



Hawaii Community Development Authority
Department of Business, Economic Development and Tourism
State of Hawaii

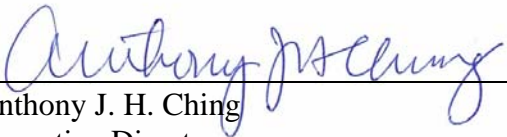
REQUEST FOR PROPOSALS

No.: HCDA 02-2014

March 14, 2014

SEALED PROPOSALS
FOR

**Renovation of the
Historic Ala Moana Pump Station
Kakaako Makai, Honolulu, Hawaii**



Anthony J. H. Ching
Executive Director
Hawaii Community Development Authority

**REQUEST FOR PROPOSALS
RENOVATION OF THE HISTORIC ALA MOANA PUMP STATION AT
KAKAAKO MAKAI, HONOLULU, HAWAII**

The State of Hawaii, Hawaii Community Development Authority (“HCDA”) invites sealed proposals for renovation of the Historic Ala Moana Pump Station, Kakaako Makai, Honolulu, Hawaii, 240 Keawe Street, T.M.K. 2-1-015: 063 (Project).

Capital improvement project grant funding has been authorized for this project in the amount of \$1,000,000 for planning, design, and renovation.

This Request for Proposals (RFP) solicits proposals from design-builders for planning, design, and to construct improvements for the Project. The Project renovation will provide for code-compliant updates to the historic pump station structure, sitework, and utilities while meeting the requirements of the State Historic Preservation Department (SHPD); and is issued in accordance with Subchapter 6 of HAR Chapter 3-122, implementing HRS Section 103-D-303, and related administrative rules.

To review and/or download a copy of the RFP, interested parties are referred to the State Procurement Office (“SPO”) website <http://hawaii.gov/spo/notices> or the HCDA’s website: www.hcdaweb.org.

Copies of the RFP are also available for viewing at HCDA at the address below between the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday, except for State holidays.

Offerors, or design-builders who download a copy of the proposal are required to register with HCDA by filling out and submitting the Registration Form. Registration forms shall be submitted to HCDA as designated in the RFP and shall establish the official list of offerors for HCDA to contact and notify of addenda and RFP correspondence. It shall be offeror’s responsibility to download any addenda issued by HCDA regarding this RFP. Such addenda will be posted to the SPO and HCDA’s website.

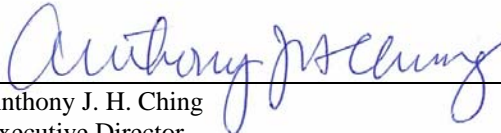
Prospective offerors are encouraged to attend a pre-proposal informational conference scheduled for **2:00 p.m. on March 21, 2014 at the Project site.**

After being determined by HCDA as prequalified and shortlisted, offerors will be invited to submit one (1) original and five (5) copies of the proposal which will be due and must be received by the HCDA on or **before 2:00 p.m. HST, on May 12, 2014.** The proposal shall be accompanied by an Offer Form as designated in the RFP. Proposals should be mailed or hand delivered to:

Mr. Anthony J. H. Ching, Executive Director
Hawaii Community Development Authority
461 Cooke Street
Honolulu, Hawaii 96813

The HCDA reserves the right to amend this RFP by written addenda, to amend the schedule provided herein, or to reject any and all proposals where the HCDA deems it is in the best interest of the State of Hawaii. Further, development of the project, is contingent on the availability and release of State funds.

For more information, contact Ms. Amy Mutart, Project Manager, (808) 594-0300.



Anthony J. H. Ching
Executive Director
Hawaii Community Development Authority

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Section A: TERMS AND ACRONYMS

Addendum	A written document which may be issued by the HCDA during the solicitation period establishing changes to the Request for Proposals.
Authority	The Board of Directors of the HCDA
Ala Moana Pump Station	Also referred to as the 1900 Pump Station Building
BAFO	Best and Final Offer
Contact Person	The person designated by the HCDA to receive various communications in writing to in conjunction with the project.
Contractor	Any individual, partnership, firm, corporation, joint venture, or representative or agent, submitting an offer in response to this solicitation. Also referred to in this RFP as 'offeror' and/or 'design-builder'.
GC	General Conditions, issued by the Department of the Attorney General
HAR	Hawaii Administrative Rules
HCDA	Hawaii Community Development Authority
HRS	Hawaii Revised Statutes
KMCMP	Kakaako Makai Conceptual Master Plan
Proposal	A document submitted by an offeror in the prescribed manner to develop the project in response to this Request for Proposals.
RFP	Request for Proposals, referring to all documents, whether attached or incorporated by reference, utilized for soliciting proposals.
State	State of Hawaii, acting through its authorized representative.

Section B: BACKGROUND

The Hawaii State Legislature created the HCDA in 1976 to plan, regulate and implement the redevelopment of community development districts throughout the State. Kakaako was designated the first community development district because it was recognized as underdeveloped and underutilized. The Kakaako Community Development District is comprised of two sub-areas, the Mauka (the area mountain side of Ala Moana Boulevard) and Makai (the

waterfront lands on the oceanside of Ala Moana Boulevard) areas.

As additional background, following an extensive public participation process over four years, the HCDA adopted a conceptual master plan for Kakaako Makai in April 2011. The Kakaako Makai Conceptual Master Plan (“KMCMP”) reflects collaborative planning efforts with community stakeholders and provides the parameters for improvements in Kakaako Makai. A copy of the KMCMP can be downloaded by going to <http://hcdaweb.org/kakaako-makai-conceptual-master-plan-2/>.

The Ala Moana Pump Station site is located off Ala Moana Boulevard, at 240 Keawe Street, Kakaako Makai, Honolulu, and is the location of three buildings; the 1900 Pump Station, the Screen House, and the 1940 Pump Station. The historic 1900 Pump Station, which is the subject of this RFP, is on the national and state register of historic places.

This RFP is soliciting proposals for rehabilitation of the historic Ala Moana Pump Station for use as a community resource center.

The buildings have stood vacant for approximately 50 years and the buildings and surrounding property are in disrepair. The historic 1900 Pump Station is being used as a warehouse, the Screen House, and 1940 Pump House are currently closed off not in use. A portion of the site on the Diamond Head side of the property has been fenced off for parking of rental cars. There has been much community interest in acquisition of the buildings for rehabilitation for community use.



The Pacific Gateway Center, a non-profit community based organization is expected to be using the buildings for a community center and is anticipating a multi-stage plan for the redevelopment of the property to support its community based programs.

This RFP is for the initial stage of rehabilitation of the 1900 Pump Station building and land immediately adjacent to the building. The rehabilitation will provide for code-compliant

improvements to the building structure, sitework and utilities while meeting the requirements of the State Historic Preservation Department (SHPD).

Site work includes grading of the site to remove excess fill to allow for positive drainage away from the building. Hardscaping will include removal of concrete slabs and portions of chain link fence and the installation of an accessible parking space with lighted walkway to the building entrance. Landscaping will include installation of grass and an automatic irrigation system with backflow preventer. Site utilities work to include an undergrounded 200 Amp electric service; undergrounded conduit run(s) for communication service; sewer connection; and potable water

line with meter.

Work on the building's architectural envelope is to include new roofing and associated copper gutters, and downspouts; repair and renovation to existing metal sash and doors with new accessible hardware; installation of one door and two windows, and cleaning, patching, and pointing of existing masonry; and painting of metal trim.

Interior improvements must provide a finished shell space for the Pacific Gateway Center's use. Work will include minor demolition; partial restoration of plaster work; resurfacing of concrete floors; installation of an ADA Accessible toilet room; air conditioning; general lighting with architectural suspended ambient fixtures; convenience power outlets; fire alarm; and painting.

Specifications for portions of the work is attached in Exhibit D, and conceptual project plans are attached in Exhibit J.

Offerors may refer to the details in Section H for requirements on preparing their basic proposal and deductive alternates.

Capital improvement program grant funding has been allocated for the Project in the amount of \$1,000,000 for planning, design, and construction. Development of the project is contingent on the availability and release of State funds.

Section C: RFP OBJECTIVE

The intent of this RFP is for HCDA to engage a design-builder (“Offeror”) who meets the requirements described herein and to enter into contract for rehabilitation of the historic Ala Moana Pump Station (herein after also referred to as “Project”) including planning, design, construction, permitting, and construction management for the rehabilitation.

Objectives of this RFP include:

- To solicit submissions from Offerors for design-build rehabilitation of the Project, that meet the scope and requirements described in this RFP.
- Proposals shall reflect planning, design, contract documents, permitting, construction, construction management, necessary for the rehabilitation work and shall reflect the Offeror’s total Project costs for turnkey delivery.
- Delivery of the Project within budget.

The HCDA intends to enter into agreement with the selected Offeror to act as design-builder on behalf of the HCDA. Offeror’s rights are not vested by mere selection by HCDA through this RFP unless the HCDA and the Offeror are able to execute an agreement acceptable to the HCDA. The contract form is attached for reference in Exhibit H.

Section D: PROJECT OVERVIEW

Offerors are required to submit qualifications to HCDA for the Project. Statements of qualifications shall be submitted to HCDA whereby a short list may be established of up to 3 responsible Offerors. HCDA will issue prompt notice to all Offerors as to which have been short listed. Shortlisted Offerors will move on the the next stage of the submittal process and prepare a Project proposal.

Specifications for portions of the work is attached in Exhibit D, and conceptual project plans are attached in Exhibit J.

A capital improvement project grant allocation for the design and construction of this Project has been appropriated. Total funding allocated for the Project is \$1,000,000. Offerors should note the bid/proposal format includes deductive alternates. If necessary, HCDA will meet the budget allocation by deducting the items listed in the Alternates.

HCDA reserves the right to accept and/or reject any or all proposals that are submitted, regardless of circumstances.

Site Conditions:

Table 1: Land Use Data

State Land Use	Urban
T.M.K.	2-1-015:063
Zoning	HCDA, Kakaako Community Development District, Makai Area Plan and Rules
Special District	Kakaako Community Development District, Makai Area
Lot Area	Approximately 1.04 acres
Building Area	1,321 s.f.

A topographic survey map of the property is attached as reference in Exhibit J.2.

In January 2006, policy recommendations and development strategy were prepared for the Ala Moana Pumping Station and developable lands. This planning document was prepared in consultation with community stakeholders and is attached as reference in Exhibit L.

In March 2007, a Phase 1 Environmental Site Assessment (ESA) was prepared for the Ala Moana Pumping Station. The assessment revealed potential impacts and presence of environmental conditions associated from the former chimney/vent stack operations. The chimney/vent stack structure is attached to the west side of the 1900 Pump House building, and is to be sealed off. A copy of the full report is attached in Exhibit K.

Section E: RFP DOCUMENTS

It is recommended that prospective Offerors review the RFP before the pre-proposal meeting. Exhibits to this RFP include the following documents:

- A** - The Kakaako Makai Area Plan
- B** - Kakaako Makai Area Rules
- C** - Kakaako Makai Area Design Guidelines
- D** - Project Specifications
- E** - Prequalification Form
- F** - Offer Form
- G** - Deleted
- H** - Contract
- I** - RFP Registration Form
- J** - Project Concept Plans
- J.1** - Project Special Conditions

- J.2** – Topographic Survey Map
- K** – Phase 1 Environmental Site Assessment Report
- L** - 2006 Policy and Development Strategy Plan (Pump Station and Developable Lands)

Section F: RFP SCHEDULE AND SIGNIFICANT DATES

The schedule set out herein represents HCDA’s best estimate of the schedule that will be followed. All times indicated are Hawaii Standard Time (HST).

Publication of Request for Proposals	March 14, 2014
Pre-Proposal Conference & Site Visit Time: 2:00 p.m. Location: Ala Moana Pump Station (the Project Site) 240 Keawe Street Honolulu, Hawaii 96813	March 21, 2014
Offeror Prequalification Submittal Due Time: 2:00 p.m. Location: Hawaii Community Development Authority 461 Cooke Street Honolulu, Hawaii 96813	March 28, 2014
HCDA Establishes Short List of Responsible Offerors	March 31, 2014
Final Deadline to Submit Written Questions to the HCDA Time: 2:00 p.m. Location: Hawaii Community Development Authority 461 Cooke Street Honolulu, Hawaii 96813	April 18, 2014
Proposal Due Date Time: 2:00 p.m. Location: Hawaii Community Development Authority 461 Cooke Street Honolulu, Hawaii 96813	May 12, 2014
Evaluation Committee Review and Recommendations	May 16, 2014
Offeror Selection by Authority	June 4, 2014

Registration of RFP holders. All interested Offerors downloading an RFP shall register with

HCDA as an RFP holder which will establish the official recipient list for HCDA notifications and communication regarding this RFP including but not limited to any changes in the solicitation, notices of Addenda, and other Project correspondence. Registration Form is attached as Exhibit I, and shall be faxed or emailed to the HCDA Contact Person.

The Pre-Proposal Conference will take place at the date, time, and place specified. Prospective Offerors may submit written inquiries to the Contact Person to be answered at the Pre-Proposal Conference by the date specified. These inquiries, and new oral questions as time permits, will be answered at the Pre-Proposal Conference. Spontaneous answers to any oral questions will be provided by the HCDA; however, Offerors are informed that responses to the oral questions will not be binding. If Offeror wishes to receive a formal answer to oral questions arising from discussions at the Pre-Proposal Conference, the Offeror shall submit such questions to the Contact Person by the Final Deadline for Written Inquiries. All official responses will be provided in writing via addendum to the RFP.

Prequalification of Offerors. Whereas a shortlist of up to three responsible Offerors may be identified by HCDA prior to the submittal of proposals. Offeror shall submit their qualifications with the information required under this RFP, by the date specified and will be notified by HCDA as to which Offeror have been shortlisted. The shortlisted Offerors will proceed with preparation of proposals and submittal by the date specified herein.

In the event there are no submittals by the due date to HCDA for Offeror prequalifications, HCDA reserves the right to modify due dates and terms under this RFP, which will be issued as an addenda.

Questions and inquiries concerning this RFP must be submitted to the HCDA in writing as indicated and up until the date specified. Questions shall be directed to the Contact Person.

The terms and requirements of this RFP cannot be changed prior to the date for receipt of proposals except by duly issued and written addendum which will be posted on the HCDA website. Offerors on the official list of interested Offerors will be notified of addenda that may be posted. Offerors will be responsible for obtaining any issued addenda from the HCDA website or the SPO website.

One (1) original and five (5) copies of Offeror's proposals are due by the date and time specified above. Timely receipt of offers shall be evidenced by the date and time registered by the HCDA time stamp clock. Proposals received after the deadline shall be returned unopened. Proposals shall be placed in a sealed envelope(s) or container(s). An "Offer Form" (Exhibit F) shall be enclosed in the proposal package.

Offerors may modify or withdraw their proposal prior to the established proposal due date in writing to the Contact Person. The modifications or withdrawal may be mailed, hand-delivered or transmitted by facsimile machine. Modifications or withdrawals must be accompanied by a duly executed certificate of resolution authorizing the signer to modify or withdraw the proposal.

The RFP may be cancelled and any or all proposals rejected in whole or in part, without liability, when it is determined to be in the best interest of the HCDA. The HCDA shall not be liable for any costs, expenses, loss of profits or damages whatsoever, incurred by the Offeror in the event this RFP is cancelled or a proposal is rejected.

Section G: ISSUING OFFICER AND CONTACT PERSON

This RFP is issued by the HCDA. The Issuing Officer's name, address, telephone number, and facsimile number are as follows:

Anthony J. H. Ching, Executive Director
Hawaii Community Development Authority
461 Cooke Street
Honolulu, Hawaii 96813
Phone: (808) 594-0300
Fax: (808) 594-0229

All communications with the HCDA during this RFP solicitation by the Offeror, their officers, employees, consultants, and agents shall be directed to the Contact Person, whose name, address, telephone number, facsimile number, and email, are as follows:

Amy Mutart, Project Manager
Hawaii Community Development Authority
461 Cooke Street
Honolulu, Hawaii 96813
Phone: (808) 594-0300
Fax: (808) 594-0229
Email: amy.mutart@hcdaweb.org

Please note that copies of documents transmitted by Offerors via facsimile machines shall be limited to written inquiries, confirmation of receipt of addenda, and to the modification or withdrawal of an offer.

Section H: OFFEROR AND PROJECT REQUIREMENTS

H.1 Offeror Responsibilities and Terms

The submission of a proposal shall constitute representation by the Offeror of compliance with all requirements of the RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the work.

Before submitting a proposal, each Offeror must:

- a. Examine the solicitation documents thoroughly. Solicitation documents include this RFP, any attachments, plans referred to herein, addendum, and any other relevant documents.
- b. Become familiar with State, local, and Federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work.

The Offeror that is ultimately selected by the HCDA for this Project shall be responsible for all planning, design, permitting, construction, and construction management of the Project lien free, including but not limited to the following:

- a. The selected Offeror shall accept the property in an “as is” condition, without any express or implied warranties or representations of any kind.
- b. The selected Offeror will work closely with the HCDA and other relevant state agencies in preparing the most suitable rehabilitation methodology including material selection and execution methods for the rehabilitation work.
- c. The rehabilitation work must comply with applicable requirements of NPDES, SMA, and other permits necessary for the rehabilitation work.
- d. Comply with requirements regarding Chapter 343, HRS, for an environmental assessment.
- e. The selected Offeror will work closely with HCDA and other relevant state agencies in prioritizing the rehabilitation work in a manner so that the rehabilitation will result in a habitable and usable building that can function appropriately as a community resource center.

- f. Submit copies of as-built plans for all Project to HCDA after rehabilitation has been completed. As-built plans and specifications shall be transmitted in hard copy as well as electronic format.
- g. Compliance with Chapter 104, HRS, for the payment of minimum prevailing wages to mechanics and laborers employed on the Project for the corresponding work classifications as determined by the Department of Labor and Industrial Relations. This contract shall also comply Chapters 103D and 103B HRS, and all applicable administrative rules.
- h. The selected Offeror shall enter into agreement with the State in accordance with terms attached in Exhibit H.

H.2 Prequalification Submittal

2.1 Prequalification Form

Prior to the submittal of proposals, Offeror's shall submit their qualifications to HCDA to demonstrate Offeror's and its team's experience, capacity, history of reliable, quality work, in performing rehabilitation of historic buildings with the submittal of a completed Prequalification Form in Exhibit E.

2.2 Listing of Past Projects

Offerors and their team shall provide a listing of verifiable experience. Information shall include but not be limited to:

- i. Project Name, Location, Development Date
- ii. Photographs
- iii. Description/Scope of Work
- iv. Role of the Offeror's team
- v. Name of a contact person of associated with the completed project
- vi. References

2.3 Project Organization and Staffing

Offeror shall submit an organization chart of the development team demonstrating organization and staffing.

Offeror may submit any additional information as they deem appropriate to support their prequalifications.

H.3 Proposal Submittal

3.1 Design

HCDA is not requesting a design proposal from Offerors under this RFP. As indicated above in paragraph H.1, the HCDA expects to work closely with the selected Offeror in developing the appropriate methodology for rehabilitation work as well as prioritizing the rehabilitation work. Specification requirements that are most likely to be applicable to the rehabilitation work is provided in Exhibit D. The HCDA will work closely with the selected Offeror in developing suitable specifications for the rehabilitation work. Conceptual project plans indicating most likely rehabilitation work are provided in Exhibit J. The HCDA will work closely with the selected Offeror in developing the rehabilitation plan. The materials provided in Exhibit D and J may be utilized by the Offerors in developing the Project costs and schedule.

The successful Offeror, after entering into contract with the State, will be required as noted in Exhibit J.1, to prepare design and construction documents for implementation of the rehabilitation work for the Project. The successful Offeror will prepare design drawings for submittal to HCDA including but not limited to items in Exhibit J.1 and shall work with HCDA to develop final rehabilitation plans and specifications.

Whereas a visual structural review of the building was conducted in recent years, and found the building in good condition, Offerors should note that they are responsible for their own structural diligence.

3.2 Offeror Cost Proposal

Proposals shall include the following:

a. Project Budget

- Offerors shall prepare a project budget detailing all costs for planning, design, design development, contract documents, permitting, construction, construction management, and delivery of project lien free and in accordance with RFP parameters and contract terms attached.
- A detailed project budget shall include line items including but not limited to planning, architectural design and engineering fees, construction, permitting, general overhead/profit, contingency, etc.

Allowance line item in the Base Bid cost proposal shall be clearly

identified for:

- Environmental Assessment

Offerors shall package their cost proposal by identifying the work as Base Bid and Deductive Alternates. In the event an Offerors Base Bid exceeds the project budget, HCDA may attempt to meet the budget allocation by deducting the following Alternates listed below. The Deductive Alternates are listed by order of priority. For instance, HCDA may consider meeting the budget by starting with Deductive Bid Alternate 1. If the project costs are still over budget, HCDA may consider meeting the budget with Deductive Bid Alternate 2, and so on.

Offeror's shall note in the Evaluation Criteria of this RFP, cost is not the sole factor under consideration when ranking proposals.

BASE BID:

The cost proposal shall include all work shown on the plans and per the specifications in Exhibits D and J.

DEDUCTIVE BID ALTERNATE 1:

- a. Delete removal of concrete flatwork and addition of landscape areas.
- b. Delete permanent irrigation system.
- c. Delete resinous interior flooring.
- d. Delete repointing of exterior masonry

DEDUCTIVE BID ALTERNATE 2:

- a. Delete interior plaster repairs.
- b. In lieu of new interior lighting, provide code minimum interior lighting.
- c. Delete painting of the interior.
- d. Delete door No. 5. Existing door infill to remain in place. Paint exterior of existing door infill.
- e. Delete refurbishment of exterior doors No. 1,2 & 9. Fix doors No. 1, 2 & 9 in place, replace missing glazing and paint exterior.

DEDUCTIVE BID ALTERNATE 3:

- a. Delete new air conditioning system.

DEDUCTIVE BID ALTERNATE 4:

- a. New toilet room, with associated rough in-plumbing work.
- b. New electrical service to the building.

- Additionally, one (1) electronic copy of the project budget must accompany the submission, formatted in unlocked, Microsoft Excel.

b. Project Schedule

- A project schedule shall be submitted in Gantt chart form beginning upon execution of a contract through construction completion.

c. Statement of Non-Collusion

The Offeror shall certify in its proposal that its response is made without collusion or fraud, that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor in connection with the proposal, and that it has not conferred on any HCDA officer or employee, past or present, any payment, loan, subscription, advance deposit, travel services or items even of nominal value.

3.3 Submittal Copies

Offerors shall submit one (1) Original and five (5) copies of the proposal. An Offer Form (Exhibit F) shall accompany the submittal and shall have an original, authorized signature of the Offeror.

Section I: RFP SELECTION PROCEDURE

1. Only proposals received on or before the required due date will be considered. Proposals shall not be opened publicly, but shall be opened in the presence of two (2) or more HCDA officials. All proposals and other material submitted by Offeror become the property of the State and may be returned at the State's option.
2. Proposals which do not fully comply with the submittal requirements above will not be further considered.
3. An Evaluation Committee formed by the HCDA will evaluate the proposals in accordance with the evaluation factors in Section J of this RFP. The proposals shall be classified initially as acceptable, potentially acceptable, or unacceptable. The award will be made to the responsive, responsible Offeror whose proposal is determined to be the most advantageous to the State based on the evaluation factors.
4. The Evaluation Committee may conduct interviews or discussions with Offeror who submit proposals determined to be acceptable or potentially acceptable. Proposals may be accepted on evaluation without discussion. The objective of these discussions is to clarify issues regarding the Offeror's proposal before a BAFO is tendered.
5. If during discussions there is a need for any clarification or change in the RFP, the RFP will be amended by an addendum to incorporate such clarification.

6. The date and time for submittal of a BAFO, if any, is to be determined by the HCDA. Offeror will be notified by duly issued addendum of the due date and time. If a Offeror does not submit a notice of withdrawal or a BAFO, the Offeror's immediate previous offer shall be construed as its BAFO.
7. In accordance with the evaluation factors in Section L for BAFO, the Evaluation Committee will make its final evaluations and recommendation of the highest ranked proposal.
8. Upon approval of the selection of a Offeror, the HCDA will issue notice of contract award to the responsible Offeror.

Section J: EVALUATION FACTOR

The Evaluation Committee will review and evaluate proposals in accordance with the following criteria.

Evaluation Factor	Points
OFFEROR QUALIFICATIONS	50
- Offeror identification and key members of the development team.	5
- Successful, relevant project experience; skills, abilities, knowledge of and capacity to undertake the type of project proposed.	20
- Project organization and staffing. Demonstrating qualified personnel, expertise, capacity to perform the requested services under the RFP.	20
- Offeror's References	5
PROJECT COST PROPOSAL AND SCHEDULE	50
- Project budget is fair and reasonable, and is within State's budget.	40
- Reasonableness of project schedule.	10
TOTAL POINTS:	100

Section K: PROPOSAL REQUIREMENTS FOR BEST AND FINAL OFFERS

Any proposal clarifications that are needed to tender a BAFO will be described in writing and issued in Addenda to Offerors.

Section L: EVALUATION FACTOR FOR BEST AND FINAL OFFERS

The Evaluation Committee will conduct final review and evaluate BAFO proposals in accordance with the following criteria.

Evaluation Factor	Points
OFFEROR QUALIFICATIONS	50
- Offeror identification and key members of the development team.	5
- Successful, relevant project experience; skills, abilities, knowledge of and capacity to undertake the type of project proposed.	20
- Project organization and staffing. Demonstrating qualified personnel, expertise, capacity to perform the requested services under the RFP.	20
- Offeror's References	5
PROJECT COST PROPOSAL AND SCHEDULE	50
- Project budget and is fair and reasonable, and is within State's budget.	40
- Reasonableness of project schedule.	10
TOTAL POINTS:	100

Section M: GENERAL PROVISIONS

1. Any costs incurred by the Offeror in preparing and submitting a response to this RFP will be the sole responsibility of the Offeror and will not be reimbursed by the HCDA.
2. The HCDA may modify the RFP prior to the date fixed for proposal submission by issuance of an addendum or addenda to all parties who submit an RFP registration form.
3. The HCDA may cancel this solicitation without cause and at no cost to the HCDA, in whole or in part, if such action is determined to be in the best interest of the State.
4. The Offerors shall provide in writing those portions of the un-priced proposal that contain trade secrets or other proprietary data that are to remain confidential. Written requests for

confidentiality shall be submitted with the RFP. The request must state specifically what elements of the response are to be considered confidential and/or proprietary. Confidential and proprietary information must be readily identified, marked and separated/packaged from the rest of the submittal. Co-mingling of confidential and proprietary information and other information is not acceptable. Any information that will be included in any resulting agreement cannot be considered confidential. Material not identified and segregated in compliance with this paragraph may not be treated as confidential by the HCDA.

5. The State's General Conditions that will be contractually required are included in Exhibit H. Special conditions may be required by the HCDA.
6. The Offeror and any sub-consultants under the Offeror must comply in all respects with contract provisions as contained in, but not limited to, all pertinent Federal, State and County laws such as the following: Equal Employment Opportunity, Non-Discrimination in Employment, Anti Kickback Act, Labor Standards, Work Hour, Women's Business Enterprises, Non-Segregated Facilities, Environmental Protection, Conflicts of Interest, Access, Inspection and Retention of Work and Records, Consolidated List of Persons or Firms Currently Debarred, Violations of Various Public Contracts Acts Incorporating Labor Standard Provision, Unauthorized Lobbying, Affirmative Action, and Interest Exclusion.
7. The HCDA reserves the right to request clarification of any aspect of received proposals or to request additional information that might be required to evaluate the submittals. Responses that are incomplete or conditioned or are not in conformity with this RFP may be rejected.
8. Offeror, upon award, must comply with all laws governing entities doing business in the State, including the following Chapters of HRS:
 - Chapter 237, HRS, tax clearance;
 - Chapter 383, HRS, unemployment insurance;
 - Chapter 386, HRS, workers' compensation;
 - Chapter 392, HRS, temporary disability insurance; and
 - Chapter 393, HRS, prepaid health care; and must produce documents to the HCDA to demonstrate compliance, including an approved certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations. Offerors must submit the required documentation identified in, and must comply with, HAR §3-122-112.

Section N: EXHIBITS

See attachments.