



State of Hawai'i

560 North Nimitz Highway
Honolulu, Hawai'i 96817

April 11, 2018

Request for Quotes ("RFQ") No. LPL 2018-30 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 property is located in a quiet residential neighborhood and is bordered by three (3) residential properties, the Kamilo'iki Ridge, and Makahu'ena Place.

The 1.15 acre parcel consists of rock terraced platforms, walls and enclosures, and a mix of Native and invasive species of flora. See Attachment 1 - Site Photo. The OHA is seeking a steward for Hawaiian cultural and educational purposes; to share and honor the cultural and natural resources of this property in a safe and meaningful way that fosters the connection of people to place, and respects its neighbors and the character of the surrounding community.

It should be noted that due to the terrain of this site, the accessible area to be stewarded is approximately half an acre in size. Further, there are no restroom facilities, water fountains or trash receptacles on-site. All trash generated here must be taken off site for disposal and the nearest public restroom is located at Kamilo'iki Community Park.

The interested Offeror shall have an understanding of the historic nature and properties of this cultural site and be able to demonstrate a comprehension of the Hawaiian and Polynesian flora.

The term of this Contract shall be for thirteen (13) months from May 15, 2018 through and including June 14, 2019 subject to the availability of funds.

Quotes are due to the OHA by Tuesday, April 24, 2018, Noon Hawaii Standard Time. Interested Offerors may submit their quote by email to charmainem@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 April 24, 2018, Noon HST. 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 interested Offeror shall satisfactorily provide the goods and services that shall include, but may not be limited to:

A. Education and Outreach

The interested Offeror shall provide an increase in general awareness of Puhua Heiau by coordinating site visits for interested organizations, educate users about appropriate and inappropriate behaviors while on site, serve as liaison for the neighborhood by maintaining open lines of communication and be able to share and provide an understanding of its history and value incorporating the Hawaiian language and culture.

B. Limited Vegetation and Landscape Maintenance

The interested Offeror shall provide limited vegetation maintenance, as needed, to take care of the simpler landscaping needs of the site (i.e. hand-weeding, shrub trimming, etc.) and dispose of all green waste trash and debris from the property. Such maintenance could take as little as 10 minutes or up to a couple of hours, depending on the purpose and plan for each site.

C. Meetings

The interested Offeror shall establish regular meeting times with the OHA staff and provide monthly updates or more frequently as needed. Important updates, milestones, challenges, solutions and expenses shall be documented at each regular meeting and used to inform the Quarterly Reports, respectively.

D. Reports

The interested Offeror shall provide quarterly reports on activity, milestones, challenges, solutions, successes, expenditures, etc. to be submitted within thirty (30) days after the end of each quarter. See Attachment 2 - Sample Quarterly Report. The final report shall summarize all four (4) quarterly reports detailing all progress, challenges, successes, expenditures and milestones achieved during the contract period and shall be submitted thirty (30) days after the last quarter of the contract.

E. Preservation Plan Actions

The successful Offeror may be invited to 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.

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.



Sample Pahua Heiau Quarterly Report
Quarter __: __/__/__ through __/__/__

- Summary:

This opening section should be no longer than a paragraph and contain a brief snapshot of the general condition of the property, the activities that occurred, number of visitors/beneficiaries taken, and any important updates or milestones.
- Meetings:
 - List here the dates of each regular meeting and any pertinent or important (high level) information that relative to each meeting.
 - May also list any other occurrences outside of the regular meetings, as appropriate.
 - Important updates, milestones, challenges and solutions should be described accordingly and provided enough information as necessary.
- Site Activity:
 - List here the various types of activities that occurred on site.
 - This should include groups and organizations and their purpose or activity during their time on site, i.e.:
 - 12 employees of _____ restaurant spent 2 hours on site learning of its cultural and historic value, and hand-weeding the Chinese violet in the lower portions of the heiau (not on any walls or structures).
 - Include the date of the activity and any other pertinent information
- Expenditures:
 - Without being reduplicative of the Itemized Invoice that will be submitted with this Quarterly Report, this section can be used to list out and provide more information regarding the various expenditures and any justifications for such expenses and/or for future or unforeseen expenses that may be required. This section can be as detailed as needed.
- Photos:
 - Copy and paste and/or email any relevant pictures from site activities and be sure to caption it so they are identifiable.