fire alarm system, pull stations, horns, strobes, equipment, etc.
    - Data/Telephone/CATV outlets, wiring, cable trays, backboards, or equipment racks.
    - Any and all utility connections to buildings.
    - Site work, site utilities, and site security.
    - BMP controls (e.g., silt fencing), clearing, excavation, structural/select fill, grading, soil treatment, landscaping, or vegetation/tree control.
    - Furniture, office equipment, appliances.
    - Rekeying locks to match HHSC key system.
    - A/C service or maintenance.
    - Architectural/engineered drawings: site plan, site plumbing/electrical, landscape plans, permit set, or agency submittals.

- All permitting and agency fees (building permits, plan reviews, connection fees, etc.).
- Topographic surveys, soils reports, anchor pull tests.
- Overtime, weekend, or after-hours work.
- Anything not explicitly mentioned in our RFP or Addendums is assumed to be by others or excluded.

**The due date and time deadline for this RFP 25-0469 remains unchanged; THURSDAY JUNE 5, 2025 - No Later Than 2:00 PM, HST.**

Except as noted above, the RFP 25-0469 is unchanged.