



State of Hawai'i

560 North Nimitz Highway
Honolulu, Hawai'i 96817

May 17, 2018

Request for Quotes ("RFQ") No. LPM 2018-41
Printing and Installation of Interpretive and Regulatory Signs
for Kūkaniloko, Pahua Heiau and Wao Kele O Puna

To All Interested Parties:

The Office of Hawaiian Affairs (hereinafter "OHA") is looking for a firm that can provide the services for printing and installing interpretive and regulatory signs for Kūkaniloko, Pahua Heiau and Wao Kele O Puna.

The term of this Contract shall be for twelve (12) months from June 1, 2018 through and including May 31, 2019 subject to the availability of funds.

Quotes are due to the OHA by Friday, May 25, 2018, Noon Hawaii Standard Time.

Interested Offerors may bid on a single, multiple or all locations and shall submit their quotes by completing Attachment 1: Quotation Form by email to charmainem@oha.org, hand deliver or mail via 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, Procurement Specialist

All offers must be time stamped by the deadline above. 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.

BACKGROUND

A. Kūkaniloko

The OHA is the fee simple owner of 511-acres of agricultural land in Wahiawā, O‘ahu. See Exhibit 1.

The OHA’s lands surround a five (5)-acre parcel containing the Kūkaniloko Birthing Stones, which is considered one of the most sacred Native Hawaiian sites in Hawai‘i as the birth place of many prominent chiefs. The five (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.

B. Pahua Heiau

The OHA is the fee simple owner of Pahua Heiau at 7142 Mahahu‘ena Place, Maunaloa, Hawai‘i, TMK No. 3-9-056:038. The 1.15 acre parcel consists of rock terraced platforms, walls and enclosures and a mix of native and non-native plant species. The property is located in a residential neighborhood and is bordered by three (3) residential properties, the Kamilo‘iki Ridge, and Makahu‘ena Place. See Exhibit 2.

C. Wao Kele o Puna

The OHA owns Wao Kele O Puna (hereinafter “WKOP”) Forest Reserve, TMK (3)1-2-010:02 & 003, located in the upper Puna area of Hawai‘i Island. At 25,856 acres, WKOP represents over 90% of the OHA’s landholdings. WKOP is of great spiritual importance to Native Hawaiians as the home to a number of deities and serves as a resource for subsistence gathering and other cultural practices. It is the OHA’s kuleana to protect, preserve, and perpetuate the cultural and natural resources of WKOP for current and future generations. See Exhibit 3.

WKOP consist of areas that are heavily forested with deep cracks, fishers, and lava tubes, most of which are unknown (some faults and cracks are identified by yellow and blue lines in Figure 1: Map of Wao Kele O Puna; this is in no way an exhaustive survey). In addition, lava periodically enters WKOP with its associated heat, gasses, and risk of fire. As a result of these and other unspecified factors, travel on or above WKOP is hazardous.

Currently, vehicular access to WKOP is limited to an approximately 2.6 mile long gravel road that enters the Eastern boundary of the property near the Ka‘ohe Homestead, at the end of Middle Road (See Exhibit 3 - black line), over an easement through the neighboring Olsen Property (1.3 miles of road is on the OHA property; 1.3 miles of road is on Olsen property). A yellow gate marks the beginning of the OHA’s property. The road ends at a five (5)-acre grass clearing that was previously used for geothermal development (See Exhibit 3 - red highlighted area).

SCOPE OF WORK

As part of OHA's management and preservation efforts, the OHA wishes to print and install 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 signs depicted in the Exhibits are drafts and may be subject to revision by the OHA. The OHA shall provide the digital files of each finalized sign to the successful Offeror upon award. All signs printed that are not installed as outlined below shall be delivered to the OHA's Honolulu Office. The successful Offeror may need to digitally edit the signs to ensure quality printing.

The OHA shall retain the right to inspect the installed signage prior to final payment.

The successful Offeror shall print and install regulatory and interpretive signs for each of the following properties:

A. Kūkaniloko

1. Regulatory Signs

- a. Print seventeen (17) single-sided "No Trespassing" signs (18" x 12") on 0.063 aluminum sheets. See Exhibit 1B.
- b. The OHA will provide the successful Offeror with four (4) additional "No Trespassing" signs that have been previously printed in addition to the seventeen (17) signs to be printed under this contract for a total of twenty-one (21) "No Trespassing" signs to be installed.
- c. Each of the twenty (20) "No Trespassing" signs shall be installed on a new ten (10)-foot, 2lb/foot galvanized steel, U-channel post. The signs and posts shall be installed at the locations indicated with GREEN DOTS. See Exhibit 1. Some of these 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, the sign location is not near a property pin. In these cases, the sign and post shall be installed one (1) foot inside the property boundary as near to the location marked by the green dot as possible. The posts shall be pounded two (2)-feet into the ground leaving the remaining eight (8) feet exposed. One (1) "No Trespassing" sign shall be attached to the top of each post.
- d. Remove damaged post (marked on Exhibit 1 with a YELLOW DOT) and install new ten (10)-foot, 2lb/foot galvanized steel, U-channel post. Attach one (1) "Falling Branches and Coconuts" sign and one (1) "No Trespassing" sign, both of which OHA shall provide to the successful Offeror. The "Falling Branches and Coconuts" sign shall be posted directly under the "No Trespassing" sign.

- e. Secure an existing “No Trespassing” sign and square-tube post to the ground that was previously removed by vandals. Currently, the sign remains attached to the post but the post is not secured to the ground and can easily be pulled out. The location of this sign is marked with a RED DOT. See Exhibit 1. The sign was originally installed with an anchor tube. The post may be secured in the same hole in which it was originally installed or as close to the initial location as is feasible.

2. Interpretive Signs

- a. Print one (1) each 24” x 36” interpretive signs on e-panels (3mm minimum thickness) weather-proofed as necessary to prevent water and sun damage over long-term outdoor use. See Exhibits 1C, 1D, 1E and 1F.
- b. Three of the four Kūkaniloko interpretive signs (Exhibits 1C, 1D, 1E) will be installed in the same assembly in the location identified on Exhibit 1A. The fourth Kūkaniloko interpretive sign (Exhibit 1F) will be installed in a separate assembly immediately next to the other three signs.
- c. Due to the sensitive cultural nature of the area, the successful 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.
- d. Installation of signs at Kūkaniloko must also be approved by the State Historic Preservation Division (hereinafter “SHPD”). The OHA is currently in the process of securing SHPD’s approval and will assist the successful Offeror in attaining all approvals if needed. However, it is the interested Offeror’s responsibility to attain all approvals.

B. Pahua Heiau

1. Regulatory Signs

- a. Print three (3) “Sacred Hawaiian Place” (18” x 24”) signs on 0.063 aluminum sheets. See Exhibit 2A.
- b. Print two (2) “Falling Rocks” (12” x 18”) signs on 0.063 aluminum sheets. See Exhibit 2B.
- c. Install “Sacred Hawaiian Place” signs on two (2), five (5)-foot long, two (2)-inch wide, galvanized steel, square posts. The posts should be installed in the locations identified with ORANGE DOTS using galvanized steel square-post anchors. One “Sacred Hawaiian Place” sign shall be attached at the top of each post. See Exhibit 2.
- d. Remove the existing “Kapu” sign and attach one “Falling Rocks” sign in its place.
- e. Add a galvanized steel, square-tube extension to the top of the two (2) existing square sign posts (marked with YELLOW DOTS on Exhibit 2) of sufficient length to attach a “Warning Falling Objects” sign. The OHA shall provide the CONTRACTOR with two “Warning Falling Objects” signs to attach to each extension, such that a “Warning Falling Objects” sign is now at the top of both posts above a “Falling Rocks” sign.

C. Wao Kele O Puna

1. Regulatory Signs

- a. Print two (2) “Not a Public Hunting Area” (18” x 18”) signs on 0.063 aluminum sheets. See Exhibit 3B.
- b. Print two (2) “Wao Kele o Puna Forest Reserve” (18” x 24”) signs on 0.063 aluminum sheets. See Exhibit 3C.
- c. Install one (1) “Wao Kele o Puna Forest Reserve” sign, one (1) “Not a Public Hunting Area” sign, and one (1) “Forest Legacy Program” sign (to be provided to the successful Offeror by the OHA) directly next to each other on top of the yellow gate in the location identified by the green circle. See Exhibit 3A. The signs should be attached so that they are not easily removed but can be removed if necessary.

2. Interpretive Signs

- a. The interpretive sign at WKOP will be installed in the designated location. See Exhibit 3E.
- b. Installation of signage at WKOP will require approval from the Division of Forestry and Wildlife (hereinafter “DOFAW”) and the Office of Conservation of Coastal Lands (hereinafter “OCCL”). The OHA will assist the successful Offeror in attaining all approvals if needed. However, it is the interested Offeror’s responsibility to secure DOFAW’s and OCCL’s approval.

ADDITIONAL INSTALLATION REQUIREMENTS

The successful 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 successful 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. Regulatory Sign

The successful Offeror shall ensure that the bottom of the lowest sign on any post is no lower than 6.5 feet above the ground, unless otherwise approved by the OHA (as in the case for the five (5)-foot posts at Pahua Heiau).

B. Interpretive Signs

1. All interpretive signs are to be set in aluminum frames and attached to aluminum stands that are secured to the ground with concrete.
2. The aluminum frames and stands are to be coated as necessary to prevent deterioration from outdoor exposure and finished black or brown to blend in with a natural setting.

3. The stands should place all interpretive signs 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 3F for examples of acceptable sign assemblies.
4. The concrete foundations should be buried and not visible.
5. Signs should be connected to the stands as securely as possible to prevent theft but should also be replaceable if necessary.
6. The successful Offeror shall 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 RESPONSIBILITIES

- 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. All work at Kūkaniloko must be conducted between 7:45 a.m. and 3:30 p.m., Monday through Friday, excluding the State and the OHA holidays, unless otherwise approved by the OHA in writing. See Attachment 1 - OHA Holiday Schedule.
- C. 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.
- D. The successful Offeror 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 Offeror upon completion of each work day.
- E. The successful Offeror shall be solely responsible for the behavior and conduct of their employees or agents on the OHA's Property. The successful Offeror shall, furthermore, ensure proper safety protocols are followed to protect the health and wellbeing of its employees and agents, including, but not limited to, requiring appropriate apparel, other personal gear, and hydration.
- F. The successful Offeror shall immediately advise the OHA of any problems that arise during the execution of this Scope of Work.

- G. 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.
- H. Wages and Labor Laws Compliance. Prior to entering into a Contract in excess of \$25,000, the Successful Offeror shall certify that it is in compliance with section 103-55, HRS, Wages, hours, and working conditions of employees of the Contractor performing services. Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages to public officers and employees for similar work. Interested Bidders are further advised that in the event of an increase in wages for public employees performing similar work during the period of the Contract, the Contractor shall be obligated to provide wages not less than those increased wages.

Interested Offerors shall complete and submit the attached Wage Certification certifying that the services required will be performed pursuant to section 103-55, HRS. See Attachment 2: Wage Certificate.

The Contractor shall be further obligated to notify their employees performing work under the Contract regarding the provisions of section 103-55, HRS, and current wage rates for public employees performing similar work. The Contractor may meet this obligation by posting a notice in the Contractor's place of business in an area accessible to all employees.

The OHA has determined that work to be done under this Contract is similar to the General Laborer I (BC02) and General Laborer II (BC03) positions; therefore, the Successful Bidder shall be required to pay their employees the prevailing State wages for work performed under this Contract. The hourly wages paid to these State positions are:

Class Title	Hourly Rate, Eff. 07/01/17
General Laborer I (BU01, BC02)	\$18.72/hr.
General Laborer II (BU01, BC03)	\$19.24/hr.

See <http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/salary-schedules/>

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.