



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

June 23, 2017

REQUEST FOR QUOTES – RFQ LPM 2017-41

**GENERAL MAINTENANCE FOR THE WAIĀLUA COURTHOUSE
SECURING AND SCREENING LOWER WINDOWS
AND SOFFETS CLOSURE**

To all Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested Offerors to secure and screen the lower windows and mitigate birds nesting in the soffets of the historic Waiālua Courthouse located at 66-207 Kamehameha Highway, Hale‘iwa, O‘ahu, TMK No: 6-6-009: 023.

This Request for Quotes (hereinafter ‘RFQ’) is provided for information purposes. If you are interested in responding to this solicitation you may download the RFQ from the OHA website: www.oha.org/solicitations; the SPO website: <https://hiepro.ehawaii.gov/welcome.html>; and/or pick up a copy at the OHA’s Procurement Unit on O‘ahu, located at 560 North Nimitz Highway, Suite 200, Honolulu, Hawaii 96817, between the hours of 7:45 a.m. to 4:30 p.m. beginning Friday, June 23, 2017.

Site inspection shall be conducted on Friday, June 30, 2017 at 11:30 a.m. at the historic Waiālua Courthouse located at 66-207 Kamehameha Highway, Hale‘iwa, O‘ahu, TMK No: 6-6-009: 023. The site inspection is required; however it provides an opportunity to inspect the property, become familiar with existing cultural conditions, rules and regulations and the extent and nature of the work to be performed.

Quotes shall be received through the HiePRO website by 12:00 noon, HST on July 11, 2017.

The RFQ may be canceled when it is determined to be in the best interest of the OHA. If you have any questions, you may contact Phyllis Ono-Evangelista, Procurement Manager, by email phylliso@oha.org or by phone (808) 594-1833.

The successful Offeror will have twelve (12) months from the Notice to Proceed to complete the scope of services. Maximum length of contract is twelve (12) months.

I. General Information

- A. **Historical Information:** The Waiālua Courthouse is a historic structure and a marquee landmark listed in the Hawai'i State Register of Historic Places and located 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. The office space is currently being occupied by Hi'ipaka LLC, who also oversees the daily operations of the Courthouse. The successful Offeror shall work with the OHA and Hi'ipaka LLC to schedule contract services.
- B. The successful Offeror shall be responsible to work with necessary agencies (e.g. the State Historic Preservation Division) and procure all necessary permits, licenses, goods, services, and materials as required to complete the Scope of Services.
- C. The successful Offeror shall ensure its work does not interfere with the use of the Property by traditional practitioners or other authorized individuals on site, unless otherwise approved by the OHA.
- D. The successful Offeror shall provide written notification to the neighbors and relevant stakeholders of noise, debris, and other related issues arising out of work activities, as deemed necessary by the OHA. Such notification shall identify dates, times and durations of the work to be performed.
- E. The OHA will grant a Right-of-Entry to the successful Offeror upon the initiation of this contract, which the successful Offeror shall comply with during its access and use of the property.

II. Scope of Services

The interested Offeror shall provide the work as listed below:

- A. **Soffets and Nesting Birds.**
 - 1. **Nest Location:** locate all the bird nests and determine the most appropriate method of removal.
 - 2. Close soffets to deter birds from re-nesting. The soffets are located under the building's main roof, on both sides and the back of the Waiālua Courthouse.
- B. **Securing and Screening for Lower Windows**
 - 1. Submit a plan to the OHA to secure and screen the windows in such a way that allows for proper ventilation. The basement windows allow for light and ventilation into the historical jail cells.
 - 2. Conduct the securing and screening of the windows in such a way that allows for proper ventilation.

3. Should painting be required, the OHA will provide the specific requirements and color to be used.
- C. The interested Offeror is required to furnish all labor, materials, tools, transportation, incidental and supplies and to determine the means, methods and schedules required to complete the work in accordance with the contract documents within a fixed-price contract. The Quote shall itemize all costs associated with providing the services above including, but not limited to the General Excise Tax.

III. Commencement, Prosecution, and Completion of Work

The successful Offeror shall be required to:

1. Commence work under this contract within five (5) working days after the date the Contractor receives the Notice to Proceed;
2. Prosecute the work diligently, and
3. Complete the entire work ready for use not later than the propose days in the schedule after the NTP. The time stated for completion shall include the final cleanup of the premises.

IV. Requirements

- A. Fixed-Price Proposal. The interested Offeror shall provide one fixed-priced proposal for the complete project that includes every aspect of the work.
- B. Specifications. The work shall comply with the State, Federal and County statues, rules and requirements. Under the Hawaii Revised Statutes (hereinafter "HRS") section 444-7(b) the interested Offeror shall hold the "A" general engineering contractor classification and pursuant to the HRS chapter 44 and Hawaii Administrative Rules (hereinafter "HAR") chapter 16-77, must be compliant to provide services for this project.
- C. The interested Offeror shall be required to obtain all required insurance as a part of the contract price. The successful Offeror shall not commence any work until it obtains all required insurance. All insurance must be maintained with a company authorized by law to issue such insurance in the State of Hawaii. The successful Offeror shall maintain all insurance until final acceptance of the work by the OHA.
- D. Permits and Licenses. As a part of the contract price, the successful Offeror shall obtain all permits and licenses required by law to perform the work and pay charges, fees and taxes incidental to obtaining such permits and licenses. The successful Offeror assumes exclusive responsibility for identifying and acquiring all permits and licenses necessary to perform the work, except for those permits and licenses identified in the contract documents as being the responsibility of the OHA.
- E. The successful Offeror shall provide proper safety signs, as necessary, and shall not obstruct the free flow of traffic and public right-of-way access.

- F. The successful Offeror's vehicles shall be restricted to the existing roadways located in the Project Area, unless otherwise approved of by the OHA.
 - G. The successful Offeror shall post temporary signage at the entrance of the Project Area and near the work areas to notify the public of any closed areas during scheduled work. No area should be closed without the OHA's consent.
 - H. Wage Certificate. All interested Offerors shall complete and submit the Wage Certification Form certifying that the services required will be performed pursuant to HRS, Section 103-55. See Exhibit 2: Wage Certificate.
 - I. Working Hours - Night Work. Normal working hours shall be from 7:00 a.m. to 3:30 p.m., Monday through Friday, excluding holidays. Work performed between 3:30 p.m. to 7:00 a.m. of the following day is "night work". Night, weekend or holiday work shall not be permitted except as arranged in advanced with the Contract Coordinator and the OHA. See Exhibit 1: OHA 2017 Holiday Schedule.
 - J. Workforce. The successful Offeror shall provide all supervision, skill and unskilled labor needed to perform the work. The successful Offeror shall prepare list of all the names of personnel working for the Contractor and any subcontractors, the list shall be submitted to the Contract Coordinator for at least 14 days prior to commencement of work. See: Exhibit 2: Wage Certificate.
 - K. Equipment. The successful Offeror shall also provide the Contract Coordinator with a list of all equipment, listing the manufacturer, model, serial number of all equipment to be used on this project at least seven (7) days prior to the commencement of any work. Any vehicle utilized by the contractor is also considered equipment. The successful Offeror must provide make, year model number and license plate number of all such equipment. The successful Offeror must notify the Contract Coordinator in writing at least 24 hours in advance of the pending removal of any contractor owned equipment.
 - L. Subcontractors. The successful Offeror shall be responsible for the conduct and workmanship of subcontractors engaged in the Project, and for Subcontractors compliance with the term of the Scope of Work. The successful Offeror is responsible for the behavior and workmanship of Subcontractors while on the Waiālua Courthouse property.
 - M. Modification to Contract. The successful Offeror shall not incur any costs beyond those described in the Scope of work unless directed in writing by the OHA. Any work performed by the successful Offeror beyond this Scope of Work without written direction from the OHA shall be at the risk and at no cost to the OHA. All modifications and terminations of the contract shall be in compliance with the HAR §3-125.
- V. Responsibilities and Project Management
- A. Contract Coordinator will be assigned to ensure quality assurance goals are met. The successful Offeror shall provide the Contract Coordinator access to the site at all times.

- B. Point of Contact. The Contract Coordinator shall be the main point of contact for this Project. The successful Offeror shall report to the Contract Coordinator on:
 - a. Status of the Project;
 - b. Changes in Schedule;
 - c. Accidents and safety issues;
 - d. Disruptions to utility services; and
 - e. All other important information pertaining to the project.
- C. English Speaking Representative. The successful Offeror shall provide an English-speaking representative on-site during all work hours with the authority to make all decisions on behalf of the successful Offeror and subcontractors.
- D. Management Personnel. The successful Offeror shall staff the site, full time, with a competent senior manager who shall perform project management. Remote project management is not an option. This individual shall keep a detailed written history of the project and shall update the OHA weekly.
- E. Site Security. The successful Offeror is responsible for on-site security as necessary to ensure no unauthorized access to their work site. The successful Offeror is 100% responsible for securing their working materials and equipment. Any damage to facilities or infrastructure which happened due to a lack of security will be the responsibility of the successful Offeror to correct.
- F. The successful Offeror shall comply with the Occupational Safety and Health Act Regulations (Standards-29 Code of Federal Regulations) regarding fall protection.
- G. Successful Offeror's Temporary Work Center. The successful Offeror will be permitted to use a designated area within the contract limits for operation of his construction equipment and office of warranted. If directed by the Contract Coordinator, the successful Offeror shall not receive additional compensation to relocate his/her operations. On completion of the Contract, all facilities shall be removed from the mobilization area within five (5) days of final acceptance by the successful Offeror and shall be disposed of in accordance with applicable State, Federal and County laws and regulations. The site shall be cleared of construction debris and other materials and the site restored to its final grade. The successful Offeror is responsible for maintaining the site in a clear orderly manner.

If you have any questions, you may contact Phyllis Ono-Evangelista, Procurement Manager, by email phylliso@oha.org or by phone (808) 594-1833.

Exhibits:

- Exhibit 1: OHA 2017 Holiday Schedule
- Exhibit 2: Wage Certificate

Exhibit 1: OHA 2017 Holiday Schedule

2017 HOLIDAYS

DAY OBSERVED

New Year's Day	Monday, January 2
Dr. Martin Luther King, Jr. Day	Monday, January 16
Presidents' Day	Monday, February 20
Prince Jonah Kūhiō Kalaniana'ole Day	Monday, March 27
Good Friday	Friday, April 14
Memorial Day	Monday, May 29
King Kamehameha I Day	Monday, June 12
Independence Day	Tuesday, July 4
Statehood Day	Friday, August 18
Labor Day	Monday, September 4
Veterans' Day	Friday, November 10
Thanksgiving	Thursday, November 23
Christmas	Monday, December 25

WAGE CERTIFICATE

Subject: GENERAL MAINTENACE FOR THE WAIĀLUA COURTHOUSE SECURING AND SCREENING LOWER WINDOWS AND SOFFETS CLOSURE

DESCRIPTION OF PROJECT

1. Close soffets to deter birds from re-nesting. The soffets are located under the building main roof and on both sides and the back of the Waiālua Courthouse.
2. Conduct the securing and covering the windows in such a way that allows for proper ventilation.

Pursuant to, Chapter 104, HRS, applies to every public works construction project over \$2,000, regardless of the method of procurement or financing (purchase order, voucher, bid, contract, lease arrangement, warranty).

Hawai'i Revised Statutes (HRS), I hereby certify that if awarded the contract is in excess of \$2,000.00 the services will be performed under the following conditions:

1. The services shall be performed by employees at wages or salaries not less than wages or salaries paid to public officers and employees doing similar work.
2. All applicable laws of the Federal and State governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wages required by section Chapter 104, HRS.

OFFEROR: _____

BY: _____
Signature of Person Authorized to Sign this BID

Please Print

NAME: _____

TITLE: _____