

STATE OF HAWAI‘I
OFFICE OF HAWAIIAN AFFAIRS

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

PS No. PCP 2020-16

December 20, 2019

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 schematic drawings to 1) Creation of the “Public Viewing Area”, 2) Makai barrier, 3) entry gate, 4) trash receptacles, and 5) Interpretive and regulatory signs. See Exhibit A - Property Map and Location of Viewing Area and Exhibit B- Conceptual Drawing of Viewing Area Elements.

Interested Providers are strongly encouraged to attend the site inspection that will be held on Thursday, January 9, 2020 at 9:00 a.m. All interested parties shall meet at building located on the makai side of the property in Maui at 4505 Makena Road in Palauea, Honolua‘ula, Maui, Hawaii. If you are running late, please contact Brutus La Benz at (808) 497-8993. Please contact Brutus La Benz at (808) 497-8993 if you will be attending the site inspection.

Deadline to submit your sealed Statement of Qualification (hereinafter “SOQ”) is **Wednesday, January 29, 2020, 2:00 p.m. Hawaii Standard Time (hereinafter “HST”).**

I. BACKGROUND

The Palauea Cultural Preserve is a 20-acre property acquired by the OHA in 2013 to:

1. Protect the complex of Hawaiian archaeological features believed to be the remnants of an ancient fishing village.
2. Protect and preserve at least 13 known “extremely significant” cultural sites located within the preserve, including heiau, house lots, and agricultural features.
3. Protect the last intact concentration of cultural sites in the Wailea-Makena area and celebrate the Hawaiian culture.
4. Partner with the University of Hawaii Maui College Hawaiian Studies Department to protect, preserve, and steward the Preserve in conjunction with the Native Hawaiian community.

The Palauea Cultural Preserve serves as a reminder of the area’s Hawaiian cultural heritage amidst the surrounding luxury residential and resort developments. There are more than 16 sites (or complexes) comprised of 255 features, and rare native Hawaiian plants have been documented.

II. SCOPE OF WORK

In order to best protect and preserve the cultural and natural resources of the property, the scope of work for this project will require schematic drawings to 1) Creation of the “Public Viewing Area”, 2) Makai barrier, 3) entry gate, 4) trash receptacles, and 5) Interpretive and regulatory signs. Services shall include, but may not be limited to, the following:

- A. Review, research and acknowledge project requirements, history, and restrictions provided by the OHA.
- B. Review and photograph existing physical and environmental conditions of the project site surroundings. Evaluate and confirm design thoughts with existing and future site conditions. The number of site visits for each phase shall include, but may not be limited to, the following:

<u>Phase</u>	<u>Number of visits</u>
Phase 1: Conceptual Landscape Plan (hereinafter "CLP")	At least one (1) site visit
Phase 2: Construction Documents (hereinafter “CD”)	No site visits
Phase 3: Services during Bidding	No site visits
Phase 4: Services during Construction	At least two (2) site visits and two (2) site inspections

- C. Attend pertinent coordination meetings with the OHA to review project goals, budget, concepts, and schedules as required by the OHA to complete the work.
- D. Provide services for the following phases that shall include, but may not be limited to, the following:
 - 1. Phase 1 - Conceptual Landscape Plan (hereinafter “CLP”)
 - a. Review and analyze project document findings, data collection, and historical site survey reports (Draft Preservation Plan) provided by OHA's Land Assets Division. Address/research other key issues identified by the OHA.
 - b. Create a site plan base map (based and limited to available information provided by the OHA). This information will not be based off an actual topo survey, so the scale may not be completely accurate.
 - c. Review and assess existing site opportunities and constraints.
 - d. Develop one (1) CLP to originate desired images and the theme for the project. The CLP will loosely illustrate location of viewing area, fence/barrier on the makai side of the property, entry gate, litter receptacles, and interpretive/regulatory signs. Material options will be listed, giving the OHA at least 2-3 options for each project element listed. The CLP will be illustrated in color and offered in electronic or printed format for presentation use. The design must be ADA accessible.

- e. CLP will include:
 - 1) Itemized Rough Order of Magnitude (here in after “ROM”) cost estimate.
 - 2) Development of interpretive signage design concepts.
 - 3) Implementation of litter control methods.
 - 4) Development of fence design concept.
 - 5) Vegetation and landscape improvements including irrigation design.
 - 6) Design of a 'Public Viewing Area" that may include fence and/or hedge installation.
 - 7) Provide option for rock wall substrate, two (2) fencing options (metal – powder coated aluminum, wood)
 - 8) Access and egress from adjacent gravel lot.
- f. Complete one final preferred CLP and cost estimate based off the comments and feedback.
- g. Presentation of the final CLP to the OHA Board for final approval.

2. Phase 2 - Landscape Construction Documents

Provide the final construction document set that shall include, but may not be limited to, the following:

- a. Itemized price breakdown for all relative cost involved with the permitting and construction of the project.
- b. Coordination with fence and signage contractors to review their shop drawings based off the landscape CD set.

3. Phase 3 - Services during bidding

- a. Assist the OHA with the preparation of necessary bid documents for solicitation of bids for the project. Provide a proposal schedule for the contractors.
- b. During the bidding period, respond to landscape, fencing and signage contractors' requests for clarification of information contained in the bid documents. Document clarifications, requests and revisions in writing for submittal to all bidders and the OHA.
- c. Review bids received from the landscape contractors to verify:
 - 1) Completeness and accuracy of information received and its conformance to the bid documents.
 - 2) Prices submitted with qualifications (exceptions, substitutions) for acceptability.
 - 3) Advise the OHA in writing of recommendations for acceptance or rejection.

4. Phase 4 - Services during construction

- a. Observation during landscape implementation to review and coordinate/adjust placement of materials and to monitor with the progress

- and quality of the landscape work.
- b. Conduct at least two (2) site visits (during construction). Note: The number of visits includes review of all project areas during construction. Additional site visits, if necessary, will be considered additional services.
 - c. Prepare a field report after each site visit to document the status of the landscape work at the time of the site visit.
 - d. Review progress payment applications and change order proposals (requests) and other related work.
 - e. Prepare written change order as required to modify the landscape requirements of the construction documents.
 - f. Review and approve all other documents that the landscape contractor is required to submit as defined in the specifications and construction documents. Transmit these documents to the OHA after approval.
 - g. Conduct two (2) site inspections with the landscape contractor:
 - 1) Pre-Maintenance Inspection - After substantial implementation of the landscape work.
 - 2) Final Inspection - After completion of the specified formal landscape maintenance period.

III. 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 Wednesday, January 29, 2020, 2:00 p.m. HST will be considered.

Interested individuals or firms shall provide/demonstrate at least 5 years of experience in the areas that shall include, but may not be limited to, the following:

1. Services listed in the scope of work;
2. Working with Native Hawaiian companies and the community; and
3. Working with State and Federal agencies.

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 submittal requirements 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 or at the SPO website <https://hands.ehawaii.gov/hands/opportunities> beginning December 20, 2019.

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, Wednesday, January 29, 2020. 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 Wednesday, January 29, 2020.

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. PCP 2020-21

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 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 charmainem@oha.org.