

STATE OF HAWAI‘I
OFFICE OF HAWAIIAN AFFAIRS

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

PS No. KKL 2020-24

In accordance with § 103D-304, HRS, the State of Hawai‘i, Office of Hawaiian Affairs (hereinafter “OHA”), is seeking qualified individuals or firms engaged in providing professional services under the category of **GS-0807 Landscape Architecture** to provide complete schematic drawings for the Kūkaniloko Welcome Pavilion, Interpretive Center, and Cultural Nodes. The purpose of the work is to develop Kūkaniloko in a way that delivers meaningful social, ecological, and economic impacts in a manner that is culturally nuanced, regenerative, and aligns with OHA’s missions.

Individuals or firms are strongly encouraged to attend the site inspection that will be held on Tuesday, March 3, 2020 at 10:30 a.m. Hawaii Standard Time (hereinafter “HST”). All individuals or firms shall meet at the Kamananui cattle gate access entrance. See Exhibit A – Meeting Site for Kūkaniloko Pavilion, Interpretive Center and Cultural Nodes. Please contact Brutus La Benz at (808) 594-1944 if you will be attending the site inspection. If you are running late, please contact Brutus La Benz at (808) 497-8993.

The Notice to Providers of Professional Services may be picked up at the OHA Procurement Unit located at 560 North Nimitz Highway, Suite 200, Honolulu, Hawai‘i, 96701, or downloaded at the OHA website at www.oha.org/solicitations or at the SPO website <https://hands.ehawaii.gov/hands/opportunities> beginning Monday, February 24, 2020.

Deadline to submit your sealed Statement of Qualification (hereinafter “SOQ”) is **Wednesday, March 25, 2020, 2:00 p.m. HST.**

I. BACKGROUND AND PROJECT VISION

The OHA is the fee simple owner of 511-acres of agricultural land in Wahiawā, Oahu. The property is located near Lake Wilson, Kamananui Road, and Kamehameha Highway. See Exhibit B – Map of Kūkaniloko. The OHA’s property surrounds a 5-acre parcel containing the Kūkaniloko Birth Stones, which is considered one of the most sacred Native Hawaiian sites in Hawai‘i. It was the birthing place of many prominent chiefs. The 5-acre parcel is owned in fee by the Department of Land and Natural Resources (hereinafter “DLNR”), who has delegated management authority to the OHA under a Right of Entry agreement.

During the conceptual master planning process for the OHA’s 511 acres Wahiawā lands, a welcome pavilion, interpretive center, and cultural nodes were identified as key projects to be developed on the property. The interpretive center will be the main facility on the property. It will be constructed in what is called the “Piko Zone”. See Exhibit C – Visual Representation of the Key Project Items. The Piko Zone is the central space on the property where programmatic

activities, community, and public events will be conducted. The welcome pavilion is located in what is called the “Welina Zone”. See Exhibit C – Visual Representation of the Key Project Items. This portion of the property will be dedicated to official entry into the property. Here, visitors will be introduced to the place by learning about the rich culture and history of the birthing stones, as well as proper cultural protocol and behavior on site. The anticipated location for this structure will be at the site entrance off of Kanamanui Road. The cultural nodes will be scattered throughout the property and will delineate where pathways and intersections where visitors can connect to Hawaiian culture, knowledge, and practices. These nodes will serve multiple functions for educational purposes to enlighten the next generations of leaders. See Exhibit C - Visual Representation of the Key Project Items and Exhibit D - Detailed Description of Each Project Item from the Conceptual Master Plan.

II. OVERALL VISIONS AND PROJECT DESCRIPTION FOR THE PROJECT AREA

The OHA’s overarching goal for Kūkaniloko is to develop it in a way that delivers meaningful social, ecological and economic impacts in a manner that is culturally nuanced, regenerative and aligns with the OHA’s mission.

To mālama Hawai‘i’s people and environmental resources and the OHA’s assets toward ensuring the perpetuation of the culture, the enhancement of lifestyle and the protection of entitlements of native Hawaiians while enabling the building of a strong and healthy Hawaiian people and lāhui, recognized internationally.

A. Basic Services

Provide conceptual designs for Kūkaniloko’s welcome pavilion, interpretive center, and cultural nodes with enough detail and information to enable the OHA to proceed with an Environmental Assessment. This shall include, but may not be limited to, the following :

1. Building programming and siting;
2. Estimated building footprint and usable area (square feet);
3. The character of buildings and infrastructure;
4. Material recommendations;
5. Estimated utility needs;
6. Permitting requirements;
7. Compliance with a conservation easement, zoning, applicable exemptions, building codes, ADA requirements, etc;
8. Alignment with the sustainable community plans for Wahiawā; and
9. Ingress, egress, parking, and landscaping.

Phase 1 of this project shall be determined in collaboration with the OHA’s Legacy Land Program staff. Phase 1 of this project shall not exceed the budgeted amount. The remaining phases shall be executed when funds become available.

The OHA expects a high level of collaboration and will require regular meetings throughout the length of this contract. The interested individuals or firms shall propose a meeting schedule. This meeting schedule should include a brief explanation of the purpose of the meeting and what the expected outcomes of the meetings are. In the case that the OHA should require more meetings than what is proposed during the contract. A cost breakdown for one-hour meetings shall be provided when awarded.

B. Project Review, Objectives, and Criteria

1. The OHA shall provide the following materials to the interested individuals or firms for review to better understand the OHA's objectives and intention for this project:
 - a. Kūkaniloko Conceptual Master Plan with highlighted sections – A presentation by the Legacy Land Team will also be coordinated;
 - b. Soil Conservation Plan;
 - c. A Traditional Cultural Property Study of Kūkaniloko; and
 - d. Conservation Easement.

2. Programmatic Objectives

a. Interpretive Center Objectives:

When completed, the interpretive center will provide the following services that shall include, but may not be limited to, the following:

- 1) Educate visitors about the history and cultural significance of the birthing stones;
- 2) Provide a space for OHA's beneficiaries to gather and practice their culture;
- 3) Provide a space for educational and cultural programming to take place; and
- 4) Alternative experience of the birthing stones.

b. Welcome Pavilion Objectives

When completed, the welcome pavilion will provide the following services that shall include, but may not be limited to, the following:

- 1) Educate visitors about the history and cultural significance of the birthing stones;
- 2) Orient and introduce visitors to the site; and
- 3) Provide parking and entrance ticketing services (maybe retail as well).

c. Cultural Nodes

When completed the culture nodes will provide the following services that shall include, but may not be limited to, providing a space for educational and cultural programming.

3. Design Criteria

The design shall be developed and consistent that shall include, but may not be limited to, the following:

- a. Culturally focused and environmentally friendly – design must reflect the reverence of the site and consider the history of the property;
- b. Provide visitors with interpretive and educational information about the area’s natural and cultural resources;
- c. Design a safe and easily maintained site with special considerations of the needs of the local climate;
- d. The facility must be ADA accessible;
- e. Prioritize green design options – e.g. LEED Silver Compliant;
- f. Design areas to be multi-functional blending the indoor and outdoor experience when feasible;
- g. Include open spaces in the overall design;
- h. Incorporate nature into the design theme;
- i. Develop additional programming with OHA’s LLP team; and
- j. The design must take into account the view plain of Ka‘ala and Ko‘olau mountain range.

C. Vehicle and Pedestrian Circulation and Parking

A road from the Kamananui Rd access gate will bring all visitors to the welcome pavilion. This road will primarily support visitor access but will also need to meet the needs of commercial trucks for future construction projects that shall include, but may not be limited to the following:

1. Parking and access road to the welcome pavilion shall be paved with a durable pervious substrate if possible.
2. Access road shall be designed for 15 MPH posted speed and parking lot shall have a design speed of 10 MPH.
3. Edges of vehicular circulation development may be finished with concrete curbing or an appropriate alternative.
4. The parking lot and access road shall be lit. The maximum standard height for lighting shall be 20 feet unless otherwise determined and agreed upon by the OHA.
5. The interested Provider shall provide the OHA with a parking stall plan. The plan must be reviewed and approved. The parking stall plan will include the following:
 - a. Passenger Car Parking;
 - b. Short-term visitation parking – based on industry standards;
 - c. Short-term Commercial Truck Parking; and
 - d. Overflow parking.
6. Pedestrian travel ways.

D. Main Structures

1. Architectural Character – New structures will be designed to be multi-functional incorporating indoor and/or outdoor continuity where possible with the connection to open spaces. Exhibit C are pages from the Conceptual Master Plan that describes each structure and gives images of architectural designs examples that provide an understanding of what the community would like to see. See Exhibit C – Visual Representation of the Key Project Items These images provide a visual of the types of various levels of material finishes and aesthetic. These are in no way an exact depiction of what the OHA will choose to do, however, it is included for illustrative purposes.
2. Building Requirements
 - a. Welcome Pavilion
 - 1) Space/infrastructure for collecting entrance fees, retail payment, and general information.
 - 2) Public office
 - 3) Storage and office space.
 - 4) Utility rooms and janitor closet.
 - 5) Small retail space.
 - 6) The exhibit area, including a permanent replica of birthing stones and interpretive signs.
 - b. Interpretive Center (Kauhale)
 - 1) Public restrooms.
 - 2) Conference rooms.
 - 3) Storage.
 - 4) Administrative space.
 - 5) Indoor and outdoor classroom.
 - 6) Amphitheater.
 - 7) Retail space.
 - 8) Lobby and front desk.
 - 9) Exhibit/ interpretive area.
 - 10) Enable clear views to each mountain range for interpretive lessons and educational observations.
 - c. Cultural Nodes
 - 1) Outdoor classroom spaces.
 - 2) Food gardens.
 - 3) Gathering spaces for events.

E. Interpretive Displays

Both indoor and outdoor interpretation shall be designed to be integrated into site development. The interpretation shall be developed to allow visitors to connect spiritually to

the natural and cultural resources of Kūkaniloko and understand the significant role the area plays in Hawaiian culture.

1. The interested individual or firm shall work collaboratively with the OHA to develop the interpretation of the site.
2. Simplicity, ease of maintenance, and durability will be emphasized for all interpretations. The interpretation should not be limited to the exhibit areas but should instead involve the entire site.
3. Major interpretive offerings shall include but are not limited to the following:
 - a. Historical Information.
 - b. Cultural Information.

Appurtenant Elements

1. Signs and Gates
2. Solid Waste Disposal
 - a. Exterior Waste Disposal/Holding Area - Design a secured area for dumpster type containers accessible by garbage trucks. The container area will be screened and preferably on the prevailing downwind side of the public entrance and public gathering areas.
 - b. Trash Receptacles – Public trash disposal receptacles for interior and exterior developments.
3. Utility Requirements– Water, stormwater drainage, sewer, electricity, telephone systems, and computer (data) lines.

III. SCOPE OF WORK

A. TASK 1: Data Review and Task Analysis

Review all available surveys and reference plans. Conduct a site investigation with the OHA to verify the existing conditions. Photo-document key features, access points/conditions, property edges, existing uses, adjacent off-site uses/conditions, views, noise generators, established landscapes (native and invasive), and other discoveries.

1. Review the OHA's Wahiawā Lands Conceptual Master Plan.
2. Provide a scope of work (purpose, function, and what work needs to be conducted) and cost estimates for:
 - a. A topographical survey; and
 - b. Other related work (and provide recommendations for when the work should occur).
3. Review existing easements and terms of the conservation easement.
4. Study site access points.
5. Read the flora/fauna report (list of plants to consider for landscaping).
6. Review soil remediation recommendations, existing site infrastructure, cultural/archaeological data, Conceptual Master Plan, Soil Conservation Plan, TCP, and other pertinent studies.

7. Prepare a site analysis map to record pertinent site features and list relevant opportunities and constraints.
8. Provide the following deliverables that shall include, but may not be limited to:
 - a. Documented questions/comments for documents that have been reviewed.
 - b. Submit scopes of work for Topographical Survey and other work that is identified as necessary by the interested individual or firm.
 - c. Submit site analysis map; and
 - d. Notes from any meetings with the OHA.

B. TASK 2: Preparation Site Plan Alternatives

Prepare preliminary functional relationship bubble diagrams followed by scaled site layouts to explore operational development plan alternatives for the property.

1. Hold in-house brainstorming meeting with the OHA to discuss planning, landscape architecture, civil engineering work. Also review and discuss existing conditions, proposed programs, and relationships between activities, circulation, and operational requirements that support the Draft Master Plan.
2. Prepare alternative functional diagrams to analyze relationships between programmatic elements.
3. Formulate alternative site plans (2-3) for further exploration. Plans, sections, and 3-D models may be used to illustrate site layouts.
4. Provide the following deliverables that shall include, but may not be limited to:
 - a. Submit bubble diagrams;
 - b. Submit brainstorming notes;
 - c. Submit functional diagrams; and
 - d. Submit site plans and sections to convey the site plan alternatives.

B. TASK 3: Community Input Workshops

The individual or firm shall work closely with the OHA to carry out community input workshops. The purpose of these workshops is to share the conceptual design alternatives with targeted stakeholders and the general public to inform the design process and ultimately the final design. There will be two forms of outreach

1. The Targeted Stakeholders:

Targeted stakeholders (small group between 9-13 individuals) from the community include elected officials; cultural, environmental, and entrepreneurial thought leaders, the Hawaiian Civic Club of Wahiawa, and the U.S. Military. The OHA shall provide a list of stakeholders.

- a. The interested individual or firm shall be responsible for creating the workshop agendas that are to be agreed upon by the OHA and distributed in advance to all participants as agreed upon by the OHA and the Individual or Firm.
- b. The interested individual or firm shall also be responsible for documenting the workshops by taking notes, generating meeting minutes and executive summaries of the meetings to be shared with the OHA within an agreed-upon time-frame relative to

each workshop. The agreed-upon timeframe shall be determined collaboratively after this contract is finalized and at least one (1) month before the first workshop.

2. Public Meetings:

One (1) to two (2) public meetings shall be conducted with the larger community to share the designs that have been vetted through the targeted stakeholder group.

- a. The individual or firm shall be responsible for creating the workshop agendas that are to be agreed upon by the OHA and distributed in advance to all participants as agreed upon by the OHA and the individual or firm.
- b. The individual or firm shall also be responsible for documenting the workshops by taking notes, generating meeting minutes and executive summaries of the meetings to be shared with the OHA within an agreed-upon time-frame relative to each workshop. The agreed-upon timeframe shall be determined collaboratively after this contract is finalized and at least one (1) month before the first workshop.
- c. Provide the following deliverables that shall include, but may not be limited to:
 - 1) Submit agendas;
 - 2) Meeting minutes; and
 - 3) Summary of all design changes from the targeted stakeholder workshop and public meetings.

C. TASK 4: PRELIMINARY CIVIL ENGINEERING DESIGN Considerations

1. Assess the existing conditions using previous studies and current observations.
2. Calculate the projected water demand for drinking and irrigation. Include pipe size recommendations.
3. Calculate the projected wastewater generation per capita or per acre.
4. Calculate the stormwater runoff volume for the design storm per City and County of Honolulu (hereinafter "City") design standards. Include existing culvert runoff.
5. Identify the water source or sources and anticipated available capacity from these sources. Previous water studies can be used to help to determine this information in collaboration with current and available data.
6. Identify wastewater treatment options.
7. Identify stormwater treatment options to meet City Water Quality Rules.
8. Evaluate whether stormwater capture is a viable option as a water source for nearby restoration efforts.
9. Size and layout water and wastewater piping and wastewater treatment.
10. Develop a preliminary (schematic) grading plan. Identify stormwater detention opportunities, swales, drainage patterns, and low impact development best management practices (hereinafter "BMPs").
11. Address access to the site from Kamananui Road, including coordination with the State Department of Transportation Highways Division.
12. Develop an internal circulation plan.
13. Prepare permits and approvals list.
14. Prepare a rough order of magnitude (hereinafter "ROM") opinion of probable construction costs (hereinafter "OPCCs").
15. Prepare electrical requirement estimates, and routing.

16. Provide deliverables that shall include, but may not be limited to, one (1) document with a table of contents for Task 4 that communicates the outcomes of Task 4.

D. TASK 5: PREPARATION OF PRELIMINARY BRIEFING BOOKLET

A preliminary Briefing Booklet will be prepared that presents the site plan alternatives, preliminary engineering report, and related recommendations in a concise format with all pertinent information included. A presentation will be provided as requested to OHA for review and comment on the alternatives. Feedback and decision on the preferred plan will be provided to the consultant for incorporation into the final version of the Briefing Booklet.

1. The booklet shall include, but may not be limited to, the following:
 - a. Goals and objectives;
 - b. Existing Conditions, Parameters, and Assumptions;
 - c. Alternatives Site Development Plans (2-3);
 - 1) Site configuration/circulation concept.
 - 2) Unique programmatic components (facility requirements/size).
 - 3) Materials and construction summary (physical life.)
 - 4) Preliminary engineering and utility estimates.
 - 5) Preliminary ROM OPCCs.
 - d. Evaluation of Alternatives (Decision Matrix); and
 - e. Selection of preferred plan will be inserted into final Briefing Booklet (all working documents, calculations, and non-preferred alternatives will be in appendices).
2. Provide the following deliverables that shall include, but may not be limited to:
 - a. Draft of the Briefing Booklet;
 - b. The presentation that was given to the OHA; and
 - c. Final Briefing Booklet.

The OHA Contract Administrator shall act as the contract monitor and principal liaison between the individual or firm and the OHA. The OHA Contract Administrator shall assist in resolving policy questions expediting decisions and the review of the work performed.

IV. SUBMITTAL REQUIREMENTS

Interested firms or individuals must be in good standing to provide mentioned services in the State of Hawai'i and are required to possess working knowledge of and experience dealing with:

1. Services listed in the scope of work;
2. Working with State agencies; and
3. Understanding of Native Hawaiian culture and community.

Individuals or firms interested in being considered for the mentioned services and who have the necessary qualifications and resources are invited to submit a SOQ. SOQs shall be clear and concise.

Submission of sealed SOQs will be received at the OHA's Reception Desk, 560 North Nimitz Highway, Suite 200, Honolulu, Hawai'i, 96817 no later than **Wednesday, March 25, 2020**,

2:00 p.m. HST. Electronic mail and facsimile transmission **shall not** be accepted. The official time shall be that which is recorded on the time stamp clock of the OHA for all delivered submittals. Deliveries by private mail services, such as Federal Express, shall be considered hand deliveries. All mail-in submittals delivered and/or postmarked by the United States Postal Service **must be received** no later than **Wednesday, March 25, 2020, 2:00 p.m. HST.**

The OHA reserves the right to reject any and all submission and to accept the submittals in whole or in part in the best interest of the OHA. Questions related to this solicitation shall be directed to Issuing Officer, Charmaine Matsuura at (808) 594-0273.

General Instructions:

1. Submit one (1) original, three (3) copies and one (1) adobe pdf copy on a compact disc or flash/thumb drive of the requested information;
2. Submittal must include Attachment A: Application Form;
3. Submittal must provide the information requested in Section IV;
4. Submittals shall bound by a spiral binding (three ring binders are acceptable); and
5. Tabbing of sections is required.

Please include the following with your submittal:

1. The name of the firm or individual, the principal place of business, and location of all of its offices;
2. The age of the firm and its average number of employees over the past three (3) years;
3. The education, training, and qualifications of key members of the firm;
4. The names and phone numbers of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year;
5. Any promotional or descriptive literature which the firm desires to submit (referring to the firm's website in lieu of submitting a hard copy is not acceptable); and
6. Range of professional fees, based on hourly rates when applicable.

Under the requirements of Section 103D-304, HRS, the OHA invites all firms or individuals interested in being considered for this project, and who have the necessary experience and qualifications, to submit a letter of interest and statement of qualifications, no later than **Wednesday, March 25, 2020, 2:00 p.m. HST.**

The SOQ packet must be submitted in a sealed envelope and properly identified as a sealed SOQ in response to this SOQ. Any SOQ packet **not properly sealed or submitted via email or facsimile shall be automatically rejected.** SOQs will not be opened until the established deadline.

The packet must be sealed and labeled to:

SOQ: PS No. KKL 2020-24

Charmaine Matsuura
Procurement Lead Specialist
Office of Hawaiian Affairs
560 North Nimitz Highway, Suite 200
Honolulu, Hawai'i 96817

Please send an email to charmainem@oha.org to confirm that your firm or individual is interested in submitting a SOQ. This email confirmation will only be used to contact interested Providers in the event that changes are made and are not required for, or part of, the evaluation process.

If you have any questions, please contact Charmaine Matsuura at (808) 594-0273, or email charmainem@oha.org.
