



## **REQUEST FOR PROPOSALS (“RFP”)**

Issued by:  
Honolulu Community Action Program, Inc. (“HCAP”)

For:  
Construction Management Services

Relating to:  
The rehabilitation and construction of HCAP’s Waianae District Center  
located at 85-555 Farrington Highway, Waianae, Hawaii 96792

**Due Date: Monday, April 19, 2010 at 4:00PM (Hawaii Time)**

**I. HCAP Mission Statement**

**POI:** *“Providing Opportunities and Inspiration to enable low-income individuals or families to achieve self-reliance.”*

**II. Purpose**

Honolulu Community Action Program, Inc. (“HCAP”) is soliciting Statement of Qualifications and Bid Proposals from qualified construction management firms to provide labor standards consultation and construction management services for the rehabilitation and construction of its Waianae District Center located at 85-555 Farrington Highway, Waianae, Hawaii 96792. The Construction Manager (“CM”) will work with HCAP, architect, City and the general contractor in all aspects of the rehabilitation and construction project including, but not limited to, the implementation of City, State and Federal labor compliance requirements. Applicant firms should have demonstrated experience in construction management, City & County of Honolulu bid procedures and federal wage rates and labor standards pertaining to Community Development Block Grant (“CDBG”) funded projects. Qualified small and minority firms, firms owned by women, and Section 3 firms are encouraged to apply.

**III. Funding**

Funding includes \$2,092,468 in the form of a grant from the City and County of Honolulu by Ordinance No. 08-13 and Resolution No. 08-36, CD1, FD1 and Ordinance No. 09-12 and Resolution No. 09-39, CD1, which authorizes the use of CDBG funds for the purpose of renovating HCAP’s Waianae District Center located at 85-555 Farrington Highway, Waianae, Hawaii 96792 to accommodate existing and new programs.

**IV. Scope**

HCAP is soliciting Statements of Qualifications and Bid Proposals from interested parties for construction management services relating to the following scope of work to include, but not limited to:

- a. Recommending contract change orders;
- b. Recommending minor design changes;
- c. Monitoring progress of all required building permits and fees;
- d. Reviewing, logging, and processing project submittals;
- e. Reviewing and approving project schedules;

- f. Coordinating Owner, Architect, Contractor project meetings and preparing minutes for distribution;
- g. Assuring compliance with all U.S. Department of Housing and Urban Development (“HUD”) labor standards requirements for construction work activities. Responsibilities will include, but not be limited to:
  - i. the weekly review of required weekly construction payroll reports to assure compliance with federal Davis-Bacon prevailing wage requirements;
  - ii. periodic visits to the construction site to assure that required equal opportunity, labor standards, and Davis-Bacon wage determinations notices are posted;
  - iii. conducting monthly on-site interviews with construction personnel to assure Davis-Bacon compliance;
  - iv. perform follow-up (e.g., investigations, communications and negotiations to achieve compliance) if non-compliance with labor standards is identified; and
  - v. consulting with the City and County of Honolulu, regarding compliance.
- h. Reviewing and approving all requests from contractors for payments based on work completed,
  - i. Reviewing all required performance reports;
  - j. Preparing required performance reports;
  - k. Preparing “punch list,” maintenance schedules and instructions, and warranties;
  - l. Reviewing Release of Liens and Notice of Completion; and

Federal funding for the project is being provided through a Community Development Block Grant (“CDBG”) from the City & County of Honolulu. As such, compliance is required with all City, State and Federal laws, rules and regulations, including without limitation, those mandated by HUD Program, bid procedures and Federal Wage Reporting.

**V. Qualification Context**

Responses should include, but are not limited to:

- a. The firm's legal name, address, and telephone number.
- b. Letter or statement of interest.
- c. Experience and qualifications of the staff to be assigned to the project.

- d. List of projects of similar size, scope and location, completed or in progress.
- e. List of the firm's prior experience with federal funded projects, including labor standards compliance.
- f. Ability to secure Certificate of Good Standings from the State of Hawaii Department of Commerce and Consumer Affairs ("DCCA").
- g. A proposed work schedule, including target date of completion.
- h. Submission of a sealed fee proposal detailing the basis for determining the construction management fee.

**VI. Selection Criteria**

- a. Experience and professional qualifications of consultants on projects of similar scope and funding.
- b. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.
- c. Capacity to accomplish the work in the required time.
- d. Demonstrated capabilities in construction management, with some background in project management/architectural/engineering ability to more efficiently communicate with contractors.
- e. Demonstrated ability to work with the contractor in resolving construction conflicts and ensuring safety.
- f. Ability to secure and report to HCAP and the City & County of Honolulu in proper formats all documentation necessary to be in compliance with HUD requirements.
- g. Ability to meet anticipated construction completion schedule.
- h. Familiarity and/or demonstrated experience with projects utilizing federal Community Development Block Grant funding , specifically labor standard compliance, and City requirements.
- i. Preference may be given to entities owned and operated by women or minorities.

**VII. Selection Schedule**

April 9, 2010	RFP Released
April 19, 2010	Due date for submission of State of Qualifications and Bid Proposals
April 23, 2010	Notification of Selection*

\*Estimated

**VIII. Grounds for Rejection**

HCAP reserves the right to reject any or all proposals submitted for the following reasons:

- a. The proposals do not contain the information requested in the RFP.
- b. The proposals are not submitted by the deadline.

**IX. Rights and Options**

HCAP reserves the right to postpone the project for its conveniences, to withdraw this RFP at any time, to reject any and all proposals without indicting any reason for such rejections, and to negotiate with any, or none of the respondents. This RFP does not commit HCAP to enter into a contract for the project.

**X. Submission**

**FIVE (5)** copies of the sealed State of Qualifications and Bid Proposals and any accompanying information must be received no later than **Monday, April 19, 2010 4PM (Hawaii Time)**. Proposals must be typed and can either be hand-delivered or mailed to:

**ATTN: Selection Committee – Construction Management**  
Honolulu Community Action Program, Inc.  
33 South King Street, Suite 300  
Honolulu, Hawaii 96813

All inquiries relating to this RFP should be directed to: Mr. Joy Barua at (808) 521-4531.