



State of Hawai‘i

560 North Nimitz Highway, Suite 200
Honolulu, Hawai‘i 96817

May 15, 2026

Request for Quotes (“RFQ”) No. LAD 2026-020

PROPERTY CONDITION ASSESSMENT AT THE WAIALUA COURTHOUSE

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from qualified, licensed building inspection and facilities assessment professional to conduct a comprehensive Property Condition Assessment (hereinafter “PCA”) of its historic Waialua Courthouse property.

Quotes must be received through the HIePRO website by 2:00 p.m. Hawai‘i Standard Time (hereinafter “HST”) on Monday, June 1, 2026.

Pursuant to Hawaii Administrative Rules §3-122-75, considering the criteria, including but not limited to quality, warranty, and delivery; the award shall be made to the lowest responsive, responsible offeror. When award to the lowest responsive, responsible offeror is not practicable, award shall be made to the offeror whose quotation provides the best value to 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.

Site Visit

All Offerors are strongly encouraged to attend the in-person site visit. The site visit will be held on **Tuesday, May 26, 2026 from 8:30 – 9:30 a.m. HST**. All interested parties shall meet at the Waialua Courthouse, 66-207 Kamehameha Highway, Haleiwa, Hawai‘i 96712.

Please contact Alison Roney at alisonr@oha.org by **4:00 p.m. HST on Friday, May 22, 2026** if you would like to attend the site visit.

Questions and Answers

Vendor questions must be received either in-person at the site visit or through the HIePRO website by **4:00 p.m. HST on Wednesday, May 27, 2026**.

OHA's responses to vendor questions will be posted through the HlePRO website by **4:00 p.m. HST on Thursday, May 28, 2026.**

Background

OHA requires a qualified, licensed building inspection and facilities assessment professional to conduct a comprehensive PCA of its historic Waiialua Courthouse property located at 66-207 Kamehameha Highway, Haleiwa, Hawai'i 96712 (TMK 1-6-6-009:023; SIHP 50-80-04-01334) to identify existing and emerging deficiencies, estimate repair costs, and provide a prioritized remediation plan to inform OHA's capital improvement planning.

Property Information:

- Constructed in 1913
- Listed on State Historic Register (SIHP 50-80-04-01334) and is subject to applicable preservation standards.
- Single-story wooden courthouse building with four small rooms, a large main room, and two restrooms, plus a former basement jail
 - Main floor area: approximately 1800 sq ft
 - Basement area: approximately 700 sq ft plus approximately 1000 sq ft crawlspace
- Exterior includes a paved parking lot, detached brick pump house (currently in disrepair), and a grassy open area behind the building with a septic tank and decommissioned cesspool
- The Courthouse has experienced extended deferred maintenance, previously identified mold risk issues from a previously repaired roof leak, termite damage, rusted jail fixtures, foundation cracks, degraded outbuilding, cracked and peeling paint, and major basement flooding during storms.

Scope of Services

The Offeror shall conduct a physical walk-through inspection of all accessible interior and exterior areas of both structures. The Offeror is responsible for noting conditions that are visually apparent; this scope does not include destructive testing, environmental sampling, or invasive investigation unless specifically authorized in writing.

- A. **General Condition Assessment:** The Offeror shall assess the condition of all major building systems and components, including, but not limited to:
- a. Site and Grounds – drainage, paving, accessible routes, site utilities, and exterior lighting
 - b. Foundation and Structural Frame – foundation type and condition, load-bearing elements, floor and roof framing, and evidence of settlement and cracking
 - c. Exterior Envelope – roofing, wall cladding, windows, doors, flashings, and weatherproofing

- d. Interior Construction – finishes, flooring, ceilings, stairs, railings, and evidence of water damage, mold, rot, or pest infestation
 - e. Mechanical Systems – HVAC, plumbing, and domestic hot water
 - f. Electrical Systems – service entrance, distribution panels, wiring condition, lighting, and emergency systems
 - g. Fire and Life Safety – suppression systems, detection and alarm, means of egress, fire-rated assemblies, and applicable code compliance observations
 - h. ADA Accessibility – general observations on accessible routes, entrances, restrooms, and public use areas
- B. Special Assessment – Basement Flooding:** The basement level shall receive focused attention due to documented storm-related flooding. In addition to the standard condition assessment, the Offeror shall:
- a. Evaluate the extent of moisture intrusion, water damage, and related deterioration, including impacts to structural elements, mechanical systems, and interior finishes;
 - b. Assess the adequacy of existing drainage and waterproofing systems;
 - c. Identify probable sources of water infiltration; and
 - d. Provide remediation recommendations and Rough order-of-magnitude (ROM) cost estimates specific to the basement’s flooding and moisture issues.
- C. Special Assessment – Pumphouse (Retail Conversion Feasibility):** The Offeror shall perform a baseline condition assessment of the Pumphouse using the same methodology described in Item A. General Condition Assessment. In addition, the Offeror shall evaluate the feasibility of converting the Pumphouse into an occupied retail space, including:
- a. Structural Assessment – potential of the existing structure for retail occupancy
 - b. Code Compliance Gap Analysis – change of occupancy requirements under the Hawaii State Building Code, applicable fire code, and ADA accessibility standards
 - c. Conceptual Renovation Program – narrative description of improvements required to support retail use, including structural repairs, mechanical, electrical, plumbing upgrades, building envelope work, and ADA accommodations

- d. ROM Cost Estimate – a cost range for the full conversion reflecting current Oahu construction costs and any identified uncertainties

The Offeror shall identify any major constraints, unknowns, or risks that could materially affect feasibility or cost.

D. Property Condition Assessment Report: The Offeror shall prepare and submit a comprehensive written PCA Report. The Report shall be organized, professional, and written in plain language understandable to a non-technical audience. The Report shall include, at minimum, the following components:

- a. Observed conditions and identified deficiencies for all systems and components described above, including the basement flooding assessment and Pumphouse retail conversion feasibility analysis
- b. A comprehensive photographic record cross-referenced to the narrative findings
- c. All repair and remediation needs prioritized into three categories — Immediate (0–90 days), Short-Term (1–3 years), and Long-Term (3–10 years)
- d. ROM cost estimates for all identified repair and remediation needs

General Requirements

- A. Prior to submitting a quote through HIePRO, the Offeror must be registered in HIePRO in order to respond to a solicitation. Please register by going to SPO’s website: <https://hiepro.ehawaii.gov/vendor.html>.
- B. The Successful Offeror must be registered as a business in the State of Hawai‘i, be compliant with the Hawai‘i Compliance Express (“HCE”), complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) and provide a Certificate of Liability Insurance. If you are not registered with the HCE, please register by going to the HCE website: <https://vendors.ehawaii.gov/hce/>.
- C. The Offeror must submit a current copy of a Certificate of Liability Insurance upon notification of award and shall, at its own costs and expense, at all times during the term of the Contract, maintain insurance coverage with the minimum limits as follows:

<u>Coverage</u>	<u>Limits</u>
Commercial General Liability (including personal injury, death, and property damage)	\$2,000,000 per occurrence; \$2,000,000 general aggregate per policy year; \$2,000,000 products and completed operations aggregate limit per policy year.

Personal and Advertising Injury	\$1,000,000 each occurrence.
Umbrella Liability	\$2,000,000 aggregate.
Automobile Insurance covering all owned, non-owned, and hired automobiles	Bodily injury liability limits of \$1,000,000 each person and \$1,000,000 per accident; property damage liability limits of \$1,000,000 per accident. Or \$2,000,000 combined single limit.
Workers Compensation as required by laws of the State of Hawai‘i	Insurance to include Employer’s Liability. Such coverage shall apply to all employees of the Offeror and (in case any sub-contractor fails to provide adequate similar protection for all its employees) to all employees of sub-contractors.
Professional Liability (Errors and Omissions)	\$1,000,000 per claim \$2,000,000 annual aggregate

1. The State of Hawai‘i, the OHA, its elected and appointed officials, employees, and volunteers shall be named added as additional insured with respect to occurrences during or in connection with the performance of this Contract. Before the effective date of this Contract, the Offeror agrees to provide the OHA with certificate(s) of insurance necessary to satisfy the OHA that the insurance provision of this Contract have been complied with and to keep such certificate(s) on deposit with the OHA during the entire term of this Contract. The minimum insurance required shall be in full compliance with the Hawai‘i Insurance Code throughout the entire term of the Contract, including supplemental contracts, and shall be written by a company authorized to do business in the State of Hawai‘i and rated no less than an AM Best rating of A-VIII. Offeror and its carriers agree to waive their rights of subrogation with respect to any claims covered, or which should have been covered, by valid and collectible insurance, including any deductibles or self-insurance maintained thereunder. Upon request by the OHA, the Offeror shall furnish a copy of the policy or policies that satisfy the Insurance Requirements of this Contract.
2. Failure of the Offeror to provide and keep in force such insurance shall be regarded as a material default under this Contract, entitling the OHA to exercise any or all the remedies provided in this Contract for default of the Offeror.
3. The procuring of such required policy or policies of insurance shall not be construed to limit the Offeror’s liability hereunder or to fulfill the indemnification provisions and requirements of this Contract. Notwithstanding said policy or policies of insurance, the Offeror shall be obliged for the full and total amount of damage, injury, or loss cause by negligence or neglect connected with this Contract.

4. To satisfy the minimum coverage limits required by this Contract, the Successful Offeror may use an umbrella policy in addition to the mandatory insurance policies (e.g., general liability insurance, automobile Insurance, and workers' compensation) provided that the OHA approves, and the umbrella policy follows the underlying coverage forms.
5. The Offeror shall notify the OHA in writing of any cancellation or substantive change in insurance at least thirty (30) calendar days prior to the effective date of such cancellation or change.
6. The OHA is a self-insured semi-autonomous state agency. The Offeror's insurance shall be primary. Any insurance maintained by the State of Hawai'i and OHA shall apply in excess of, and shall not contribute with, insurance provided by the Offeror.

The Successful Offeror shall comply with HRS, Chapter 103D, as amended, and all State, Federal, and County requirements.

The Successful Offeror shall also comply with the OHA General Terms and Conditions appended hereto as Attachment 1 and which by reference is incorporated herein and made part of this RFQ. Additionally, the Successful Offeror shall also comply with any Special Conditions that the OHA may require. The OHA also reserves the right to make appropriate modifications to the quantity of items or reporting requirements contingent upon unforeseen conditions.

This solicitation may be canceled when it is determined to be in the best interest of the OHA.