

**REQUEST FOR PROPOSALS
FOR
310 ADA LIFT REPLACEMENT**

RFP No. 2019-7

HONOLULU, HAWAII

February 2020

Proposal Due Date: 03/20/20

**For Information, Contact Mari Tait,
Manager's Contracting Officer at (808) 943-3595**

TABLE OF CONTENTS

NOTICE TO OFFERORS.....	2
SECTION 1 - GENERAL INSTRUCTIONS TO OFFERORS.....	3
SECTION 2 – SCOPE OF WORK/SPECIFICATIONS	7
SECTION 3 – PROPOSAL SUBMITTAL REQUIREMENTS	11
SECTION 4 – EVALUATIONS	15
SECTION 5 – AWARD OF CONTRACT	17

APPENDICES

Appendix A: Scope of Work	
Appendix B: HCC Event Schedule	
Appendix C: Proposal Form – Rate Card	
Appendix D: AIA Document A105 – 2017 Standard Short Form of Agreement Between Owner and Contractor; AIA Document A312 - 2010 Payment Bond; AIA Document A312 – 2010 – Performance Bond	
Appendix E: General Terms & Conditions	
Appendix F: Special Conditions (Amending General Terms and Conditions)	
Appendix G: HCC Health & Safety Procedures	
Appendix H: Agreement for Rental of Equipment (Without Operator)	

NOTICE TO OFFERORS

AEG Management HCC, LLC (“Manager”) is requesting proposals (“Proposals”) from qualified companies (“Offerors”) for a design and build project for the replacement of the existing ADA Lift System (the “Project”) at the Hawai’i Convention Center (“HCC”).

Thank you for your interest in submitting a proposal for this solicitation. The purpose of this request for proposals is to identify and select the best qualified supplier/provider that will provide superior goods/services to meet the scope of work at competitive rates. The rationale for this request for proposals (this “RFP”) is to promote and ensure the fairest, most efficient means to obtain the benefits of the most qualified responsive and responsible proposal. In order for Manager to evaluate your proposal in a timely manner, please follow the instructions presented in each section of this document and in Scout, Manager’s on-line procurement portal.

It is the intent to award a firm fixed price design-build contract during this procurement process as outlined below. The price shall include the cost of all labor, materials, supplies, equipment, job-related incidental work, and the securing of all required permits, notifications, and/or inspections that are required to specify, purchase, and install the ADA Lift System as specified in the Scope of Work herein.

This RFP does not commit Manager to award a contract, nor to pay any costs incurred in the preparation and submission of Proposals in anticipation of a contract. Manager also reserves the right to unilaterally cancel this solicitation at any time without any liability.

Forms and information are available by contacting:

Contracting Officer – Ms. Mari Tait
AEG Management HCC, LLC/Hawaii Convention Center
1801 Kalakaua Avenue
Honolulu, Hawaii 96815
Phone: (808) 943-3595

Email: hccrfp@hccasm.com

Offerors should carefully read the entire RFP documents. Proposals must comply with all instructions herein provided and must be submitted with a completed and signed Proposal Form, a copy of which is provided hereto as Appendix C via Scout. Interested parties should contact the Contracting Officer (as defined in Section 1.2 below) to register in Scout by **02/17/20**.

Written questions regarding this RFP may be submitted via Scout by **4:00 p.m. Hawaii Standard Time (“HST”) on 02/28/20**.

Offerors must submit their complete proposal no later than **4:00 p.m., HST, on 03/20/20** via Scout.

Pursuant to HRS § 201B, this RFP is subject to Part III of Chapter 103D of the Hawaii Public Procurement Code, Hawaii Revised Statutes. Accordingly, all proposals and Offerors must comply with all the requirements applicable to the formation of a contract pursuant to Part III of Chapter 103D of the Hawaii Public Procurement Code, Hawaii Revised Statutes.

SECTION 1 - GENERAL INSTRUCTIONS TO OFFERORS

1.1 DEADLINE FOR PROPOSALS

Proposals **MUST** be submitted via Scout no later than **4:00 p.m. HST on 03/20/20**.

Facsimile and email proposals are not acceptable.

Proper delivery of the proposal is the sole responsibility of the Offeror.

1.2 CONTRACTING OFFICER

The Contracting Officer is responsible for administering/facilitating all requirements of the RFP solicitation process. The Contracting Officer will also be responsible for "contractual actions" throughout the term of the contract. The Contracting Officer is:

Contracting Officer -- Ms. Mari Tait
AEG Management HCC, LLC/Hawaii Convention Center
1801 Kalakaua Avenue
Honolulu, HI 96815
hccrfp@hccasm.com

The Contracting Officer shall be the primary point of contact on the project for procurement and work-related issues.

1.3 COMPANY OVERVIEW

ASM Global is the world's leading venue management and services company. The company was formed by the combination of AEG Facilities and SMG, global leaders in venue and event strategy and management. The company's elite venue network spans five continents, with a portfolio of more than 300 of the world's most prestigious arenas, stadiums, convention and exhibition centers, and performing arts venues. For more information, please visit www.asmglobal.com.

Facility Overview

The Hawaii Convention Center opened to the public in June 1998 and is used for a variety of events, including conventions, trade shows, public shows, meetings and sporting events. The Hawaii Convention Center offers approximately 350,000 square feet of rentable space, including 51 meeting rooms.

AEG Management HCC, LLC, a part of the ASM Global collection of companies, is the manager of the Hawaii Convention Center pursuant to a Contract for Professional Services effective as of January 1, 2014, as may have been amended, with the Hawai'i Tourism Authority ("HTA"), a duly organized authority of the State of Hawai'i (the "State").

For more information on Manager, please visit <https://www.meethawaii.com/convention-center>.

1.4 PROCUREMENT TIMETABLE and SIGNIFICANT DEADLINES

The timetable set out herein represents Manager's best estimate of the schedule that will be followed in the RFP process. If an activity of the timetable, such as "Proposal Due Date for Receipt of Proposals" is delayed, the rest of the timetable dates may be shifted by the same number of days. Offerors will be advised, by addendum to the RFP, of any changes to the proposed timetable.

<u>Activity</u>	<u>Scheduled Date</u>
RFP Issued	02/10/20
Register Date.....	02/17/20
Pre-Proposal Conference Site Visit (mandatory).....	02/18/20 10:00AM
Closing Date for Receipt of Questions.....	02/28/20
Manager's Response to Offeror's Questions.....	03/05/20
Issue Final Addendum.....	03/05/20
Proposal Due Date.....	03/20/20
Proposal Negotiations/Presentations.....	03/30/20
Best and Final Offers (optional).....	04/10/20
Contractor Selection/Award of Contract (tentative).....	April 2020
Contract Execution Date (tentative).....	April 2020
Contract Tentative Commencement Date (tentative).....	April 2020

1.5 PRE-PROPOSAL CONFERENCE

A mandatory pre-proposal conference – site visit will be held on **02/18/20 from 10:00 a.m HST** at the Hawaii Convention Center. The purpose of the conference is to review Manager's requirements; answer questions pertaining to the RFP; and, provide additional information that may assist in the preparation of proposals. Additionally, floor plans, if necessary, of the Hawaii Convention Center will be provided during the conference as well as an escorted "familiarization tour" of the Hawaii Convention Center for interested Offerors.

Offerors should be prepared to invite all consultants or sub-consultants to the Pre-Proposal Conference.

Pre-Proposal Conference proceedings will not be formally documented unless changes in the RFP are required. RFP changes will be implemented by issuing an Addendum (to the RFP). Addenda will be provided to all Offerors registered to receive the RFP. The proceedings, at Manager's option, may be audio and/or videotaped by Manager. Attendees cannot audio and/or videotape the proceeding.

Offerors interested in attending the conference should contact the Contracting Officer. Attendees are to check-in at the Convention Center Lobby street level of the Hawai'i Convention Center and await further direction. Costs relating to attendance at the Pre-Proposal Conference/Site Visit shall be the responsibility of the attendee and shall not be reimbursed by Manager.

The conference shall be cancelled at the election of Manager if no or little interest in conference participation is received.

1.6 SUBMISSION OF QUESTIONS

Offerors are encouraged to submit written questions pertaining to the RFP. Impromptu (unwritten questions) are permitted and verbal answers will be provided at the preproposal conference and other occasions but are only intended as general direction and will not represent official Manager position.

Questions must be submitted in writing via Scout. All relevant written questions will receive an official written response from Manager and become addendums to the RFP. The only official position of Manager is that which is stated in writing and issued in the RFP as addenda thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response/statement and may not be relied upon.

1.7 SOLICITATION REVIEW

Offerors should carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and questionable or objectionable matter must be made in writing and should be received by the Contracting Officer prior to the Proposal due date. This will allow issuance of any necessary amendments to the RFP. It will also assist in preventing the opening of proposals upon which award may not be made due to a defective solicitation package. Offerors may not raise any issues with the contents of the RFP after Proposals have been submitted.

1.8 RFP AMENDMENTS and ADDENDA

Manager reserves the right to amend the RFP any time prior to the ending date for proposal review/evaluation period. Such changes shall come in the form of amendments or Addenda.

1.9 CANCELLATION OF RFP

The RFP may be unilaterally canceled by Manager at any time if such cancellation is determined by Manager in its sole discretion to be in the best interests of HCC.

1.10 CONDITIONS AND LIMITATIONS

The proposal and any information made a part of the proposal will become part of HCC's official files without obligation on Manager or HCC's part to return them to the original Offeror(s).

This RFP and the selected Offeror's response will, by reference, become part of the formal Contract between Manager and the selected Offeror resulting from this solicitation.

Offeror(s) shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Manager or the State for the purpose of influencing consideration of a proposal.

1.11 RULES OF CONTACT AND COMMUNICATIONS

As stated in Section 1.2, the Contracting Officer shall be the primary point of contact on the project for procurement and work-related issues throughout the term of the contract. Contact with Manager officials, employees, or representatives concerning this RFP while the solicitation process is in progress, except as expressly required or permitted by these General Instructions, the RFP Documents, or other instruction from Manager may result in disqualification. The solicitation process begins when the RFP is issued and will be completed with the award of the Contract. Any contact determined to be improper, at the sole discretion of Manager, may result in disqualification.

SECTION 2 – SCOPE OF WORK/SPECIFICATIONS

2.1 INTRODUCTION

Manager is seeking proposals to replace existing ADA lift. Manager's requirements are listed in Scope of Work provided in Appendix A.

2.2 EQUIPMENT and SPECIFICATIONS

Equipment and specifications are provided in Appendix A.

2.3 SCOPE OF WORK and SERVICES

Scope of Work and the services required by this RFP are provided in Appendix A.

2.4 WAGE RATES AND OTHER FEES

2.4.1 Contractor shall pay prevailing wage rates as required by Hawaii State law for all personnel working on State Public Works Projects and who perform work on this project. Fully loaded rates will include all wages, benefits and other overhead loadings.

2.4.2. Contractor shall provide information on mark-up percentages on parts and materials, subcontracts, etc. as required by this RFP or if requested.

2.4.3. Contractor shall include all taxes and fees in the pricing proposal.

2.5 INSURANCE

The successful Offeror shall be required to obtain and maintain in force at all times during the term of the agreement insurance coverage as provided in the anticipated Contract document, which is provided as Appendix D. The successful Offeror shall be solely responsible for the cost of insurance. Such coverage shall be obtained from an insurance company licensed and authorized to do business in the State of Hawaii. Evidence of coverage shall be provided to Manager before any contract for this project is executed.

2.6 BONDING

The successful Offeror shall be required to obtain and maintain in force at all times during the term of the project performance and payment bonds as provided in the anticipated Contract, which is provided as Appendix D. The successful Offeror shall be solely responsible for the cost of bonds. The bonds shall be obtained from an approved bonding company that is licensed and authorized to do business in the State of Hawaii. Evidence of both the performance and payment bonds shall be provided to Manager before any contract for this project is executed.

2.7 MISCELLANEOUS REQUIREMENTS

2.7.1. Contractor shall keep and maintain all of its work areas at the Project site in a neat and orderly fashion and free from obstacles and debris. Contractor shall deposit trash into receptacles provided by Manager.

2.7.2. Contractor shall comply with all federal, state and local laws, regulations and ordinances, including occupational safety and health standards applicable to the performance of the service specified.

2.7.3. Contractor shall be afforded reasonable access to all necessary systems, equipment and areas when required to perform the services specified, subject to reasonable security restrictions as directed by Manager. Contractor shall not be responsible for any equipment malfunction, injuries, or damages of any nature due to an unreasonable prevention or denial of access to perform services.

2.7.4. Contractor shall pass on to Manager the benefit of any warranties or guarantees of all manufacturers, suppliers and subcontractor providing labor and/or materials in connection with the services.

2.7.5. Contractor shall maintain competent and sufficient staff assigned to the Project to perform the services specified. All Contractor employees assigned to the Project shall maintain a neat and professional appearance at all times while performing the services. If possible, Contractor's employees shall wear properly identified company uniforms at all times consisting of shirts with sleeves, long pants and appropriate shoes. Contractor's employees shall be fully and properly clothed at all times while performing the duties set forth.

2.7.6. Contractor shall cooperate with Manager in obtaining and maintaining appropriate and necessary security clearances, if needed, for its employees in connection with the performance of the services.

2.7.7. Manager will provide adequate work space and storage area at the HCC for use by the Contractor in performing the services required by this RFP.

2.7.8. The Contractor shall be solely responsible for the satisfactory completion and quality of all work performed as determined by Manager.

2.7.9. ALL work, services, or products developed must comply with ALL applicable City and County, State, and Federal rules, regulations, codes, and guidelines.

2.7.10 Manager shall hold the Contractor liable for all the acts of its employees.

2.7.11 Contractor shall ensure compliance with the "Policies and Procedures for Contractor Employees on Premises" provided as Appendix G.

2.7.12 Once the contract is awarded, the Contractor shall communicate directly with Manager's Contracting Officer regarding the performance of the Scope of Work, and Contractor shall cooperate fully with the Contracting Officer in every way.

2.7.13 Should a disagreement arises between the Contractor and Manager in regards to work performance of specific service requirements within the contract specifications, the directives of Manager shall prevail. Contractor's failure to comply with Manager's directives shall be deemed cause for corrective action and subject to contractual remedies.

2.7.14 Should the Contractor discover any discrepancy in the specifications, the Contractor shall immediately notify the Manager before proceeding any further with the work, otherwise, the Contractor will be held responsible for any cost involved in correction of work placed due to such discrepancy.

2.7.15 If any work is not in full compliance with these Specifications, the Contractor shall make all necessary corrections to the full satisfaction of Manager and at no additional cost to Manager. The Contractor shall perform corrective work within the period allowed by the Contract Documents or Manager.

2.7.16 The Contractor shall immediately remedy any defects caused by negligence of the Contractor or its employees. The Contractor shall exercise care and shall provide all necessary protection to prevent injury and/or damage.

2.7.17 The Contractor shall be required to protect the occupants and the general public from any unsafe conditions during the performance of services and/or as a result of the services.

2.7.18 The Hawaii Occupational Safety and Health Law, Chapter 396, Hawaii Revised Statutes, effective May 16, 1972, as amended, is applicable and made a part of this solicitation by reference. The Contractor shall carefully read and strictly comply with its requirements.

2.7.19 All employees will be required to carry a Contractor issued, picture ID which will be required to be worn at all times while working at the Hawaii Convention Center. Contractor is to provide each employee with a plastic sleeve with clip to hold the ID.

2.8 MANDATORY CLEARANCES

All of Contractor's employees providing service on this Project shall pass drug tests and security background checks completed before they are allowed to work on the property.

2.9 INSPECTIONS

Manager shall be allowed to monitor the Contractor's job performance at any time. Manager may require the Contractor to accompany its designated representative in conducting evaluations.

2.10 REMOVAL OF EMPLOYEES

Manager reserves the right to ask the Contractor to remove and replace any employee who conducts himself or herself in a manner detrimental to the operation of the Hawaii Convention Center. Such conduct would include, but is not limited to, inappropriate behavior toward clients or staff of Manager, consuming alcoholic beverages on the premises, and unauthorized or illegal activity.

2.11 FORM OF CONTRACT and PRECEDENCE OF DOCUMENTS

A sample form of the Contract for this project is provided as Appendix D. The order of precedence for the Contract Documents shall be as follows: (1) Contract, (2) Special Conditions, (3) General Conditions, (4) this RFP, including all addenda, attachments and amendments, and (5) the Contractor's Proposal, including the BAFO if required and/or submitted.

2.12 GENERAL TERMS AND CONDITIONS

At all times, the Contractor shall comply with the General Terms and Conditions provided herein as Appendix E.

2.13 SPECIAL CONDITIONS

At all times, the Contractor shall comply with the Special Conditions provided herein as Appendix F. Note that the Special Conditions amend, replace, and add to the terms within the Contract and the General Conditions.

2.14 HCC HEALTH AND SAFETY PROCEDURES

The Contractor is responsible for providing adequate orientation, supervision and training of all employees working at the Hawaii Convention Center. All Contractor's employees must be familiar with the layout of the Hawaii Convention Center and comply with Appendix G – Hawaii Convention Center Health and Safety Procedures.

2.15 RENTAL EQUIPMENT

HCC rents certain equipment that its Contractor may utilize in the Contractor's services. In such instances, the Agreement for Rental of Equipment (Without Operator) form, provided herein as Appendix H, will be utilized.

SECTION 3 – PROPOSAL SUBMITTAL REQUIREMENTS

3.1 INTRODUCTION

One of the objectives of the RFP is to make proposal preparation easy and efficient, while giving Offerors ample opportunity to highlight their proposal. When an Offeror submits a proposal, it shall be considered a complete plan for accomplishing the requirements described in this RFP.

3.2 PROPOSAL PREPARATION

Each Proposal must include a completed Rate Card similar to the one attached to this RFP in Appendix C (the "Proposal Form and Rate Card") via Scout. Offerors shall submit all data and information specified/requested in this SECTION to qualify its proposal for evaluation and consideration for award. Non-compliance may be deemed sufficient cause for disqualification of the Proposal.

3.3 DISQUALIFICATION OF PROPOSALS

Manager reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in the RFP and which demonstrate an understanding of the Scope of Work. Any proposal offering any other set of terms and conditions contradictory to those included in the RFP may be disqualified without further notice. Manager reserves the right to ask for clarification of any item in the proposal.

An Offeror will be disqualified and the proposal automatically rejected for anyone or more of the following reasons:

Proof of collusion among Offerors, in which case all proposals involved in the collusive action will be rejected.

The Offeror's lack of responsibility and cooperation as shown by past work or services.

The proposal shows any noncompliance with applicable law.

The proposal is conditional, incomplete, or irregular in such a way as to make the proposal incomplete, indefinite, or ambiguous as to its meaning.

The proposal has any provision reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.

3.4 SUBMISSION OF PROPOSALS

Each Offeror may submit only one (1) written proposal, addressed to the Contracting Officer via Scout no later than **4:00 p.m., HST, on 03/20/20**, the "Proposal Due Date", identified in paragraph 1.4 of SECTION 1. **Proposals received after this time/date may be rejected.**

3.5 PUBLIC INSPECTION

Proposals shall not be opened publicly, but shall be opened in the presence of two or more Manager officials. The register of proposals and Offeror's proposals shall only be provided to the public pursuant to a valid request made pursuant to the Hawaii Uniform Information Practices Act, chapter 92F of the Hawaii Revised Statutes ("UIPA") to the Hawaii Tourism Authority. Such requests can only be made after an awarded contract has been executed by Manager and the selected Offeror.

Offerors shall request in writing nondisclosure of designated trade secrets or other proprietary data to be confidential. Such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Manager cannot guarantee that designated data will be kept confidential. The proposals are subject to disclosure rules set forth in the UIPA and as indicated above. The Offeror bears the burden of establishing that the designated data is exempted from the disclosure requirements set forth in the UIPA.

All proposals and other material submitted by Offerors become the property of Manager and may be returned only at Manager's option.

3.6 ADA LIFT REPLACEMENT PLAN PROPOSAL

The ADA Lift Replacement Plan proposal shall include the following categories:

COVER LETTER
SUMMARY OF PROPOSAL
BACKGROUND, QUALIFICATIONS AND EXPERIENCE
PERSONNEL ORGANIZATION AND STAFFING
LIST OF SUBCONTRACTORS AND SUPPLIERS
EQUIPMENT AND INSTALLATION PLAN
IMPLEMENTATION AND TRAINING PLAN
PRICE SUBMITTAL FORM – RATE CARD

3.6.1 PROPOSAL COVER LETTER

The proposal cover letter must be on the Offeror's official business letterhead; signed by an individual authorized to legally bind the Offeror. If the Offeror is a corporation, the cover letter must be signed by an authorized officer of the corporation. Authorized representatives must show proof of their authority to bind the Offeror.

3.6.2 SUMMARY OF PROPOSAL

Clearly, concisely and briefly summarize and highlight the contents of the proposal in such a way to provide Manager with a broad understanding and aspects of the proposal.

3.6.3 BACKGROUND, QUALIFICATIONS AND EXPERIENCE

Provide explicit details on Contractor's background, qualifications and experience relative to performing requirements set forth in the "Scope of Work", including but not limited to:

- A. Background of the Contractor, i.e. services offered, size, resources, years in business, location, State of Hawaii presence, State of incorporation, etc.
- B. Brief description of Contractor's qualifications to perform "Scope of Work" requirements.
- C. List relevant similar installations undertaken within the past five (5) years, indicating at a minimum: owner, owner's representative, project name, and type of operations and equipment installed.
- D. Describe your safety record over the past five (5) years.
- E. A reference from a financial institution (name, title and telephone number).
- F. Three (3) references who can be contacted and provide name, title, organization, phone number, e-mail address.

3.6.4 PERSONNEL ORGANIZATION AND STAFFING

Provide explicit details on the Contractor's personnel organization and staffing relative to performing requirements set forth in the "Scope of Work", including but not limited to:

- A. Contractor's Managerial organizational chart and resumes of key positions and their respective role for this project if any.
- B. List key personnel who will be assigned to this project and indicate their role and their operations and maintenance experience for the past five (5) years.

3.6.5 LIST OF SUBCONTRACTORS AND SUPPLIERS

Offeror must submit a list of all subcontractors and suppliers that it will utilize for the project. For each subcontractor list, Offeror must indicate the scope of work to be performed by the listed subcontractor and whether a license is needed for the work. If a license is required, the Offeror must indicate that the subcontractor possesses the requisite license and is in good standing. For each supplier of key equipment, the Offeror must provide the name and address for the supplier and the equipment the supplier is providing for the project.

3.6.6 EQUIPMENT AND INSTALLATION PLAN

Offeror must submit a proposed Equipment List and Installation Plan for the Hawaii Convention Center which includes, at a minimum, a comprehensive description of the plan which will be utilized to comply with the Scope of Work required by the RFP.

Contractor may include options in its proposal that include alternative designs, equipment, methods and/or materials that address the scope of work provided herein. If the Contractor includes alternative designs, equipment, methods and/or materials, the Contractor shall specify the advantages and disadvantages of the proposed alternative designs, equipment, methods and/or materials as it relates to the repair, upgrade, renovation, or improvement of the equipment and specifications.

3.6.7 COST PROPOSAL

Offeror must prepare and submit an all-inclusive cost proposal for the proposed equipment, the installation of the equipment and completion of the Scope of Work required by the RFP. A summary of all costs shall be in a form similar to the Rate Card included in Appendix C via Scout.

3.6.8 ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION

In addition to the above, the Offeror must prepare and submit information and/or answers to any additional questions or requests that Manager requires.

3.7 CONTRACTOR'S LICENSE

If a Hawai'i contractor's license or any other license is required by law for the performance of the work which is called for in this RFP, the Offeror and all subcontractors **MUST** have the required license, and the license shall be in good standing, before commencement of work on this contract.

3.8 CERTIFICATION OF INDEPENDENT COST DETERMINATION

By submission of a proposal in response to this RFP, the Offeror certifies as follows:

- a. The costs in this RFP have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such costs with any other Offeror.
- b. Unless otherwise required by law, the costs which have been quoted in this RFP have not been knowingly disclosed by the Offeror prior to award, directly or indirectly, to any other Offeror or competitor prior to the award of the contract.
- c. No other attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

3.9 MODIFICATION OR WITHDRAWAL OF PROPOSALS

A modification of a proposal already received will be accepted by Manager only if the modification is received prior to the proposal due date. All modifications shall be made in writing and executed and submitted in the same form and manner as the original proposal.

An Offeror may withdraw a proposal already received prior to the due date by submitting to Manager a written request for withdrawal executed by the Offeror's authorized representative. The withdrawal of a proposal does not prejudice the right of an Offeror to submit another proposal within the time set for receipt of proposals.

SECTION 4 – EVALUATIONS

4.1 INTRODUCTION

Evaluation of proposals will be conducted comprehensively, fairly, and impartially. A quantitative scoring system will be utilized to maximize the objectivity of the evaluation.

4.2 PROPOSAL EVALUATION COMMITTEE

An evaluation committee will be selected by Manager to perform all evaluation requirements. The committee will be composed of individuals with knowledge of the requirements identified in the RFP. Manager reserves the right to request information (from Offerors) to clarify Offeror's proposal.

4.3 EVALUATION PHASES

Evaluation phases will be conducted as follows:

- Phase 1 Initial Proposal Evaluation
- Phase 2 Establishment of Priority-List of Offerors **(optional)**
- Phase 3 Discussions with Offerors/Presentations **(optional)**
- Phase 4 Best and Final Offers **(optional)**
- Phase 5 BAFO Evaluation, if necessary
- Phase 6 Recommendation for Contract Award

4.3.1 INITIAL PROPOSAL EVALUATION

Manager shall conduct an initial review of Offeror's proposal. The review will determine if Offeror adequately addressed the "Scope of Work" requirements, and if the proposal contains all the requirements of this RFP. The initial review will also determine if discussions with the Offerors is necessary. Evaluation of the proposals will be conducted using the evaluation criteria and weight percentages in paragraph 4.4 and, the scoring system in paragraph 4.5.

4.3.2 ESTABLISHMENT OF PRIORITY-LIST OF OFFERORS **(optional)**

The evaluation committee shall rank order Offerors by evaluating and scoring the proposals using the value weight percentages and the evaluation criteria and scoring system in paragraphs 4.4 and 4.5. A priority-list of acceptable Offerors shall be established and limited to no more than the three (3) Offerors, who received the highest scores for their proposals.

4.3.3 DISCUSSIONS WITH OFFERORS **(optional)**

Manager may require presentations and/or conduct discussions with Offerors regarding the Offeror's proposals. Offeror's proposal may be accepted without discussions.

4.3.4 BEST AND FINAL OFFERS (optional)

Offerors may be requested to submit a "Best and Final" offer ("BAFO"). The BAFO's shall be evaluated and Offeror's proposal "ranking" adjusted, accordingly. If a BAFO offer is requested but not submitted, the previous submittal shall be construed as the Offeror's BAFO.

4.3.5 EVALUATION OF BEST AND FINAL OFFERS (if necessary)

If Offerors are requested to submit a BAFO, the BAFO offers shall be evaluated pursuant to the evaluation criteria and scoring system in paragraph 4.4.

4.3.6 RECOMMENDATION FOR CONTRACT AWARD

The Evaluation Committee shall prepare a report summarizing proposal evaluation findings/rankings and provide recommendation for award of contract.

4.4 EVALUATION CRITERIA AND VALUE WEIGHT PERCENTAGES

<u>Evaluation Criteria</u>	<u>Value/Weight</u>
Offeror's Background, Qualification, Experience, and References.....	10%
Offeror's Personnel Organization and Staffing.....	10%
Offeror's Equipment and Installation Plan.....	40%
Offeror's Implementation and Training Plan.....	10%
Offeror's Cost Proposal	30%

4.5 EVALUATION SCORING SYSTEM

The evaluation categories are assigned a value weight percentage, as determined by Manager, totaling 100%. Each category will be rated between one (1) and five (5), with five (5) being the highest (the best rating) by each member of the evaluation committee. The Offeror's total score (see **note** below) will be determined by: a) multiplying the assigned weight value of each category by the numerical rating provided by the evaluation committee member to determine the score for each category; b) totaling the score for all categories of each evaluation committee member; and c) totaling the score of all evaluators.

Note: In determining the total score, the Offeror's cost proposal with the lowest costs will receive the highest available rating allocated to costs. Each proposal that has a higher cost than the lowest will have a lower rating for costs.

SECTION 5 – AWARD OF CONTRACT

5.1 AWARD OF CONTRACT

Award of the contract shall be made to the most responsible and responsive Offeror whose proposal is judged/determined, by the Evaluation Committee, to be the most advantageous to the Hawaii Convention Center, considering all evaluation reviews and results.

5.2 CONTRACT AWARD NOTIFICATION

The Contracting Officer will inform the successful Offeror of contract award selection within 48 hours of confirmation. Additionally, an official "contract award notification letter" will be executed by Manager and provided at the earliest date.

5.3 CONTRACT EXECUTION REQUIREMENTS

5.3.1 AGREEMENT (CONTRACT) DOCUMENTS

The Contract shall be executed by Manager and the successful Offeror ("Contractor"). This document will serve as the official and legal contractual instrument between both parties. This document will incorporate (by attachments or reference) the RFP, with any and all addendums; the General Conditions and Special Conditions; and the Offeror's accepted proposal, with any and all addendums/changes/negotiated agreements/etc.; all of which together will constitute the "Contract Documents".

A sample of the anticipated Contract is attached hereto as Appendix D. **Do not complete or execute the "sample" contract.**

5.3.2 GENERAL CONDITIONS

The General Conditions are attached hereto as Appendix E and shall be part of the Contract Documents.

5.3.3 SPECIAL CONDITIONS

The Special Conditions are attached as Appendix F and shall be part of the Contract Documents.

5.3.4 PROOF OF REQUIRED PERMITS

If permits are required for completion of the subject Project, the successful Offeror must obtain and submit to Manager's Contracting Officer Proof of all required permits ("Proof of Required Permits"). The Proof of Required Permits shall be submitted to Manager's Contracting Officer as soon as possible after the successful Offeror is notified of selection. In any event, no work that requires a permit may be started until Proof of Required Permits is submitted to Manager.

5.3.5 CERTIFICATES REQUIRED BY HRS § 103D-310(c)

Pursuant to HRS § 201B, this RFP is subject to Part III of Chapter 103D of the Hawaii Public Procurement Code, Hawaii Revised Statutes. Accordingly, the successful Offeror shall, within three (3) business days of notification of contract award, furnish proof of compliance with the requirements of HRS § 103D-310(c) including the following:

- a. Chapter 237, tax clearance;
- b. Chapter 383, unemployment insurance;
- c. Chapter 386, workers' compensation;
- d. Chapter 392, temporary disability insurance;
- e. Chapter 393, prepaid health care; and
- f. One of the following:
 - a. Registered and incorporated or organized under the laws of the State, hereinafter referred to as a "Hawaii business"; or
 - b. Registered to do business in the State, hereinafter referred to as a "compliant non-Hawaii business".

Offerors may choose to use the Hawaii Compliance Express ("HCE"), which allows businesses to register online (<http://vendors.ehawaii.gov>) to acquire a single, printable electronic "Certificate of Vendor Compliance." The HCE provides current compliance status as of the certificate issuance date. The "Certificate of Vendor Compliance," indicating that the Offeror's status is compliant with the requirements of HRS Section 103D-310(c), will be accepted for both contracting purposes and final payment.

5.3.6 CONTRACT EXECUTION

Subsequent to contract award, Manager will present the contract to the successful Offeror for execution. The successful Offeror shall return the signed contract within ten (10) calendar days from the date upon which the contract was presented for signature by Manager, or within such time as Manager shall otherwise allow. The signed contract shall be returned to the Contracting Officer.

The successful Offeror shall provide evidence of the required insurance coverages and bonds when returning the signed contract to Manager.

5.4 CONTRACT COMMENCEMENT DATE

Upon completion of contract execution, a "**Notice to Proceed**" letter will be provided the Contractor specifying the "Commencement" (start work) date of the contract. No work is to be undertaken by the Contractor prior to the commencement date specified in the Notice to Proceed letter. Manager is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the official, notice to proceed "Commencement" date.

5.5 PROTESTS

Bid protests, as described in Chapter 7 of HRS 103D, will not be considered by Manager. Offeror(s) may object to an award to another Offeror by sending the Contracting Officer a written objection letter which contains the basis of the objection. The written objection letter must be received by the Contracting Officer within Five (5) business days after the

notice of award is sent to all Offerors. The objection will be reviewed by the Chief Procurement Officer (“CPO”) for the Manager, and a written decision will be issued in response to the written objection letter within ten (10) business days. The decision of the CPO is final and binding on the Offeror objecting to the award.

5.6 ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a proposal, an Offeror expressly agrees to all of the terms, conditions, provisions, and requirements set forth in this RFP, the contract, the General Conditions, and the Special Conditions.

APPENDIX A

SCOPE OF WORK

- d. Contractor may include options in its proposal that include alternative designs, equipment, methods and/or materials that address the scope of work provided herein. If the Contractor includes alternative designs, equipment, methods and/or materials, the Contractor shall specify the advantages and disadvantages of the proposed alternative designs, equipment, methods and/or materials as it relates to the repair, upgrade, renovation, or improvement of the equipment and specifications.
- e. All work shall be scheduled and performed in a manner that will not have a negative impact on events in the facility. Negative impacts include, but are not limited to noise, odors, dust, vibration, visual impacts, power outages or disruptions, and intrusion of personnel or equipment. Access to certain spaces will not be allowed if such access causes a negative impact on event related operations. As such, work may need to be scheduled around the events in progress. Contractor may work days, evenings, and/or weekends to schedule the work around event operations, and no overtime will be allowed, bidder shall provide an initial schedule / timeline from pre-con to post-con and close out with the bid.
- f. Care should be exercised when performing work in the facility. Any damage to building structure, systems, equipment, and/or furnishings caused by the contractor shall be repaired and/or remedied to the satisfaction of HCC representative by the contractor without cost to HCC.
- g. Work site shall be maintained in broom-clean condition at the end of each shift. All construction debris, old equipment and/or parts awaiting disposal, and/or tools and equipment shall be stowed in a manner so as not to pose a safety hazard to employees and the public; and as to not impact HCC event activity.
- h. Contractor shall be responsible for any demolition work that might be necessary to accomplish the work.
- i. Contractor shall properly recycle and dispose of the construction demolition materials. The quantity/weight of all recycled materials shall be tracked and submitted to HCC and the City representative upon the completion of the project.
- j. Final job walk shall be conducted with HCC representative and punch list items, if any, shall be completed and all closed out documents received,

before final payment is made.

- k. Along with the bids, the contractor shall submit a project outline and schedule that includes, but is not limited to, project milestones (design work, major project tasks, testing/commissioning), along with estimated duration time frames for those milestones, and total project duration for the work required to complete this project.

2. **Principal Work in This Section**

- a. The work includes the design, supply and installation of all components, specified or not, for complete removal of the existing ADA lift and complete turn-key installation of a new ADA lift.
- b. The Work also includes, all work as defined in the Overview of Scope above, and includes but is not limited to:
 - 1. Contractor identification of in wall support structures.
 - 2. Remove and dispose of existing ADA lift.
 - 3. Installation of new controls, warning lights, electrical connections and emergency power devices
 - 4. Installation of new complete ADA lift.
 - 5. Repair of any damaged caused by this project.
 - 6. Remove and reinstall all building appurtenances as required
 - 7. Testing of new ADA lift.
 - 8. Provide assistance in acquiring an operational permit for the new ADA lift.
 - 9. Provide a scheduled maintenance and annual inspection package.
 - 10. Providing complete Operations and Maintenance Manuals.
 - 11. Licensing and certificates and permits as applicable
 - 12. Client training for HCC staff, with video records as applicable.

3. **Quality Assurance**

- a. All equipment provided by Contractor should meet specifications listed herein.
- b. Contractor shall obtain instructions and training for installation from manufacturer of each product.

4. **Submittal**

a. General

1. Do not commence work that requires review of any submittals until receipt of returned submittals with appropriate final action.
2. Do not submit substitute items that have not been approved.
3. Do not include requests for substitution (either direct or indirect) on submittals.
4. Submittals which deviate from the procedures outlined herein will be rejected in total without review. No allowance or extension of project time will be considered due to lost time associated with procedural deviation.

b. Coordination of Submittals

1. Coordinate preparation and processing of submittals with performance of the work. Coordinate each separate submittal with other submittals and related activities that require sequential performance.
2. Coordinate the submittal of different units of interrelated work so that no submittal will be delayed by HCC's review of a related submittal.

c. Pre-Construction

1. Provide field investigation of all existing conditions.
2. Incorporate and coordinate field investigations with Architect/Engineer of Record to properly inform the design and constructability of the project.
3. Report findings and recommendations based on field investigations and surveys.
4. Product cut sheets for all products and materials.
5. Recommended application and installation methods.
6. Complete shop drawings of all work as required by the technical specifications.
7. Drawings identifying all terminals and illustrating all device wiring connections.
8. Elevations and detailing plans.
9. Operating instructions.

- d. Post Construction
 - 1. Record Documents including As-Built Documents.
 - 2. All preconstruction shop drawings updated to as-build condition.
 - 3. Product cut sheets for all equipment used.
 - 4. Operating manuals.
 - 5. Warranty information, for all equipment should be provided with duration of warranty period stated
 - 6. All documents to be submitted include two hard copies and two digital copies in CAD format.

5. Approvals

- a. Obtain all necessary approvals and permits from Authorities Having Jurisdiction (AHJ) for all materials to be supplied, methods of installation and system operations, as required herein and by the AHJ, it is noted that the contractor will pay for all permit fees, and is required to process permit applications.
- b. The entire installation, including materials and equipment shall meet or exceed the minimum standards and requirements of, but not limited to the following:
 - 1. All applicable codes and editions as identified by the Architect/Engineer of Record on the approved City and County of Honolulu, Department of Planning and Permitting (DPP), Building Permit Set.
 - 2. Underwriters' Laboratories, Inc. listing service.
 - 3. 207.2 Platform Lifts.
 - 4. Hawaii State Building Code Accessibility Section 1101
 - 5. ASME A18.1-2011.
 - 6. Codes as accepted and/or modified by the local Authorities:
 - a. National Electrical Code.
 - b. American Disabilities Act (ADA).
 - c. Underwriters' laboratories, UL 1971 for Hearing Impaired.

E. PART 2 – EXECUTION

1. **Installation**

- a. Contractor shall execute the work in accordance with the approved Contract Documents, including the Drawings and Technical Specifications and in compliance with all the Standards listed therein.
- b. Contractor must schedule work according to available dates outlined in HCC Event Schedule in Appendix B. Updated available date schedule to be provided at contract award.
- c. Coordinate the review and approval of all outstanding Punchlist Items with design professional and the HCC.

2. **Demonstration and Training**

- a. Provide competent, factory authorized personnel to instruct and train HCC Engineering and Security staff concerning the location, operation and troubleshooting of the installed systems. The instruction shall be scheduled in coordination with HCC's Representative after submission and approval of formal training plans.
- b. Also provide cost for annual maintenance by manufacturer if required by the warranty.
- c. Vendor shall supply two (2) printed sets and two (2) electronic copies of an Operations Manual and plans for the system.

3. **Certification**

- a. Contractor shall include a letter of certification from the manufacturer with their submittal.

4. **Testing**

- a. After work is completed, and prior to requesting the acceptance test, Contractor shall conduct a final inspection and pre-test all equipment and system features. Contractor shall correct any deficiencies discovered as the result of the inspection and pre-test.
- b. Contractor shall submit a request for the acceptance test in writing to HCC using an approved "Request for ADA lift Acceptance Test" form,

a copy of which will be provided.

1. This request shall be submitted to HCC no less than 7 days prior to the requested test date.
2. The request for acceptance test shall constitute a certification from Contractor that all work is complete and in compliance with the Contract Documents, Manufacturer installation specifications, that all systems have been tested, and all corrections have been made.
3. Acceptance test shall be scheduled based on HCC's availability.
4. Contractor shall provide the services of no fewer than 2 technicians to perform the acceptance test.
 - a. Technicians performing the acceptance test shall have been involved in the installation of this project and shall be thoroughly familiar with all aspects of the work.
 - b. Technicians shall be equipped with portable two-way radios or cell phones for use during the test.
5. Contractor shall provide all ladders, tools, test equipment, and other facilities needed to accomplish the acceptance test.
6. During acceptance test, Contractor shall demonstrate all equipment and system features to HCC.
7. Contractor shall fully cooperate with the HCC and provide assistance with the inspection and test.

APPENDIX B

HCC EVENT SCHEDULE

APPENDIX C
PROPOSAL FORM and RATE CARD

APPENDIX D
CONTRACT

APPENDIX E

GENERAL TERMS AND CONDITIONS

APPENDIX F
SPECIAL CONDITIONS

APPENDIX G

HAWAII CONVENTION CENTER – HEALTH & SAFETY PROCEDURES

APPENDIX H

AGREEMENT FOR RENTAL OF EQUIPMENT (WITHOUT OPERATOR)