

**REQUEST FOR PROPOSALS (RFP)
KIHEI PUA SHELTER FACILITY IMPROVEMENTS**

**HOPE SERVICES HAWAII, INC.
357 WAIANUENUE AVENUE
HILO, HAWAII 96720**

JANUARY 14, 2019

1. SUMMARY AND BACKGROUND

A. PROJECT:

HOPE Services Hawaii, Inc. is currently accepting proposals for professional Architectural and Engineering Design Services to help evaluate, prioritize, design and oversee implementation of facility improvements at Kihei Pua, an emergency shelter program serving families with children and single women experiencing homelessness.

HOPE was awarded the Community Development Block Grant for facility renovations and improvements from the County of Hawai'i. The County of Hawai'i receives Federal funds through the Community Development Block Grant Funds program of the United States Department of Housing and Urban Development. Federal funds are coupled with strict guidelines, requirements, and compliance.

The purpose of this Request for Proposals is to solicit proposals from various candidate organizations, and to conduct a fair and extensive evaluation based on criteria listed within the Request for Proposal.

Proposals will be accepted through email to sfigueroa@hopeserviceshawaii.org, and will be received until 4:00 p.m. Hawai'i Standard Time on Friday, February 1, 2019. Proposals received after the time fixed for opening will not be considered.

B. ABOUT HOPE SERVICES HAWAII, INC.:

Beginning in 1986, the Roman Catholic Church in the State of Hawaii, doing business as the Office for Social Ministry, pioneered the response to much needed services for families and individuals experiencing homelessness on Hawai'i Island. As the need for focused housing and support services greatly increased due to prevalent and increased rates of homelessness, HOPE Services Hawaii, Inc. (HOPE) was created. Since its inception as a nonprofit charitable organization in 2010, HOPE has expanded its service capacity and evolved to target and serve the most economically- and socially-disadvantaged populations. HOPE has increased its capacity to meet the needs of the island-wide community, leveraging partnerships with County and State agencies, private foundations and other social service organizations, and developing and operationalizing data-informed best practices to improve the lives of our community's most needy: those at imminent risk of and experiencing homelessness.

2. PROJECT PURPOSE AND DESCRIPTION

HOPE Services Hawaii, Inc. (HOPE), administrator of the Kihei Pua Emergency Shelter, submitted a project proposal for the County of Hawaii Community Development Block Grant Program in 2018. Kihei Pua is the only low-barrier to entry emergency shelter accessible to all families with children (aged 17 years and younger) and single women in East Hawai`i. The facility improvement project meets the National Objective to enhance community assets which benefit low- and moderate-income persons. It also meets three (3) of the Hawaii County Consolidated Plan's high priorities: 1) Housing for homeless, 2) Public Health and Safety, and 3) Public Facilities.

The scope of work under this project includes roof replacement of a thirty-year-old roof, and construction and renovations of an existing kitchen to meet the State of Hawai`i Department of Health requirements for a certified kitchen, including special equipment and building parameters.

3. SCOPE OF WORK:

- A.** Provide professional design services necessary to complete the project
- B.** Develop the construction documents consisting of plans and specifications necessary to complete the improvements stated in the scope of work;
- C.** Assist HOPE with bidder selection, prepare technical specifications for the bid, respond to bidder questions, review proposed substitutions, issue clarifying addenda and assist HOPE with bid evaluation;
- D.** Prepare final construction documents that will facilitate accurate and dependable final pricing by public bid process, as required;
- E.** Provide construction management services including on-site periodic review of improvements/construction for conformance with construction documents;
- F.** Provide overall procurement leadership and support for construction phase services;
- G.** Provide construction administration/oversight services.

4. DELIVERABLES

All work products generated by the selected architectural consultant in carrying out the scope-of-work for these projects shall become the property of HOPE Services Hawaii, Inc. During this project, the selected architectural consultant shall prepare and submit the following for each project:

- A.** Building evaluation and feasibility study
- B.** Conceptual plan level drawings
- C.** Preliminary plan level drawings
- D.** Schematic plan level drawings
- E.** Design development plan level drawings
- F.** Construction cost estimates
- G.** Final construction documents including site and project manual

Architectural and Design services must lend to the completion of planning and design by May 1, 2019. Procurement, selection and award of **construction** services will follow for full contract execution by July 31, 2019.

5. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4:00 p.m. Hawai'i Standard Time on Friday, February 1, 2019. Any proposals received after this date and time will not be considered. All proposals must include a signed and dated Cover Letter (Attachment B).

HOPE requests the following submittal material for use in the selection of a firm to perform the Scope of Work described in Section 3. The following items should be combined into a single .PDF document with the information organized into sections as labeled below:

A. Cover Letter (Attachment B)

B. Letter of Interest: **Briefly** describe:

- i. Qualifications of the individual or firm.
- ii. Project manager and his/her experience.

C. Statement of Qualifications: Complete attachment B and provide a brief narrative to describe the competence and experience of the firm including:

- i. Experience in working with federally funded projects, particularly CDBG.
- ii. Experience working with non-profit organizations.
- iii. Services that can be provided.

D. Previous Experience: List **up to** four projects of similar type and scope as those listed in this RFP completed by your firm within the past 5 years. For each project, list:

- i. A brief description of project and owner
- ii. Services provided by the applicant firm
- iii. Estimated total project cost and whether federal funding sources were included.
- iv. Project start and completion dates (approximate).
- v. Contact name and phone number

E. References: Please provide the name and current contact information (address, phone and email) for **three** references that have experience working with your firm and can speak to the following issues:

F. Project Outline: Based on your knowledge of the project, briefly describe the following:

- i. The proposed design approach for this project.
- ii. What problems do you anticipate for this project and how you propose to address them.
- iii. Estimated project timeline with major milestones.
- iv. Applicant firm's responsibilities

v. HOPE's responsibilities

- G.** Estimated Cost: Award of this contract will be based on consideration of the applicant's qualifications and the reasonableness of the cost. All proposals must include an itemized budget for all phases and scope of work to include: any and all project management, engineering, subcontractor costs, etc. All costs and fees must be clearly described in each proposal. Hope Services shall reserve the right to withhold ten (10) percent of total cost proposal pending a final customer inspection and confirmation of all work being satisfactorily completed. Awarded firm must submit invoices including performance or project benchmarks by mail to the address provided below:

HOPE Services Hawaii, Inc.
357 Waianuenue Avenue
Hilo, HI 96720

HOPE Services Hawaii, Inc. shall remit payment within thirty (30) calendar days of receipt of invoice.

6. REQUEST FOR PROPOSAL TIMELINE

A. MANDATORY PRE-PROPOSAL MEETINGS:

Two (2) **mandatory pre-proposal meetings** will be held on Wednesday, January 23, 2019, starting at:

- 1) 9:00AM at Hale Maluhia Shelter: 110 Ululani Street, Hilo, HI 96720
- 2) 1:00PM at Hale Maluhia Shelter: 110 Ululani Street, Hilo, HI 96720

All interested firms must attend one of the meetings. RSVP to the meetings must be made no later than Monday, January 21, 2019 to Sarah Figueroa by phone at: (808) 765-8662, or through email at: sfigueroa@hopeserviceshawaii.org

B. SUBMISSION DEADLINE:

All proposals in response to this RFP are due no later than 4PM on Friday, February 1, 2019. Each applicant must submit 1 electronic copy of their proposal to the email address below by 4PM on Friday, February 1, 2019:

Proposals must be packaged as one file in .PDF form with all items listed in **Section 5: Proposal Guidelines**. Failure to submit required items listed above will disqualify the proposal.

Proposals must be submitted through email to Sarah Figueroa at: sfigueroa@hopeserviceshawaii.org

7. APPLICANT QUALIFICATIONS

A. INSURANCE:

Once a contract is awarded, the following insurance requirements apply. The Contractor shall purchase and maintain at all times during the execution of the work the following forms of insurance, by carriers acceptable to and approved by the HOPE, including:

- Professional Liability containing errors and omissions coverage in amounts not less than \$1,000,000.00.
- Commercial General Liability Combined Single Limit of \$1,000,000.
- Worker's Compensation as required by all applicable Federal, State, Maritime and other laws, including Employer's Liability with a limit of at least \$100,000.
- Comprehensive Automobile Liability, including Non-Ownership, and hired car coverage as well as owned vehicles of \$1,000,000.

B. ASSURANCES:

As a Federally funded project, Contractor's are required to provide assurances of compliance with the following regulations:

- Equal Employment Opportunity
- Compliance with Federal and State Nondiscrimination Laws
- Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327-3336).
- Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- Debarment and Suspension (E.O.s 12549 and 12689)
- Drug Free Workplace Act
- Compliance with Federal and State Immigration Laws

8. EVALUATION OF PROPOSALS

Hope Services will evaluate all proposals based on the following criteria. The selection of a responsible bidder shall be evaluated based on the following evaluation factors.

- i. Conformance with all the material terms and conditions of the IFB.
- ii. Evaluation of experience with scope of work.
- iii. Ability to meet the established project completion schedule.
- iv. Previous selection and award for projects with HOPE.

Failure by the bidder to demonstrate capacity in meeting the evaluation factors may result in reduced bid scoring and/or bid rejection.

Applicants shall be evaluated based on the following evaluation scoring:

- i. Lowest Price (20 points)
 - ii. Experience and past experience on similar contracts (5 points)
 - iii. Ability to meet the established project completion schedule (15 points)
 - iv. Past experience of procurement by HOPE (10 points)
- Total possible points: 50**

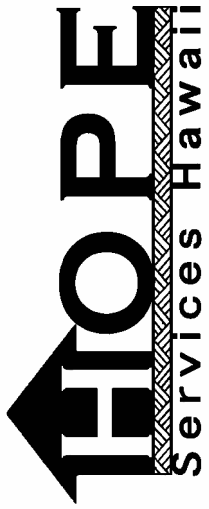
The bidder with the highest total evaluation score shall be selected and awarded the contract.

The RFP Schedule is as follows:

- Monday, January 14, 2019 – RFP release
- Wednesday, January 23, 2019 – Mandatory pre-proposal meeting
- Friday, February 1, 2019 – Proposals due date
- February 1-22, 2019 – Proposal Evaluation
- Monday, February 25, 2019 – Contractor Selection
- Monday, March 1, 2019 – Contract Executed

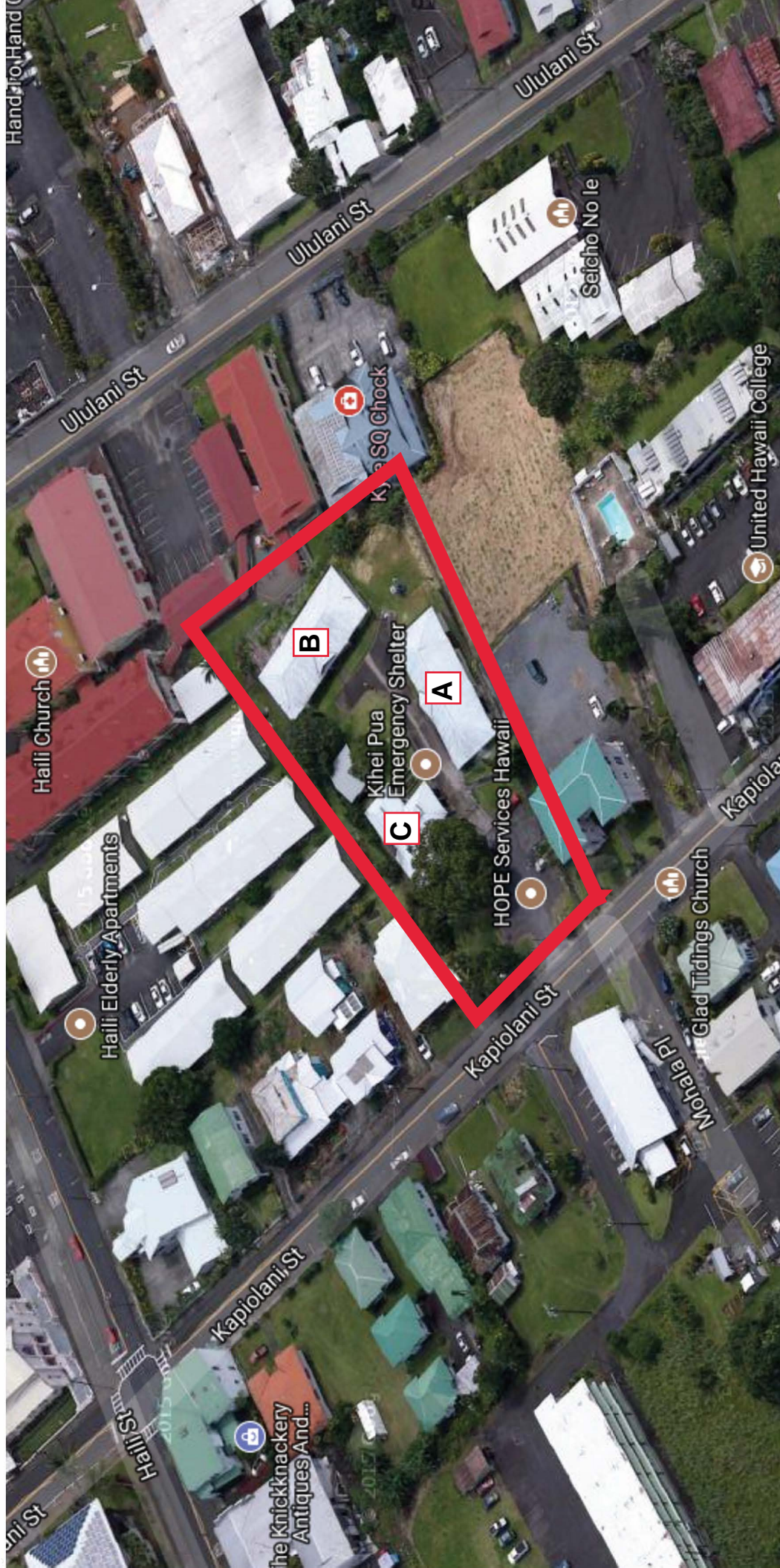
FOR ANY QUESTIONS REGARDING THIS RFP PLEASE CONTACT:

Sarah Figueroa
Grant Writer & Community Partnership Manager
(808) 765-8662
sfigueroa@hopeserviceshawaii.org



PROJECT SITE MAP
KIHEI PUA EMERGENCY SHELTER
115 KAPIOLANI STREET, HILO, HI 96720

ATTACHMENT "A"



**HOPE Services Hawaii, Inc.
Request for Proposals
Kihei Pua Emergency Shelter Facility Improvements**

**Attachment B
Cover Letter**

Company Name: _____

DBA (If Applicable): _____

Address: _____
(Street Address) (City, State) (Zip)

Mailing Address: _____
(If different from Address Above) (Street Address) (City, State) (Zip)

Contact Person (Name/Title): _____

Telephone Number: _____ **Fax Number:** _____

E-Mail Address: _____ **Website/URL:** _____

Tax Identification Number (EIN): _____

Type of Business Organization:

Partnership Individual/Sole Proprietor Corporation: State: _____

Other Please Specify: _____

Key Personnel:

Professional License:

License Number and Class:

License Expiration Date:

Authorization: I certify that the firm listed above is not debarred, suspended or otherwise prohibited from contracting by any Federal, State, or Local Agency.

Signature/Title _____
Date

Please complete date and sign this form and attach to the RFP response.