

HCAP

REQUEST for PROPOSAL ("RFP")

Issued by:

Honolulu Community Action Program, Inc.

To:

Stabilize and Repair Building Structure

AT CENTRAL DISTRICT SERVICE CENTER

Funded By:

STATE OF HAWAII Grant in Aid - Construction for
Repairs and Renovations.

Post Date: November 5, 2025

DUE DATE: December 5, 2025

I. Introduction

A. General Information

The Honolulu Community Action Program, Inc., (HCAP) is seeking proposals from interested vendors to stabilize and repair the structure to the building located at the Central District Service Center at 99-102 Kalaloa Street, Aiea, HI. 96701. This project will be funded by the State of Hawaii Grant in Aid – Construction for repairs and renovations. Proposals must address all requirements in this RFP. Failure to do so may result in the rejection of proposals. The following general information is applicable to this RFP:

1. Written cost proposals shall include a breakdown of the prep and installation procedures.
2. Only qualified licensed contractors meeting all proposal requirements will be considered for selection.
3. This project must be completed by May 22, 2026.
4. To be considered, four (4) copies of the written proposal must be received no later than **12:00 PM NOON (HAWAII STANDARD TIME) December 5, 2025** at:
Honolulu Community Action Program, Inc.
Attn: Central District Service Center Structure Repair Project
1132 Bishop Street, Suite 100
Honolulu, Hawaii 96813-2807
5. HCAP reserves the right to request additional information or clarifications from vendors or to allow corrections of errors or omissions. At its discretion, HCAP may request vendors submitting proposals to make oral presentations as part of the evaluation process.
6. This Proposal must include any necessary taxes, permitting, and all other costs that may be required in order to complete the work.
7. The selected vendor will be required to comply with Equal Employment Opportunity regulations, the Copeland Anti-Kickback Act, Contract Work Hours and Safety Standards Act, Clean Air and Water Pollution Control Acts, Davis Bacon Act, Byrd Anti-Lobbying Amendment, and Debarment and Suspension (E.O.s 12549 & 12689).
8. In the event the submitted bid exceeds \$149,999.99, the bidder must submit a bid guarantee in the form of a certified check payable to Honolulu Community Action Program, Inc. for 5% of the submitted bid along with the proposal. The bidder will also be required to obtain a performance bond and a payment bond for 100% of the contract price, if the bidder is awarded the contract and before work commences.
9. Submission of the proposal indicates acceptance by the vendor of all the terms, conditions, and requirements contained in this RFP.
10. A certificate of insurance naming Honolulu Community Action Program, Inc. as additional insured with general liability and professional liability coverage for \$2 million each will be required prior to commencement of work.
11. A Contractor's bond or material house bond of \$200,000 will be required prior to construction.
12. A performance bond for \$200,000 and a payment bond of \$200,000 will be required.

See sections II and III of this RFP for details and specific guidelines on preparing proposals.

B. Timeline

EVENT	DATE
Post Date for RFP	11/05/2025
Proposal Submission Deadline	12/05/2025
Notification of Selection	12/19/2025
Execution of Contract with Vendor	01/16/2026
Work Must be Completed By	05/22/2026

II. Nature of Services Required

A. Project Site

1. Central District Service Center, 99-102 Kalaloa Street, Aiea, Hawaii, 96701.

B. Scope of Work

1. Repair and improve overall structural integrity by reinforcing the main and park side concrete staircase columns with Sutreat TPS II and XII and installation of 12-inch-wide x 8 feet Carbon Armour foundation repair straps.
2. Install scaffolding in work areas;
3. Power wash and remove loose debris;
4. Prep and treat spalled areas;
5. Replace concrete columns as needed;
6. Safety perimeters will be set up with strict adherences to OSHA rules and regulations;
7. Complete and process all required permits;
8. Clean up work site.

C. Warranties

1. Workmanship warranty provided for 7 years after the date of installation.
2. Manufacturer will provide a 25 year Gold Star Commercial Project material warranty.

III. Proposal Requirements

A. General Requirements

- 1. All vendors submitting proposals will be required to visit the site in person before submitting a proposal.**

Interested vendors may contact Central District Service Center to schedule a visit:

Katy Perry or Robin Fakaosi

Phone: (808)488-6834 (Office)

Email: katyp@hcapweb.org or robinf@hcapweb.org

All inquiries relating to this RFP should be directed to:

Mr. Grant Kogami

Interim Director of Planning, Program Development, and Communications
1132 Bishop Street, Suite 100
Honolulu, Hawaii 96813-2807
Phone: (808) 521-4531
Email: grantk@hcapweb.org

2. Submission of Proposals

Proposal Submission Deadline: Four Copies of the proposal must be received no later than Friday, December 5, 2025 12:00 PM Noon (Hawaii Standard Time). Proposals may be either hand-delivered or mailed to:

Honolulu Community Action Program, Inc.
Attn: Central District Service Center Structure Repair Project
1132 Bishop Street, Suite 100
Honolulu, Hawaii 96813-2807

3. Proposal Organization

Proposals must be type-written and organized as follows:

A. Title Page

Title page should provide contact person and information showing the RFP's subject; vendor's name; address; telephone number; and email address of the contact person, and date of the proposal.

B. Table of Contents

C. Letter of Transmittal

A signed letter of transmittal stating the understanding of the work to be done in line with all RFP requirements; the vendor's commitment to perform the work within the specific time period; the vendor's qualifications to perform the services under this RFP and statement of vendor's validity of proposal through December 19, 2025.

D. Detailed Proposal

The detailed proposal should address the vendor's ability to meet **ALL** the requirements set forth in this RFP.

4. Proposal Details

A. General Requirements

The professional proposal shall address the vendor's skills, qualifications, and related experiences and capacity to perform the required work.

B. Independence

The vendor shall list and describe any previous or ongoing professional relationships with HCAP, along with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed project.

C. Licensed to Practice in Hawaii

An affirmative statement should be included indicating that the vendor possess a valid Hawaii Contractors License in current good standing.

D. Vendor's Qualification and Experience

List professional qualifications, licenses, and certifications, of the company. Include a list of selected clients and references.

E. Specific Work Plan Approach

The proposal shall set forth a detailed work plan indicating specific activities and timelines necessary to complete the scope of work required by this request for proposal.

F. Certificate of Good Standing from the Department of Commerce and Consumer Affairs dated within 30 days of proposal date must accompany proposal.

G. Vendor Compliance Certificate dated within 30 days of proposal.

5. Cost Proposal

A. Cost proposals must indicate and include all total amounts for the project, including all applicable taxes. Proposals must also include all applicable warranty information.

B. HCAP shall not be responsible for any costs incurred by vendors associated with proposal preparation and in responding to this RFP.

C. Proposals must be signed by an authorized representative of the vendor.

IV. Evaluation

A. Administrative Review

Proposals submitted will be evaluated by the Central District Service Center Selection Committee. The contract will be awarded to the Respondent whose offer is responsive to the RFP and is most advantageous to HCAP based on price (55 points), and responses to proposal details (45 points).

B. Oral Presentations

During the evaluation process, HCAP may request any and or all vendors to make oral presentations. Not all vendors may be asked to make such oral presentations.

C. Final Selection

HCAP will notify the selected vendor in writing by **December 19, 2025**. The selected vendor will be required to execute a contract with HCAP before commencement of work.

D. Submission of a proposal indicates acceptance of all the terms and conditions contained in this RFP. HCAP reserves the right to reject any and all proposals and/or cancel this RFP.