



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

June 7, 2016

**REQUEST FOR QUOTES – RFQ LPM 2016-20  
TREE TRIMMING/REMOVAL SERVICES**

**To all Interested Parties:**

Notice is hereby given that the Office of Hawaiian Affairs (“OHA”) will be accepting quotes from interested Offerors to provide tree trimming and/or tree removal services at three properties: 1) Pahua Heiau, 2) Waialua Courthouse, and 3) Kūkaniloko.

The successful Offeror shall work in accordance with the comprehensive tree report set forth by the OHA’s contracted certified Arborist, unless otherwise authorized by the OHA. See Attachment 1: Tree List, for a preliminary comprehensive listing of the trees on each property.

The successful Offeror will have five (5) months from the notice to proceed to complete the scope of services. Maximum length of contract is twelve (12) months.

Site inspections are scheduled for Thursday, June 9, 2016. Those that are interested in submitting a quote shall meet at Pahua Heiau at 10:00am and proceed to Waialua Courthouse at 1:00pm; the final site inspection will be at Kūkaniloko thereafter.

**THE PROPERTIES**

**1) PAHUA HEIAU**

This property is located at 7142 Makahu‘ena Place, Honolulu, HI 96825, Kamilo‘iki, Maunaloa, O‘ahu, TMK No: 3-9-56: 038. The 1.15 acre parcel is not currently in use and consists of rock terraced platforms, walls and enclosures, and a mix of Native and invasive species of flora. The property is located in a residential neighborhood and is bordered by three residential properties, the Kamilo‘iki Ridge, and Makahu‘ena Place. The OHA is currently working with the Livable Hawai‘i Kai Hui, a local community entity, to steward Pahua Heiau for Hawaiian cultural and educational purposes.

**2) WAIALUA COURTHOUSE**

The property, located at 66-207 Kamehameha Highway, Hale‘iwa, O‘ahu, TMK No: 6-6-009: 023, is a 1.06 acre parcel and building. It is a historic structure and a marquee landmark near the

gateway to Hale‘iwa Town. The Courthouse is being managed by the OHA in order to provide a land base for beneficiaries and beneficiary organizations to gather, meet, plan and perpetuate Hawaiian culture. As such, community groups such as hula hālau currently use the meeting room facilities once or twice a week; and it the office space is currently being occupied by Hi‘ipaka LLC, who also oversees daily operations of the Courthouse.

### 3) KŪKANILOKO

Located in Wahiawa, O‘ahu near the intersection of Kamehameha Highway and Whitmore Avenue, TMK No: 7-1-001:048, this property requires tree trimming services for all trees within the one (1) acre of land managed by the OHA that includes the Birthing Stones and other Hawaiian culturally significant sites. The property contains extremely significant Hawaiian cultural sites with rare native Hawaiian plants. Extreme care shall be taken to prevent damage to the sensitive Hawaiian cultural sites and native Hawaiian plants. The property has mostly large eucalyptus trees and coconut trees that need to be trimmed to prevent damage to the extremely significant Kūkaniloko Birthing Stones and to keep property users safe.

## SCOPE OF SERVICES

### 1) TYPE OF SERVICES

- a) Tree Removal and Uprooting
  - i. Trees to be removed shall be stumped to the ground. All stumps and above grade roots shall be ground to eight to twelve inches (8" - 12") depth. After grinding, the hole shall be backfilled with grindings and soil, so at final settlement top is level with the surrounding finish grade.
  - ii. If the trees are uprooted, the stump shall be cut twelve inches (12") below ground level, treated with herbicide mixture as described above and backfilled with top soil.
- b) Root Pruning
  - i. Root pruning above or below ground level in accordance with accepted horticultural practices unless directed by the Contract Coordinator or his representative.
  - ii. Where it is determined by the successful Offeror and approved by the Contract Coordinator, the successful Offeror will install an acceptable biobarrier.
- c) Removal of Trimmings and Debris
  - i. The successful Offeror shall completely remove all trimmings and any other debris resulting from the work on a **daily** basis. All refuse shall be disposed of off-site at locations meeting all Federal, State and County ordinances and regulations. As possible, the successful Offeror shall dispose of refuse at recycling facilities. Burning of trimmings and debris at the work site shall not be allowed.
  - ii. The successful Offeror shall not dispose of tree trimmings or debris on OHA property or in OHA's trash receptacles.
  - iii. Trimmings and debris which may include sawdust generated as a result of the work shall not be left unattended at the work site by the successful Offeror.
- d) The OHA reserves the right to take, remove and use any of the trimmed materials. In such an event, the OHA shall segregate and remove the desired trimmings from the work site. The OHA shall notify the successful Offeror prior to the start of work of its intention to exercise this right.
- e) There shall be no exceptions to the requirements.

## 2) MINIMUM AND/OR MANDATORY REQUIREMENTS FOR GOODS/SERVICES

### a) Right of Entry

- i. For each day the successful Offeror seeks to access the property, the successful Offeror shall provide the OHA with a “Daily Plan” which shall include information that identifies the duration of the visit, the staff and equipment to be used, location of daily work and description of work to be conducted on site.
  - ii. The successful Offeror’s access shall be subject to the OHA’s written approval of the Daily Plan(s) and shall be subject to other conditions that the OHA may require.
  - iii. The successful Offeror shall allow only persons acting on its behalf, and its members, employees, officers, directors, representatives, agents, consultants, or contractors necessary for the project to enter the property.
- b) The Contract Coordinator shall coordinate a schedule with the successful Offeror for tree trimming services. Any changes to the schedule shall be agreed upon by both parties no less than five (5) business days prior to the scheduled date.
- c) All work must be done between 7:45 a.m. and 3:30 p.m., Monday through Friday, excluding State holidays.
- d) The successful Offeror shall provide proper safety signs, as necessary, and shall not obstruct the free flow of traffic, ingress and egress of private driveways and public right-of-way access.
- e) The successful Offeror shall take adequate measures to alert, warn and protect the public from any danger of falling or flying debris, in and around the immediate work site.
- f) The successful Offeror’s vehicles shall be restricted to existing roadways located in the project area. No vehicles shall be permitted on grassy areas or walk ways without prior approval from the Contract Coordinator.
- g) If necessary, the successful Offeror may utilize a truck or trucks with a hoist and bucket or similar equipment in order to carry out the trimming, shaping and pruning work in accordance with the specifications of this solicitation.

## 3) WORK REQUIREMENTS

- a) The successful Offeror shall use best horticultural practices to perform all tree trimming operations.
- b) The successful Offeror shall work in accordance with the comprehensive tree report set forth by the OHA’s contracted certified Arborist, unless otherwise authorized by the OHA.
- c) The use of climbing spurs and spikes shall be allowed for climbing coconut trees, with the exception of the coconut trees at Kūkaniloko; **NO SPURS OR SPIKES SHALL BE ALLOWED ON ANY TREE AT KŪKANILOKO.**
- d) All pruning cuts shall be performed with pruning shears, lopping shears, hand, pole or chain saws only. Cane knives and machetes are only allowed for services being performed on coconut trees.
- e) Proper pruning cuts shall be performed to prevent bark tears and to promote compartmentalization of cut ends.
- f) Stub cutting is not allowed. Cuts shall be made close to the branch collar.
- g) Lion's tailing is not allowed. After trimming adequate foliage shall remain to provide proper growth and vigor of the tree limbs.
- h) Topping or heading is not allowed.

- i) Rope work or a crane shall be used to prevent damages from falling logs and branches. Under no circumstances shall large limbs be allowed to "fall with force" on the OHA's properties. The successful Offeror may be required to lower all branches with ropes to prevent damage to any Native Hawaiian cultural sites, Native Hawaiian plants, and/or the understory including without limitation, any plants growing under tree branches to be removed.
- j) All dead, dying wood and stub cuts shall be removed from the tree.
- k) Watersprouts in the crown shall be selectively removed to minimize flush of watersprouts after trimming.
- l) Clearing trees from trees or other objects shall be horizontal clearance. Clearing trees above trees or other objects shall be vertical clearance.
- m) Clearing from wires shall be performed by Tree Trimmers qualified and certified to do the work.
- n) Raising the ceiling height, crown raising, shall be done to heights above finish grade, unless indicated otherwise.
- o) All trees near a building shall be cut back from building.
- p) The successful Offeror shall ensure that any mud and/or debris from vehicles and machinery does not leave the project area and track onto nearby roadways.

#### 4) GENERAL REQUIREMENTS

- a) The Quote should itemize all costs associated with providing the services above including, but not limited to, GET tax.
- b) Site Inspection
  - i. The site inspection provides the opportunity to inspect the properties, become thoroughly familiar with existing cultural conditions, rules and regulations, and the extent and nature of the work to be performed.
  - ii. The site inspection date and time is set for Thursday, June 9, 2016. Those that are interested in submitting a quote shall meet at Pahua Heiau at 10:00am and proceed to Waiialua Courthouse at 1:00pm; the final site inspection will be at Kūkaniloko thereafter.
  - iii. Failure of the interested Offeror to acquaint himself with the available information will not relieve him from the responsibility for estimating the difficulty or cost of successfully performing the work, nor will the interested Offeror be relieved of his obligations to furnish all materials and labor, equipment and incidentals necessary to perform the work as set forth in his quote and to perform the work, if awarded.
- a) License and Compliance
  - i. Within ten (10) days of the award for a contract, the successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with Hawai‘i Compliance Express, complete the OHA W-9 form and submit a current copy of a Certificate of Liability Insurance.

#### 5) ADDITIONAL REQUIREMENTS FOR KŪKANILOKO

- a) Right of Entry
  - i. Prior to each access, the successful Offeror shall coordinate with the OHA and arrange to access the site together with an OHA staff member and as directed by the OHA protocol unless otherwise directed by the OHA.

- b) Extreme caution shall be used to not damage the Kūkaniloko Birthing Stones.
- c) Identified coconuts shall be placed in a designated area on the property determined by the OHA.
- d) No spurs or spikes shall be used on any trees.

6) REPORTING

- a) Unless otherwise instructed, the successful Offeror shall report to the Contract Coordinator the progress of the work giving the location and number of trees trimmed or pruned. The successful Offeror shall also furnish information on the location and the number of trees to be trimmed and pruned for that current day.
- b) Any tree that is diseased, damaged or in adverse condition must be reported by the successful Offeror. All work is subject to approval by the Contract Coordinator.

7) INSPECTION

- a) Work tools, materials, supplies, appurtenances and other equipment shall be subject to inspection at the work site by the Contract Coordinator during and after the completion of work.
- b) All corrective measures shall be documented on inspection forms. The successful Offeror shall comply with all notices for corrective work or correction of defective tools and equipment and shall perform all additional work to correct the existing substandard condition.
- c) Final inspection by the OHA shall be made within two (2) days after completion of the job.

The successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with Hawai‘i Compliance Express, complete the OHA W-9 form and submit a current copy of a Certificate of Liability Insurance with the following:

- a) The minimum insurance coverage and limits below, which shall also apply to subcontractor(s) where appropriate:

<u>Coverage</u>	<u>Limits</u>
General Liability	\$2,000,000 general aggregate \$1,000,000 each occurrence
Automobile Liability	\$1,000,000 Combine Single Limit (each accident)
Worker’s Compensation/ Employer’s Liability	\$100,000 each accident \$500,000 disease policy limit \$100,000 disease policy limit per employee

- b) Each insurance policy required by this contract, including a subcontractor’s policy, shall contain the following clauses:
  - i. “This insurance shall not be canceled, limited in scope of coverage or non-renewed until after 30 days written notice has been given to the Office of Hawaiian Affairs, 560 North Nimitz Highway, Suite 200, Honolulu, HI 96817.”

- ii. “The Office of Hawaiian Affairs, its trustees, employees, representatives and agents and the State of Hawai‘i are added as additional insureds as respects to operations performed for the Office of Hawaiian Affairs.”
- iii. “It is agreed that any insurance maintained by the Office of Hawaiian Affairs will apply in excess of, and not contribute with, insurance provided by this policy.”

**All interested Offeror’s quotes must be received and time stamped by the OHA by Wednesday, June 15, 2016 at 2:00 p.m. Hawai‘i Standard Time (HST). Offeror’s quotes shall be submitted to the OHA – Procurement Unit at 560 North Nimitz Highway, Honolulu, Hawai‘i 96817.** Electronic and Facsimile transmission shall not be accepted. The USPS delivery must be received by the deadline. Interested Offerors must include the OHA Informational Sheet. See Attachment 2: OHA Informational Sheet.

If you have any questions, you may contact Miki Lene, ‘Aho Pueo Kū‘ai, Procurement Specialist, by email [mikic@oha.org](mailto:mikic@oha.org) or by phone (808) 594-1993.

Attachment 1: Tree List

Attachment 2: OHA Informational Sheet