



## **State of Hawai‘i**

560 North Nimitz Highway  
Honolulu, Hawai‘i 96817

February 12, 2018

### **Request for Quotes (“RFQ”) No. LPL 2018-15 Stewardship Services for Pahua Heiau**

#### **To All Interested Parties:**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors that can provide stewardship services for lands owned by the OHA at Pahua Heiau, 7142 Makahuena Place, Honolulu, Hawai‘i 96825, Kamilo‘iki, Maunaloa, O‘ahu, Hawai‘i, TMK No.: 3-9-056:038 (hereinafter the “Property”).

The term of this Contract shall be for Thirteen (13) months from March 1, 2018 through and including March 31, 2019 subject to the availability of funds.

**Quotes are due to the OHA by Wednesday, February 21, 2018, Noon Hawaii Standard Time.** Interested Offerors may submit their quote by email to [charmained@oha.org](mailto:charmained@oha.org), hand deliver or mail via by the United States Postal Service to the OHA at:

Office of Hawaiian Affairs  
560 North Nimitz Highway, Suite 200  
Reception Desk/Procurement Unit  
Honolulu, Hawai‘i 96817  
Attn: Ms. Charmaine Matsuura, RFQ Coordinator

All offers must be time stamped by the deadline above. The selection shall be contingent on the lowest most responsible and responsive quote for the OHA. The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

#### **SCOPE OF SERVICES**

The successful Offeror shall satisfactorily provide the goods and services hereinafter set forth that shall include, but may not be limited to:

#### A. Education and Outreach

The successful Offeror shall, in conjunction with the OHA staff, be responsible to procure all goods, services, materials, and permits as needed for the stewardship and care of the Pahua Heiau property that shall include, but may not be limited to:

1. Increase general awareness of Pahua Heiau.
  - a. The successful Offeror shall work with the OHA to provide the OHA approved site information and messaging on the internet and related websites including the OHA and the successful Offeror (if applicable) websites.
  - b. Serve as liaison for the OHA by developing and maintaining relationships and lines of communications with neighbors and constituents in the surrounding neighborhood.
2. Extend and define stewardship opportunities to the public, schools and other individuals/groups as agreed upon by the OHA, to foster connection with land.

All activities and parking shall be considerate of the immediate neighbors and character of the surrounding neighborhood.

3. Educate site users about appropriate and inappropriate behaviors and uses; and, monitor and report all unpermitted and illegal activities.
4. Demonstrate a comprehension of the Hawaiian language and culture and shall have an understanding of the history and historic value of Pahua Heiau.

#### B. Limited Vegetation and Landscape Maintenance

The successful Offeror shall perform limited care and landscape maintenance of the Pahua Heiau that shall include, but may not be limited to:

1. Hand cut any weeds and grass growing within or on the heiau rock structure(s) with non-powered hand tools.

Pulling of the weeds and or removing/disturbing any rock material in order to remove the roots of any weeds is not permitted.

2. Remove and dispose of all green waste trash and debris from the Property.
3. Demonstrate a comprehension of the Hawaiian and Polynesia flora and shall have an understanding of the historic nature and properties of this cultural site.

### C. Meetings & Reporting

The successful Offeror shall establish regular meeting times with the OHA staff and provide updates and written reports to the OHA that shall include, but may not be limited to the following:

1. Meetings: Regular meeting updates with the designated OHA staff shall occur monthly or more frequently as needed. A schedule shall be forwarded to the contract coordinator for approval within THIRTY (30) days of the execution of a contract.

Meetings may occur via telephone or in person at Pahua Heiau, OHA offices, and/or an agreed upon location.

2. Quarterly Reports: The successful Offeror shall provide the OHA with quarterly reports on stewardship progress, challenges, successes, and expenditures. Quarterly reports shall include an executive summary and a format agreed to by both parties. These reports shall be submitted within THIRTY (30) days after the end of each quarter. The quarterly periods are as follows:
  - a. 1<sup>st</sup> Quarter: March 1, 2018 through May 30, 2018.
  - b. 2<sup>nd</sup> Quarter: June 1, 2018 through August 31, 2018.
  - c. 3<sup>rd</sup> Quarter: September 1, 2018 through November 31, 2018.
  - d. 4<sup>th</sup> Quarter: December 1, 2018 through February 28, 2019.
3. Quarterly Invoicing: The successful Offeror shall simultaneously submit quarterly invoicing along with the quarterly reports for services provided. The invoice shall be paid only upon satisfactory approval of the quarterly report.
4. Final Report: The successful Offeror shall provide the OHA with a Final Report due March 31, 2019. The Final Report shall summarize all progress, challenges, successes, expenditures and milestones achieved during the contract period from March 1, 2018 through February 28, 2019.
5. Final Invoice: A TEN PERCENT (10%) final payment shall be made upon the completion and approval by the OHA of deliverables as stated in the payment. The Final Invoice shall be submitted along with the Final Report.

### D. Preservation Plan Actions

The successful Offeror shall participate with the OHA and its Contractor(s) to implement elements of recommended action items in a final Preservation Plan for the site; and help to inform a Comprehensive Management Plan for the site.

1. The State Historic Preservation Division (hereinafter "SHPD") is currently reviewing a Draft Preservation Plan for Pahua Heiau. The OHA anticipates SHPD comments by early Spring 2018, followed by its final approval by Summer 2018.

2. Actionable elements of the Draft Preservation Plan include, but may not be limited to: development and installation of interpretive signage, implementation of litter control methods, and vegetation and landscape improvements.

E. Other Requirements

1. The successful Offeror shall comply with Occupational Safety & Health Act of 1970 standards.
2. The successful Offeror shall meet in-person as frequently as may be requested by the OHA.
3. The successful Offeror shall be available to meet with the OHA Board of Trustees, Chief Executive Officer and the Executive Team for discussion and approval as requested.
4. The successful Offeror shall be available to collaborate with any third party as deemed necessary and appropriate by the OHA.

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

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