



## State of Hawai'i

560 North Nimitz Highway  
Honolulu, Hawai'i 96817

### NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

#### PS No. LPL 2018-35

In accordance with §103D-304, HRS, the State of Hawai'i, Office of Hawaiian Affairs (hereinafter "OHA"), is seeking qualified individual or firms engaged in providing professional services under the category of GS-0807 Landscape Architecture to provide landscape plans and drawings for the OHA owned/managed properties on O'ahu at Pahua Heiau Preservation. These plans and drawings shall include, but may not be limited to 1) Creation of the "Public Viewing Area", 2) removal of the concrete stairs, 3) recommend litter control method, and 4) landscape improvements that include new irrigation.

The contract will be a lump sum contract in accordance with HAR 3-122-136, with an overall contract time of performance of one (1) year. **Deadline** to submit your sealed Statement of Qualification (hereinafter "SOQ") is **FRIDAY, MAY 11, 2018, 2:00 p.m. Hawaii Standard Time (hereinafter "HST")**.

#### BACKGROUND

Pahua Heiau is 1.1 acre site that was donated to OHA in 1988 to help conserve cultural and educational opportunities in Maunaloa. Pahua Heiau is a wahi pana, a sacred place, that is located at the end of a cul-de-sac in Maunaloa at the end of Makahuena Place. The heiau rests on the ridge separating Kamilonui Valley (agriculture) to the west and Kamiloiki Valley (residential) to the east. Other features of the site include several native species and a wide range of invasive species.

Located at the foot of the Kamilo Iki ridge in Hawaii Kai, the Pahua Heiau is believed to have been built in the 14th century and is dedicated to the god of agriculture. The heiau is a rock terrace measuring 68 feet (21 m) long and 40 feet (12 m) wide. Only the eastern portion of it has been restored in 1985 by Outdoor Circle. Later the Office of Hawaiian Affairs did further work on the site including the seeding of native plants. The heiau used to extend further along the base of the ridge in the past.

## **SCOPE OF WORK**

In order to best manage and protect the cultural and natural resources of the property, OHA solicited for the creation of a Preservation Plan that has been reviewed and approved by the State Historic Preservation Division (hereinafter "SHPD"). The plan services as a codified living document with both statutory recommendations and other recommendations for OHA's consideration.

The scope of work for this project will require the preparation of plans, design drawings, and project specifications by the landscape architect. Services shall include, but may not be limited to, the following:

1. Provide at least two (2) options for the project site that shall include, but may not be limited to, the following:
  - a. Each option shall have an itemized price breakdown for all relative costs involved with the permitting and construction of said project;
  - b. Development and installation of interpretive signage;
  - c. Implementation of litter control methods;
  - d. Vegetation and landscape improvements;
  - e. Creation of a "Public Viewing Area"; and
  - f. Removal of a set of concrete stairs.
2. Perform site visits with the OHA's Contract Coordinator to each site prior to creating the various options.
3. Work closely with the OHA's Contract Coordinator throughout the planning and drawing process.
4. Submit plans/drawings that shall be drawn to scale and be "permit-ready" for submission to the Department of Planning and Permitting (hereinafter "DPP"), where applicable.

## **SUBMITTAL REQUIREMENTS**

Individuals or firms interested in being considered for the above service contract and who have the necessary qualifications and resources are invited to submit a SOQ. SOQs shall be clear and concise. Only those prospective individuals or firms whose SOQs are submitted by the deadline of May 11, 2018 will be considered.

Interested individuals or firms shall provide/demonstrate experience in the areas listed below that shall include, but may not be limited to, the following:

1. Upgrading irrigation lines;
  2. Installing barrier and gate: i.e.: fence and hedge with associated irrigation;
  3. Working with or within close proximity to cultural sites and features;
  4. Knowledge of Hawaiian and Polynesian plants and which types are suitable for the environment at Pahua Heiau;
  5. Knowledge of invasive and noxious weeds and how best to eliminate or maintain them;
- and

6. Degree in Landscape Architecture (May substitute a degree for five (5) years of on the job work with samples of work provided).

Submittals must also include the following information:

1. The name of the firm or person, the principal place of business, and location of all its offices;
2. The age of the firm and its average number of employees over the past three (3) years;
3. The education, training, and qualifications of key members of the firm;
4. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year; and
5. Any promotional or descriptive literature which the firm desires to submit (referring to the firm's website in lieu of submitting a hard copy is not acceptable).

**Any SOQ proposal packet that does not contain the requirements- above and/or not properly sealed or submitted via email or facsimile shall be automatically rejected.**

The Notice to Providers of Professional Services may be picked up at the OHA Procurement Unit located at 560 North Nimitz Highway, Suite 200, Honolulu, Hawai'i, 96701, or downloaded at the OHA website at [www.oha.org](http://www.oha.org) or at the SPO website <https://hands.ehawaii.gov/hands/opportunities> beginning April 26, 2018.

Submission of sealed SOQs shall be received at the OHA's Reception Desk, 560 North Nimitz Highway, Suite 200, Honolulu, Hawai'i, 96701 no later than 2:00 p.m. HST, Friday, May 11, 2018. Electronic mail and facsimile transmission **shall not** be accepted. The official time shall be that which is recorded on the time stamp clock of the OHA for all delivered submittals. Deliveries by private mail services, such as Federal Express, shall be considered hand deliveries. All mail-in submittals delivered/postmarked by the United States Postal Service **must be received no** later than 2:00 p.m. HST on Friday, May 11, 2018.

The OHA reserves the right to reject any and all submission and to accept the submittals in whole or in part in the best interest of the OHA. Questions related to this solicitation shall be directed to Charmaine Matsuura at (808) 594-0273.

The **packet must be sealed and labeled to:**

**SOQ: PS No. LPL 2018-35**  
Charmaine Matsuura  
Procurement Specialist  
Office of Hawaiian Affairs  
560 North Nimitz Highway, Suite 200  
Honolulu, Hawai'i 96817

Please send an email to [charmainem@oha.org](mailto:charmainem@oha.org) to confirm that your firm is interested in submitting a SOQ. This email confirmation will only be used to contact interested firms in the event that changes are made and are not required for, or part of, the evaluation process.

If you have any questions, please contact Charmaine Matsuura at (808) 594-0273, Procurement Unit or email [charmained@oha.org](mailto:charmained@oha.org).