



March 2, 2018

**ADDENDUM 3 TO
REQUEST FOR PROPOSAL
FOR
VISITOR PLANT INVENTORY SURVEY 2018-2020
HTA RFP NO. 18-10**

Note: The questions below may represent a combination or rephrasing of questions asked by various interested parties. The answers provided reflect HTA's good faith effort to provide information necessary to allow for fair and open competition.

- 1) Is the deadline for Protest of Content Feb. 17 (5 days after question deadline) or 5 days after the written responses are received?
 - a. The deadline for protest of content of the RFP is five calendar days from when this Addendum is posted – Wednesday, March 7, 2018 at 4:30 p.m.
- 2) Please confirm that the Hawaii State Vendor Certificate of Compliance does not have to be provided as part of the RFP but must be provided prior to contract execution.
 - a. A current Certificate of Vendor compliance is not required during the application period, but is required prior to contracting.
- 3) The middle paragraph cites Form A but no definition of Form A is included in the RFP. Is this the same as the Applicant Information Form?
 - a. Yes. Form A is the Application Form.
- 4) Scope 1a: Assumption is that new data sets are excepted when considering reconciliation vs prior VPI data sets. Can you confirm?
 - a. Each property needs to be compared to prior year, consistent with current reporting convention
- 5) If HTA opts to do a site inspection of DMX survey processes and procedures, who is responsible for the cost of such an inspection?
 - a. Contractor would be responsible for the costs, but the inspection could be done remotely/electronically.
- 6) Scope 1f: We will be using a tech partner to accomplish this work. They will be governed by the terms of the contract but would require access to the data. Please confirm that this access would be OK with HTA.
 - a. Data may be shared with prior written approval

- 7) Scope 2f(i): Does Tax Map Key equate to GIS data?
 - a. Not necessarily. The Tax Map Key is related to real property tax data.
- 8) Scope 2f(i): Our resources indicate to us that counties do not have control of the GIS data. Can HTA confirm who the authoritative entities in each county / region / jurisdiction are prior to engagement in collection of GIS “Tax Map Key” data collection?
 - a. Contractor shall contact each county’s planning department and tax office for this information.
- 9) Scope 2h(i): This paragraph indicates that the very specific unit data is for each “property” in the contractor’s database (name of property, address, owner, etc). Is this information also required of the GIS / Individually Advertised units data? Potential cost implications
 - a. HTA would like the specific number of units used for transient visitor rental for each property, not the total number of units for each property.
- 10) Scope 2h(ii): Define “Occasional Accommodations”
 - a. Units not available for transient visitor rental should not be counted.
- 11) Scope 2h(iv)(3): “Closed Properties”, when applied to property managers of individual units / single family homes, may result in inventory shift to other property management companies. Does HTA wish to have this inventory shift tracked from prior VPI reports?
 - a. Closed properties include properties not available for transient accommodation use.
- 12) Scope 2h(iv)(3): How does HTA wish to apply the “Closed Properties” definition to RBO units that are not listed in the 2018 report that were listed in the 2017 report, mindful that absence of a listing is not necessarily an indication of an RBO unit being no longer in the marketplace?
 - a. Contractor must verify if a property is actually closed.
- 13) Scope 3(b): Inntopia approach may be considerably different format than prior Contractor. Can Inntopia propose new formatting / layout of the resulting output?
 - a. A new format, organization, and layout may be proposed, but the information reported must be consistent with information provided in prior years.
- 14) Scope 3e: “Timeshare Use” is apparently a misnomer. The word “Use indicates a performance report of the occupancy and other performance metrics of Timeshare Units. Assumption is that this is intended to measure “Timeshare Prevalence”. Please confirm.
 - a. Contractor shall report both the number of units registered for timeshare use and the number of units operated as timeshare. Please see Table 8 of the 2017 Visitor Plant Inventory.

- 15) Scope 3 e: Please confirm “Residential Use” vs “Visitor Use”. Do HTA or the jurisdictions have ways to distinguish use type, perhaps by taxing structure, etc?
- a. No. Contractor shall propose methodology to determine the number of units that are for residential use (owner occupied, long term rentals) and transient visitor accommodations.
- 16) Scope 3g: “Access” database is cited in several areas. While we are a Microsoft Shop, we do not deploy any Access databases, preferring SQL structure. Is this structure mandated?
- a. The contractor may use another database to perform the work. The deliverable database must be Access-compatible format.

[END]