



State of Hawai‘i

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

January 21, 2026

Request for Quotes (“RFQ”) No. OPS 2026-012

(ARCHITECT) FOR NĀ LAMA KŪKUI OFFICE BUILD-OUT/INTERIOR
CONSTRUCTION

To All Interested Parties:

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter “OHA”) will be accepting quotes from qualified Offerors for Architect services for an Office Build-Out/Interior Construction Project for Suite #200, Board Suite and Multimedia Center at the Na Lama Kukui Office.

The term of this Contract shall be for twelve (12) months from March 01, 2026 to February 28, 2027 even though subject to the availability of funds.

Quotes must be received through the HiePRO website by 2:00 p.m. HST on Friday, February 13, 2026. Please visit <https://hiepro.ehawaii.gov/solicitation-notices.html>.

Pursuant to HAR §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 the award to the lowest responsive, responsible offeror is not practicable, awards shall be made to the offeror whose quote provided 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 inspection. Please contact Karina Macklin to RSVP at karinam@oha.org if you will be attending the site inspection by **Monday, January 26th, 2026 at 1:00 pm.**

RFQ No. **OPS 2026-012**

The site visit will be held on **Tuesday, January 27th, 2026 at 11:00 am**. All interested parties shall meet at 560 N Nimitz Hwy, Honolulu, HI 96817 Suite #200.

Vendor Questions must be received through the HiePRO website by 3:00 p.m. HST on Wednesday, January 28th, 2026. Please visit <https://hiepro.ehawaii.gov/solicitation-notices.html>.

Vendor Questions and Answers will be posted through the HiePRO website by 4:00 p.m. HST on Thursday, January 29th 2026. Please visit <https://hiepro.ehawaii.gov/solicitation-notices.html>.

Background

This project involves new construction, renovation, and interior improvements within the Office of Hawaiian Affairs facility located at 560 N Nimitz Hwy, Honolulu, HI 96817. The work focuses on an architect to create drawings for developing a new office and printer room within the Board Suite, renovation of Suite #200 as well as constructing a state-of-the-art Multimedia Communication Room designed for modern communications and podcasting functions.

The Architect shall provide professional architectural and coordinated engineering design services for an office extension and interior buildout. The work includes architectural design, electrical systems, fire protection/life safety systems, soundproofing, and associated building improvements. Deliverables shall be suitable for permitting, bidding, and construction.

Scope of Work

1. Scope of Services

A. Existing Conditions & Code Review

1. Site visit to verify existing conditions
2. Review of available as-built drawings provided by Owner
3. Preliminary code analysis in accordance with:
 - a. Hawaii State Building Code (latest adopted IBC)
 - b. Hawaii Fire Code
 - c. ADA & Hawaii accessibility requirements
4. Identification of required permits and agency approvals

B. Architectural Design & Office Buildout

1. Space planning and layout for office extension
2. Design of interior partitions, doors, glazing, ceilings, and finishes
3. ADA-compliant layouts and egress paths
4. Reflected ceiling plans and interior elevations (as required)
5. Complete schedule suitable for contractor pricing

C. Electrical Design

1. Lighting layout and fixture schedule
2. Power and receptacle plans for offices, conference rooms, and common areas
3. Emergency and exit lighting design
4. Electrical plans coordinated with architectural and life-safety drawings
5. Compliance with Hawaii Electrical Code

D. Fire Protection & Life Safety

1. Fire alarm layout and device coordination
2. Fire sprinkler system modifications (layout only; hydraulic calcs by others unless noted)
3. Life safety and egress plans
4. Fire-rated wall and ceiling assemblies
5. Coordination with local Fire Department requirements

E. Soundproofing & Acoustics

1. Acoustic design criteria for private offices and conference rooms
2. Wall, ceiling, and insulation assemblies to reduce sound transmission
3. Notes and details for acoustic construction requirements

F. Construction Documents & Permitting

1. Complete stamped construction drawings suitable for permit submission
2. Coordination with required consultants for permit approval

2. Deliverables

- a. Permit-ready PDF drawing set
- b. CAD or Revit files (if required, as specified in proposal)
- c. Code analysis sheet
- d. Construction documents suitable for bidding and construction

3. Assumptions

- a. Project area, scope, and program are defined prior to design start
- b. No change of use or occupancy classification
- c. Existing building structure is adequate for proposed improvements
- d. design development cycle and permit review cycle
- e. Owner provides accurate existing drawings and utility information
- f. AHJ requirements align with current adopted Hawaii codes

4. Schedule

Design and permitting services shall be completed in accordance with a mutually agreed project schedule, commencing upon written authorization to proceed.

Other Requirements

Work Hours are during OHA's business hours:
Monday – Friday at 7:45 am – 4:30 pm

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. All local, national or international Offerors must be compliant with the State of Hawai'i in order to be awarded. If you are not compliant, please register by going to Hawaii Compliance Express' (hereinafter "HCE") website: <http://vendors.ehawaii.gov/hce/splash/welcome.html>
- C. The Offeror must complete the W-9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) upon notification of award.
- D. 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 CONTRACTOR 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 CONTRACTOR 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. CONTRACTOR 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 CONTRACTOR shall furnish a copy of the policy or policies that satisfy the Insurance Requirements of this Contract.
2. Failure of the CONTRACTOR 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 CONTRACTOR.
3. The procuring of such required policy or policies of insurance shall not be construed to limit the CONTRACTOR’S liability hereunder or to fulfill the indemnification provisions and requirements of this Contract. Notwithstanding said policy or policies of insurance, the CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR'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 CONTRACTOR.

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.”

The solicitation may be canceled when it is determined to be in the best interest of the OHA. If you have any questions, please contact Karina Macklin, Procurement Specialist at karinam@oha.org.