

Reviewed and Approved by Executive Director: Wayne K. Smith

July 6, 2022

**FOR ACTION**

**I. REQUEST**

Consider Authorizing the Executive Director to Award and Execute a Three-Year Contract with Two One-Year Options to Extend to Imua Landscaping Co., Inc. for Landscaping, Tree Trimming, and General Park Maintenance at Kolowalu Park and the Queen Street Tree Wells Located at 1150 Queen Street, Tax Map Key No. (1) 2-3-004:080, and the Kewalo Basin Harbor Diamond Head Parking Area located at 1125 Ala Moana Boulevard, Tax Map Key No. (1) 2-1-058:134, in Honolulu, Hawaii in an Amount Not to Exceed \$562,000.00 in accordance with Bid Form Nos. 5-6 for IFB HCDA 03-2022.

**II. BACKGROUND**

The Hawaii Community Development Authority (HCDA) is the landowner of Kolowalu Park and the Queen Street Tree Wells located between Kamakee and Waimanu Streets, as well as the Kewalo Basin Harbor Diamond Head Parking Lot and the immediate surrounding landscaped area located near Kewalo Basin Harbor as indicated in the attached Exhibit A (hereinafter collectively referred to as the “Premises”).

Kolowalu Park is an approximately 100,901 square foot public park with 15 tree wells located on the adjacent Queen Street sidewalk. The Kewalo Basin Harbor Diamond Head Parking Area is an approximately 34,500 square foot parking lot with 53 trees and other landscaping in an adjacent 32,086 square foot landscaped area.

On May 16, 2022, the HCDA issued an Invitation for Bids (IFB) solicitation to furnish Landscaping, Tree Trimming, and General Park Maintenance at the Kolowalu Park, Queen Street Tree Wells, and the Kewalo Basin Harbor Diamond Head Parking Area (IFB HCDA 03-2022).

The scope of work under this solicitation includes:

1. All landscaping and plant maintenance for the Premises;
2. Turf maintenance (mowing every two weeks);
3. Planter bed and ground cover maintenance;
4. Tree maintenance/ trimming;
5. Weed control;
6. Pest and disease control;
7. Irrigation and drainage system maintenance;
8. Clean up and disposal of all landscape debris;
9. Regular inspections for health and safety hazards;
10. Bench, picnic table, and playground equipment maintenance; and
11. Park lighting system maintenance.

**III. DISCUSSION**

The solicitation was conducted pursuant to Hawaii Revised Statutes (HRS) Chapter 103D-302 Competitive Sealed Bidding. HRS §103D-302(h) specifies, “the contract shall be awarded to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids.”

Bids for IFB HCDA 03-2022 were due on May 31, 2022. The HCDA received two (2) bids by the deadline as indicated in the table below:

<b>Bidder:</b>	<b>Initial Term (3 Years):</b>	<b>Supplemental 1 (Fourth Year):</b>	<b>Supplemental 2 (Fifth Year):</b>
Bidder 1	\$228,600.00	\$78,360.00	\$80,040.00
Bidder 2	\$507,600.00	\$186,120.00	\$191,700.00

Imua Landscaping Co. Inc. submitted the lowest bid of \$228,600.00 for the initial contract term, plus \$78,360 for the first one-year extension option and \$80,040.00 for the second one-year extension option, if exercised. Imua Landscaping Co. Inc. is the lowest responsible and responsive bidder.

An annual allowance of \$35,000 will be added to the bid price to cover the cost of repairing the playground equipment, tables/benches, park lighting system, and any other unforeseen repairs. These items will be repaired on an as-needed basis, and will require prior written approval by the HCDA before any allowance funds are expended.

The maximum expenditure for the potential five-year term would be \$562,000.00 if both one-year options were exercised and if the full \$35,000 annual allowance was spent each year. Generally, we do not fully exhaust the annual allowance every year unless major repairs are necessary.

See Staff’s Recommendation on the next page

**IV. RECOMMENDATION**

It is recommended that the Board Authorize the Executive Director to Award and Execute a Three-Year Contract with Two One-Year Options to Extend to Imua Landscaping Co., Inc. for Landscaping, Tree Trimming, and General Park Maintenance at Kolowalu Park and the Queen Street Tree Wells Located at 1150 Queen Street, Tax Map Key No. (1) 2-3-004:080, and the Kewalo Basin Harbor Diamond Head Parking Area located at 1125 Ala Moana Boulevard, Tax Map Key No. (1) 2-1-058:134, in Honolulu, Hawaii in an Amount Not to Exceed \$562,000.00 in accordance with Bid Form Nos. 5-6 for IFB HCDA 03-2022 and undertake all tasks necessary to effectuate the purpose(s) of this For Action.

Attachments:

Exhibit A – Premises Map

Prepared By: Craig Uemura, Asset Management Specialist *Craig Uemura*

Reviewed By: Lindsey Doi, Asset Manager *LD*