

# **KA HALE A KE OLA HOMELESS RESOURCE CENTERS, INC.**

## **RFP FOR ARCHITURE SERVICES**

### **REHABILITATION OF KHAKO BUILDING 3**

Ka Hale A Ke Ola Homeless Resource Centers, Inc. (“KHAKO” or “owner”), a 501c(3) non-profit entity, has been determined to be eligible for funding under the federal HOME-ARP Program for the rehabilitation of the 8 existing units in Building 3 of its Wailuku campus to serve as 8 transitional rental units for certain Qualifying Populations, including homeless and at-risk.

This federal funding requires the units to meet certain rehabilitation and occupancy standards (24 CFR 92.251(b)) upon completion and during a 15-year minimum compliance period (24 CFR 92.251(f)). In particular, the housing must:

- Comply with any applicable state and local codes;
- Comply with the jurisdiction's rehabilitation standards;
- Address any health and safety deficiencies;
- Ensure that the structure and major systems have a remaining useful life of 15 years;
- Provide for accessible units as required (in this case, ensure that the current accessible unit complies with current accessibility requirements);
- Meet the HUD housing standards at 24 CFR 5.703; and
- Provide broadband infrastructure where feasible.

To meet these standards, the following information is made available as part of this RFP:

- Hawaii Inspection Group (HIG) inspection report that itemizes current deficiencies.
- County of Maui Rehabilitation Standards (“Rehab Standards”).

### **SCOPE OF WORK**

The successful proposer will be required to review these standards and reports, review current state and local codes, inspect the property, and incorporate all necessary improvements into rehabilitation plans and specifications sufficient for bidding and for inspection. The successful proposer will also provide support to the owner during the bidding and construction phases as outlined below.

1. Schematics Phase - Architect will review the inspection report, Rehab Standards, state, and local codes, and inspect the building to verify current conditions. Architect will identify any additional items to be upgraded or replaced that may not have been specified in the HIG inspection report and to maximize useful life of building structure and systems, including but not limited to:

- Replacement of DHW mechanical systems;
  - Options to address second means of egress;
  - Roof replacement;
  - Windows and exterior doors replacement;
  - Options to install HVAC;
  - Options to provide broadband service to the building.
2. Development of plans and specifications - Upon approval by owner of the scope/schematics, Architect will develop the mechanical, electrical, plumbing, structural, and architectural details required to meet these standards. Architect will produce drawings and specifications for construction details and materials sufficient to bid.
  3. Bid Phase - Architect will be available to the owner during the bid phase to answer bidder questions, participate in a pre-bid meeting for potential contractors, and review and advise owner regarding bid compliance with plans and specifications. Experience with the state Prevailing Wage law is preferred.
  4. Construction Phase - Architect will monitor construction for compliance with the plans and specifications, review invoices and advise the owner regarding payment. Architect will review requests for change orders and provide advice to owner. Architect will conduct inspection to create a punch list and verify completion of the punch list.

Additional services - Architect may identify any items that it considers additional services.

## **SELECTION QUALIFICATIONS**

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this RFP, each proposal should provide detailed responses to each of the following requirements as listed here:

1. **Experience:** Describe the proposer team's expertise in the areas of architecture and design and ability to facilitate civil/site design and other ancillary services as may be needed throughout the project.
2. **Firm History and Project Management:** Proposer is requested to include the following:
  - a) Brief overview of firm's history, primary line of business as well as specialty areas.
  - b) A description of the firm's principal business location and any other service locations, including the primary office that will service KHAKO.
  - c) Expected communication responsibilities.
  - d) Discuss any impending changes in your organization that could impact the delivery of services.

- e) Disclose any conflicts or perceived conflicts of interest as well as what procedures your firm utilizes to identify and resolve conflicts of interest.
3. **Qualifications:** Proposer is requested to provide a description of the proposed project team, staff qualifications, experience, and credentials:
- a) Describe similar projects successfully undertaken by your company.
  - b) Introduce team members to be involved by name with specific roles, qualifications, experience, present client load, and distribution of responsibilities.
  - c) State level of organizational responsibility of key project staff members.
  - d) Include certifications held by Proposer's personnel.
  - e) Indicate back-up support capability.
4. **Scope of Services:** Describe your recommended approach to this project. Include any services offered by your firm that may be above and beyond the scope indicated by KHAKO.
5. **References:** Proposer is requested to provide a list of references with the RFP:
- a) Provide the contact names and telephone numbers of three (3) references, preferably other municipalities, counties, or state agencies.
  - b) Include name of the client, address, telephone number, and name of main contact.
6. **Timeline:** KHAKO desires to proceed as quickly and efficiently as possible. Proposer is requested to describe the timeline of the project from design through construction completion identifying key milestones. Timeline should be reasonable and can assume that KHAKO is prepared to move efficiently from one phase of the project to the next throughout.
7. **Fee:** Architect will provide price for the basic services by phase and provide a fee schedule for supplemental services and well as an estimated cost to complete the project

## **PROPOSAL EVALUATION CRITEIRA**

KHAKO will evaluate proposals based on the factors outlined below which shall be applied to all eligible, responsive proposals in selecting the successful offeror. Award of such a contract may be made without discussion with proposers after responses are received. Proposals should, therefore, be submitted on the most favorable terms. KHAKO reserves the right to void the contract if the successful proposer cannot perform services specified by the proposer's response.

Proposal evaluation criteria will be grouped into percentage factors as follows:

- 1. Responsiveness and completeness of the written proposal with regard to RFP specifications and requirements (overall quality of submittal). **20%**
- 2. Firm experience and expertise, and demonstrated, proven successful experience in similar projects. **20%**

3. Qualifications, capacity, and availability of team members assigned to project. **30%**

4. Project approach and proposed timeline in satisfying the scope of services. **30%**

### **SUBMISSION OF PROPOSAL**

Proposals should be addressed and hand-delivered to Ka Hale A Ke Ola Homeless Resource Centers, Inc., Attn. Sue Sadecki, Executive Director, 670 Waiale Road, Wailuku, HI 96793 no later than 2:00 p.m. on June 20, 2025. Late proposals will not be accepted nor considered.

Any questions regarding this RFP can be emailed to Thanaid Uralwong at [Thanaid.Uralwong@khako.org](mailto:Thanaid.Uralwong@khako.org).

### **ATTACHMENTS**

A full set of this RFP's attachments are only available for download at DropBox. Click this link to access all documents:

<https://www.dropbox.com/scl/fo/0rnwyia8js8dyvecyniw2/AK88XuLq7FtXUVBMUlxTbvU?rlkey=fuv5s83buyw44s41slm1v5aue&st=xlej7k4z&dl=0>

DropBox files include:

- Attachment 1: HIG Inspection
- Attachment 2: County of Maui Rehabilitation
- Attachment 3: KHAKO Drawings

If you are unable to access the DropBox link, please request a download link by writing to [Thanaid.Uralwong@khako.org](mailto:Thanaid.Uralwong@khako.org).