



State of Hawai'i

560 North Nimitz Highway
Honolulu, Hawai'i 96817

April 6, 2020

Request for Quotes (“RFQ”) No. KKL 2020-30 Installation of Regulatory and Interpretive Signs

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 install regulatory and interpretive signs on OHA’s Legacy Land property in Wahiawā, Oahu.

The term of this Contract shall be for eight (8) months from May 1, 2020 through and including December 31, 2020 subject to the availability of funds.

Pursuant to Hawaii Administrative Rules (hereinafter “HAR”) §3-122-75 the award shall be made to 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.

Quotes must be received through the HiePRO website by Monday, April 20, 2020, 2:00 p.m. HST.

Please note:

There is no fee to register in HiePRO or submit an offer. There is a fee to the awarded vendor. The fee is 75% of the award or estimated award (for instance, the fee is \$75 for an award of \$10,000) and is due upon receipt of invoice, 30 days net. It is payable to Hawaii Information Consortium, LLC (HIC) the vendor powering the HiePRO application. The fee is capped at \$5,000 per award. You will receive an invoice from HIC upon notice of award.

BACKGROUND

The OHA is the fee simple owner of 511-acres of agricultural land in Wahiawā, O‘ahu. OHA’s lands surround a 5-acre parcel (TMK: (1) 7-1-001:004) containing the Kūkaniloko Birthing Stones, which is considered one of the most sacred Native Hawaiian sites in Hawai‘i as the birthplace of many prominent chiefs. The 5-acre parcel is owned in fee by the Department of Land and Natural Resources (hereinafter “DLNR”), who has delegated management authority to OHA under a Right-of-Entry agreement.

As part of the OHA’s management and preservation efforts, the OHA requires the installation of regulatory and interpretive signs to inform visitors of hazards, prohibited activities, proper behavior, pertinent state regulations for each property and inform visitors of the history and cultural significance of these sites.

All regulatory signs depicted in the Exhibits are printed on 0.063 aluminum sheet with mounting holes, sizes may vary. All interpretive signs depicted in the Exhibits are printed on 24” x 36” 3mm thick e-panels. The OHA will provide the signs to be installed at designated locations. See Exhibit C – Sign Installation Locations (subject to change). The interpretive signs come with a frame and American with Disabilities Act compliant base that can be cemented into the ground and all required hardware to fasten signs to the base such as security screws. See Exhibit G for similar frame and base set up.

SCOPE OF WORK

The interested Offeror shall provide the services required in a satisfactory and proper manner as determined by the OHA. The OHA shall retain the right to inspect the installed signage prior to the final payment. The services shall include, but may not be limited to, the following:

A. Regulatory Signs

1. Install seventeen (17) “No Trespassing” (18” x 12”) signs (See Exhibit A – No Trespassing 18” x 12”) and two (2) “Kūkaniloko” (18” x 18”) signs (See Exhibit B – Kūkaniloko 18” x 18”) on an eight (8)-foot long, 1 ¾ inch wide rust-resistant galvanized 14-gauge steel square post.
2. A three (3) foot length of square (12-gauge steel) tubing shall be driven into the soil to serve as an anchor base; 1” to 2” shall be left above the surface.
3. Insert the signpost into the anchor base and bolt in place. Signs can be bolted onto the post before installation.
4. One (1) sign shall be attached to the top of each post. The “No Trespassing” signs and posts shall be installed at the locations indicated with red DOTS. See Exhibit C - Sign Installation Locations. The “Kūkaniloko” signs and posts shall be installed at the locations indicated with orange dots.

5. Some of the “No Trespassing” sign locations are intended to mark the metal property boundaries pins. In these locations, the sign and post shall be installed one (1) foot inside the nearest metal pin. If it is not feasible to install the sign and post one (1) foot inside the property pin, the sign and post shall be installed as close to the pin as is otherwise possible. In other locations, where the sign location is not near a property pin, the sign and post shall be installed one (1) foot inside the property boundary as near to the location marked by the red dot as possible.

B. Interpretive Signs

1. Install three (3) interpretive (24” x 36”) signs (See Exhibits D, E, F – Interpretive Sign #1, #2, #3 respectively 24” x 26”) in the same assembly in the location identified in Exhibit C with the blue dot.
2. Due to the sensitive cultural nature of the area, the interested Offeror shall coordinate its installation schedule with the OHA to ensure the OHA’s archaeological monitor(s) can be present on-site during all installation work.

ADDITIONAL INSTALLATION REQUIREMENTS

The interested Offeror shall exert extreme care while installing signs and during other site visits to prevent damage to the archeological and cultural sites, and the indigenous and endemic plants.

The interested Offeror shall comply with all State, Federal and County requirements and shall obtain all necessary permits, licenses, goods, services, and materials as required to complete the Scope of Services.

A. Interpretive Signs

1. The frames and base are to be coated as necessary to prevent deterioration from outdoor exposure and finished black or brown to blend in with a natural setting.
2. The interpretive signs shall be approximately three (3) feet above the ground for easy viewing for visitors in wheelchairs and at an angle of approximately thirty (30) degrees above ground level. See Exhibit G – Example of interpretive sign and exhibit base for examples of acceptable sign assemblies.
3. The concrete foundations should be buried and not visible.
4. Signs should be connected to the stands as securely as possible to prevent theft but should also be replaceable if necessary.
5. Provide to the OHA in writing a final design for the sign assembly for OHA’s approval prior to beginning printing, construction, or installation work.

OTHER REQUIREMENTS

- A. **Meetings.** The successful Offeror shall be available to meet with or present to the OHA, its Board of Trustees, and its staff as is necessary to complete this Scope of Work, and at a frequency determined by the OHA. The successful Offeror shall be available to meet with the community or third-parties as deemed necessary and at the frequency as determined by the OHA.
- B. **Schedule.** The successful Offeror shall provide to the OHA a project schedule describing the timeframe for printing and installing signs within ten (10) days from the execution of this contract.
- C. The successful Offeror shall immediately advise the OHA of any problems that arise during the execution of this Scope of Work.
- D. The successful Offeror may make additional proposals to the OHA on sign design and installation methods and materials if the successful Offeror believes they have a better alternative.

The interested Offeror must be registered as a business in the State of Hawai‘i and be compliant with Hawaii Compliance Express, submit a copy of your Certificate of Liability Insurance and complete the OHA W-9 form. If you are not registered, please register by going to HCE’s website:

<http://vendors.ehawaii.gov/hce/splash/welcome.html>

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

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