



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

February 12, 2019

REQUEST FOR QUOTES – RFQ LPM 2019-23

**INSTALLATION OF GRAVELED ENTRY AND GRAVELED AREA AT WAHIAWĀ
PROPERTY**

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from interested vendors to install a graveled entry and gravelling of approximately 0.5 to 1 acre of area to Kamananui Cattle Gate, TMK No. 7-1-001:045.

A mandatory site inspection for all interested vendors will be held on Friday, February 22, 2019 at 9:30 a.m. All interested parties shall meet at the Kamananui Road cattle gate entrance, Wahiawā, O‘ahu. To RSVP for the site inspection, please contact Jennifer Lau, Procurement Specialist, by 3:30 p.m. Wednesday, February 20, 2019, by email at jenniferl@oha.org or by phone at (808) 594-1815.

The Successful Vendor shall start services upon receiving the notice to proceed to complete the scope of services.

Quotes shall be received through the HiePRO website by 2:00 p.m. HST on Friday, March 1, 2019. All quotes received must include the Exhibit 1: Offer Form.

I. BACKGROUND

The Office of Hawaiian Affairs (OHA) is the fee simple owner of 511-acres of agricultural land in Wahiawā, O‘ahu, Hawai‘i located near Lake Wilson, Kamananui Road, and Kamehameha Highway (See Exhibit 2: Project Site). As part of OHA’s management efforts, an ingress/egress (See Exhibit 3: Photo) consisting of 6- surge rock was installed upon Mirafi road clothe in 2018 in order to suppress weed growth and mitigate the tracking of mud onto the adjacent Kamananui Road. In preparation for future activities, additional gravel and geotextile substrate is required for an area that will be between 0.5-1 acre to serve as a staging area capable of supporting the weight of hauling trucks and rock material.

II. SCOPE OF WORK

The Successful Vendor shall provide and perform the services required in a satisfactory and proper manner as determined by the OHA. The services shall include, but may not be limited to, the following:

1. The Successful Vendor shall provide a price quote for a proposed course of action to lay a geotextile road clothe and install a graveled entry with 6” minus surge rock or a similar material, as shown on Exhibit 4. See Exhibit 4: Project Site Entry and Area to be Graveled.
2. The Successful Vendor shall also provide a price quote to lay a geotextile road clothe and gravel using crusher ready asphalt, comingled unprocessed asphalt, or a similar material for a 0.5-acre area and a 1-acre area. The vendor shall provide an itemized cost break down of all parts of this project.

III. REQUIREMENTS

1. The work shall comply with State, Federal, and County laws and requirements and the Occupational Safety and Health Administration (OSHA) laws and regulations. The Successful Vendor shall adhere to all provisions of the Hazard Communications Standard as administered by OSHA, State of Hawaii pertaining to hazards at the jobsite, and any other State, County, or Federal safety requirements.
2. Under the Hawaii Revised Statutes (hereinafter “HRS”) section 444-7(b), the interested vendor 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.
3. Fixed-Price Proposal. The interested vendor shall provide one fixed-price proposal for the complete project that includes every aspect of the work, itemizes all costs associated with providing the services including, but not limited to the General Excise Tax.
4. The Successful Vendor 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 with a fixed-price contract.
5. The interested vendor shall be required to obtain all required insurance as a part of the contract price. The Successful Vendor 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 Vendor shall maintain all insurance until final acceptance of the work by the OHA.
6. Permits and Licenses. As a part of the contract price, the Successful Vendor 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 Vendor 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.

7. The Successful Vendor shall provide safety signs, as necessary.
8. The Successful Vendor shall immediately advise the OHA of any problems that arise while executing this scope of work.
9. Wage Certificate. All interested vendors shall complete and submit the Wage Certification Form certifying that the services required will be performed pursuant to HRS, Section 103-55. See Exhibit 5: Wage Certificate.
10. Workforce. The Successful Vendor shall provide all supervision, skill and unskilled labor needed to perform the work. The Successful Vendor shall prepare a list of all the names of personnel working for the Contractor and any subcontractors, the list shall be submitted to the Contract Administrator at least fourteen (14) days prior to commencement of work.
11. Subcontractors. The Successful Vendor 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 Vendor is responsible for the behavior and workmanship of subcontractors while on the property.
12. The Successful Vendor shall be responsible for keeping the area where its employees are working clean and for removing all waste, debris, or other material brought on the site by the Successful Vendor upon completion of each workday.
13. The Successful Vendor shall be solely responsible for damage of any kind caused by its personnel and/or agents while on the Property.
14. The Successful Vendor shall exert extreme care during this process, and during other site visits, to prevent damage to the archeological and cultural sites, and the indigenous and endemic plants.
15. Modification to Contract. The Successful Vendor 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 Vendor 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.
16. The Successful Vendor shall immediately advise the OHA of any problems that arise during the execution of this Scope of Work.
17. The Successful Vendor shall meet with an OHA representative in-person as frequently as may be requested by the OHA.

18. The Successful Vendor shall be available to meet with the OHA's Board of Trustees, CEO, and Executive Team for discussions as requested.
19. The Successful Vendor shall be available to collaborate with any third party also conducting work on the Property (e.g. security, police, management), as deemed necessary and appropriate by the OHA.
20. Right of Entry
 - a. For each day the Successful Vendor seeks to access the Property, the Successful Vendor shall provide the OHA with a "Daily Plan," which shall include information that identifies the duration of the visit, access route to be used, the staff and equipment to be used, location of daily work, and description of work to be conducted on site.
 - b. The Successful Vendor shall submit its Daily Plan at least ten (10) business days prior to the requested access date.
 - c. The Successful Vendor's access shall be subject to the OHA's written approval of the Daily Plan(s) and shall be subject to other conditions that the OHA may require.
 - d. Prior to each access, the Successful Vendor shall coordinate with the OHA and arrange to access the site together with an OHA staff member, unless otherwise directed by the OHA.
 - e. The Successful Vendor shall allow only persons acting on its behalf, and its members, employees, officers, directors, representatives, agents, consultants, or contractors necessary for the Project to enter the Property.
 - f. Vehicular access is limited to the Successful Vendor's vehicles, including heavy machinery, construction type equipment, or non-passenger vehicles.
 - g. Access to the property will be through the Kamananui Road cattle gate entrance at the location shown on Exhibit 2. See Exhibit 2: Project Site.
 - a) The Successful Vendor shall be responsible for providing company lock(s) for the access point cattle gate, as necessary. The Successful Vendor's locks shall be "daisy-chained" to the existing OHA locks and those of OHA's contractors, so as to allow all parties access through their own locks. The Successful Vendor shall remove their locks upon satisfactory completion of the contract. If the Successful Vendor fails to remove their locks at the end of their contract, the Successful Vendor acknowledges that OHA will cut them off to prevent unauthorized access.

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 Jennifer Lau, Procurement Specialist, by email at

jenniferl@oha.org or by phone at (808) 594-1815.

The Successful Vendor must be registered as a business in the State of Hawai‘i and be compliant with Hawai‘i 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>

EXHIBIT 1: OFFER FORM

RFQ LPM 2019-23

Installation of Graveled Entry and Graveled Area at Wahiawā Property

Office of Hawaiian Affairs
ATTN: Jennifer Lau
560 N. Nimitz Highway, Suite 200
Honolulu, Hawai‘i 96817

Aloha kākou:

We, the undersigned, have carefully read and understand the terms and conditions specified in the RFQ LPM 2019-23 and related attachments by reference made a part hereof and available upon request and hereby submit the following offer to perform the work specified herein, in accordance with the true intent and meaning thereof.

The undersigned understands and agrees that by submitting this offer, he/she is declaring the offer is not in violation of Chapter 84, HRS, as amended, concerning prohibited State contracts.

Respectfully submitted,

Exact Legal Name of Vendor

Date

Authorized Signature

Telephone Number

Fax Number

Printed Name of Authorized Signer

Business Mailing Address

Title of Authorized Signer

City, State, Zip Code

Contact Person regarding this offer

GET License

Date of GET License

GET License #

Soc. Sec or Federal I.D. #

If Vendor shown above is a “dba” or a “division” of a corporation, please furnish the exact legal name of the corporation under which the contract, if awarded, will be executed.

Vendor is: Individual Partnership Corporation Joint Venture

Registered in: Hawai'i Other*: _____

*If "Other" is checked, is the corporate seal available in Hawai'i? Yes No

INSURANCE COVERAGE

	Carrier	Policy #	Agent
1. Commercial General Liability:	_____	_____	_____
2. Worker's Compensation:	_____	_____	_____
3. Temporary Disability:	_____	_____	_____
4. Prepaid Health Care:	_____	_____	_____
5. Unemployment Insurance – State of Hawai'i I.D. Number:	_____		

If you are not required to have one or more of the above coverages, please explain below:

REFERENCES

The Interested Vendor shall submit, along with this form, two (2) written letters of recommendation from companies or government agencies for whom the Interested Vendor has or is providing travelling services.

Vendor: _____

Contact Person: _____

Email: _____

Phone: _____

QUOTE

The following quote is hereby submitted for the installation of the graveled entry and gravelling at the Wahiaiwā Property.

For a one-time project to be completed within thirty (30) days of the Notice to Proceed.

Please provide a quote below for the graveled entry in addition to gravelling inside of the gate for a 0.5-acre area and a 1-acre area.

A. Graveled Entry

- 1. Geotextile Road Clothe \$ _____
- 2. 6” minus surge rock or similar material \$ _____
- 3. Labor Costs \$ _____

B. Gravelling for 0.5 acre (area inside of the gate)

- 1. Geotextile Road Clothe \$ _____
- 2. Crusher ready asphalt, comingled unprocessed asphalt, or similar material \$ _____
- 3. How many tons of asphalt is needed for 0.5 acre? _____ Tons
- 4. Labor Costs \$ _____

C. Gravelling for 1 acre (area inside of the gate)

- 1. Geotextile Road Clothe \$ _____
- 2. Crusher ready asphalt, comingled unprocessed asphalt, or similar material \$ _____
- 3. How many tons of asphalt is needed for 1 acre? _____ Tons
- 4. Labor Costs \$ _____

D. Cost of crusher ready asphalt, comingled unprocessed asphalt, or similar material per ton \$ _____/Ton

E. ADDITIONAL ASSOCIATED COSTS

For associated costs not previously listed on this Offer Form but shall be included as part of your quote, please detail as separate line items below. Please use as many forms as needed to complete your quote.

	<u>Unit Quote Price</u>	<u>Per Unit</u>
1. _____	\$ _____ /	_____
2. _____	\$ _____ /	_____
3. _____	\$ _____ /	_____

On HiePRO, please input the “Price” as the total cost of A. Graveled Entry, B. Gravelling for 0.5 acre, E. Additional Associated Costs, and tax. (Graveled Entry + Gravelling for 0.5 acre + Additional Associated Costs + Tax = Total Price on HiePRO)

Vendor: _____

Contact Person: _____

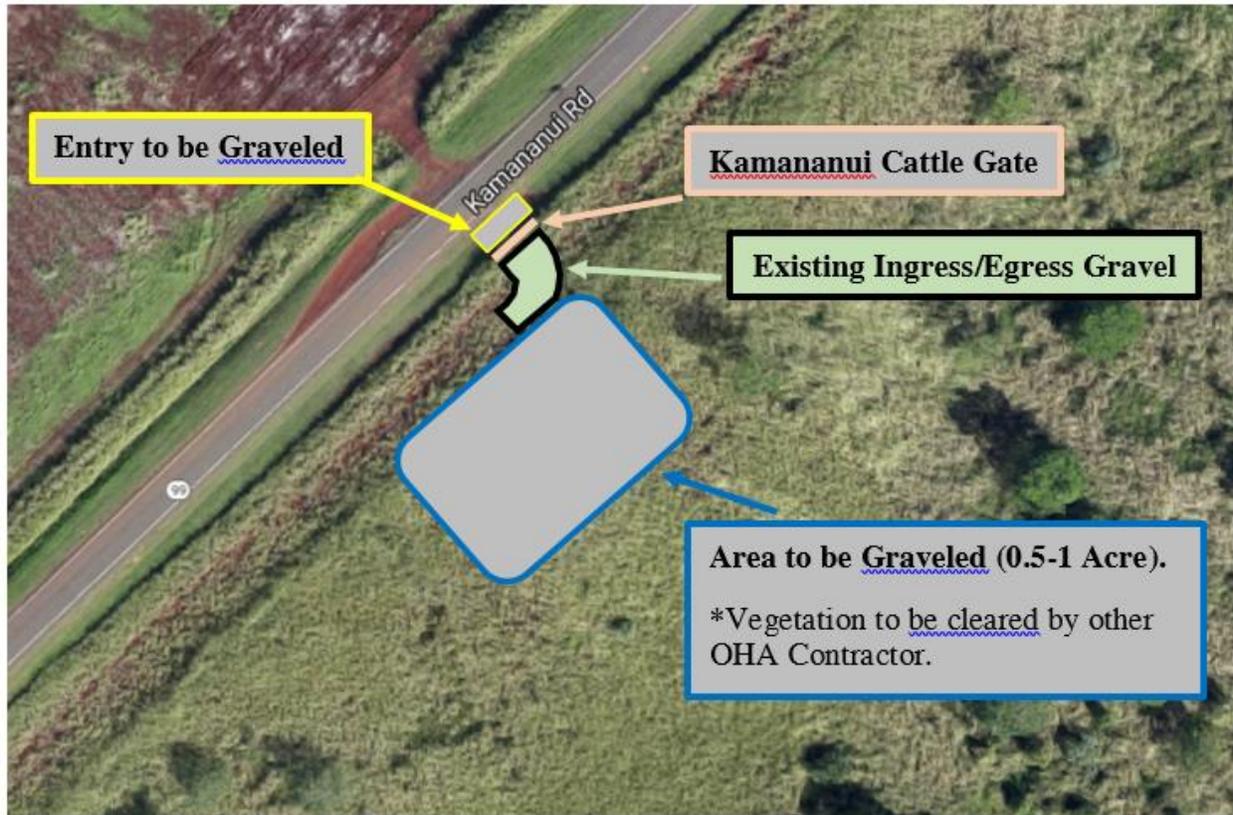
Email: _____

Phone: _____

Exhibit 3: 2018 Ingress/Egress Installation Photos of the Project Site



Exhibit 4: Project Site Entry & Area to be Graveled



WAGE CERTIFICATE

DESCRIPTION OF PROJECT

Installation of Graveled Entry and Graveled Area at Wahiawā Property

Pursuant to Section 103-55, Hawai‘i Revised Statutes (HRS), I hereby certify that if awarded the contract and it 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; and
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 103-55, HRS.

BY: _____
Signature of Person Authorized to Signer

Please Print

NAME: _____

TITLE: _____

VENDOR: _____

DATE: _____