

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HONOLULU, HAWAII

SPECIAL PROVISIONS, SPECIFICATIONS, PROPOSAL,  
CONTRACT, AND BOND

FOR

FURNISHING AND MAINTAINING TRAFFIC CONTROL  
KAMEHAMEHA HIGHWAY TO PALI HIGHWAY, HONOLULU BOUND

AND

VINEYARD BOULEVARD TO PUNCHBOWL STREET  
EAST BOUND, RIGHT TURN LANE

PROJECT NO. HWY-C-33-23

DISTRICTS OF HONOLULU AND KOOLAUPOKO

ISLAND OF OAHU

2023

**NOTICE TO BIDDERS**  
(Chapter 103D, HRS)

The receiving of SEALED BIDS for FURNISHING AND MAINTAINING TRAFFIC CONTROL, KAMEHAMEHA HIGHWAY TO PALI HIGHWAY, HONOLULU BOUND AND VINEYARD BOULEVARD TO PUNCHBOWL STREET, EAST BOUND, RIGHT TURN LANE, PROJECT NO. HWY-C-33-23, DISTRICTS OF HONOLULU AND KOOLAUPOKO, ISLAND OF OAHU, will begin as advertised on May 12, 2023, in HiePRO. Bidders are to register and submit bids through HiePRO only. See the following HiePRO link for important information on registering: <https://hiepro.ehawaii.gov/welcome.html>.

The deadline to submit bids is June 13, 2023, at 2:00 P.M., Hawaii Standard Time. Bids received after said due date and time shall not be considered.

The scope of work consists of furnishing and maintaining traffic control devices at specified locations within the highway right-of-way, everyday, excluding Saturdays, Sundays and State holidays as observed on an "as needed" basis.

All requests for information (RFI) shall be received in writing via HiePRO prior to the Question Due Date in General Information of the HiePRO solicitation. Questions received after the deadline will not be addressed. Verbal requests for information will not receive a response.

Any protest of this solicitation shall be submitted in writing to the Director of Transportation, in accordance with §103D-701, HRS and §3-126, HAR.

Campaign contributions by State and County Contractors. Contractors are hereby notified of the applicability of § 11-355, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract

if the contractors are paid with funds appropriated by a legislative body. For more information, contact the Campaign Spending Commission at (808) 586-0285.

The Equal Employment Opportunity Regulations of the Secretary of Labor implementing Executive Order 11246, as amended, shall be complied with on this project.

The U.S. Department of Transportation Regulation entitled “Nondiscrimination in Federally-Assisted Programs of the U.S. Department of Transportation,” Title 49, Code of Federal Regulations (CFR), Part 21 is applicable to this project. Bidders are hereby notified that the Department of Transportation will affirmatively ensure that the contract entered into pursuant to this advertisement will be awarded to the lowest responsible bidder without discrimination on the grounds of race, color, national origin or sex (as directed by 23 CFR Part 200).

For additional information, contact Jake Dickman, Project Manager, by phone at (808) 587-2189 or e-mail at [jake.j.dickman@hawaii.gov](mailto:jake.j.dickman@hawaii.gov).

The State reserves the right to reject any or all proposals and to waive any defects in said proposals for the best interest of the public.



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ROBIN K. SHISHIDO  
Highways Deputy Director

TABLE OF CONTENTS

Page No.

Notice to Bidders

Special Provisions.....SP-1 – SP-8

Specifications

Section 1     Definition and Terms .....1-1 – 1-4

Section 2     Proposal Requirements and Conditions .....2-1 – 2-3

Section 3     Award and Execution of Contract.....3-1 – 3-5

Section 4     Scope of Work .....4-1 – 4-3

Section 5     Control of Work.....5-1 – 5-3

Section 6     Control of Materials and Equipment.....6-1 – 6-3

Section 7     Legal Relations and Responsibility .....7-1 – 7-4

Section 8     Prosecution and Progress .....8-1 – 8-8

Section 9     Payment.....9-1 – 9-2

Section 10    Furnishing and Maintaining Traffic Control.....10-1 – 10-17

Appendices

Appendix A – Operation Personnel Titles, Duties and Responsibilities .....A-1

Appendix B – Incident Management .....B-1– B-3

Appendix C – Vicinity Map, Location Map, Delineator  
                  Layout & Signage Plan, **Area 1**.....C-1– C-3

Appendix D – Delineator & Traffic Cone Layout/  
                  Signage Plan, **Area 2** .....D-1

Appendix E – Application & Permit for the Occupancy &  
                  Use of State Highway Right-of Way .....E-1

	<u>Page No.</u>
Appendix F – Notice to Proceed Letter for Miscellaneous Work (Sample).....	F-1
Appendix G – Monthly Invoice (Sample) .....	G-1
Appendix H – Daily Traffic Control Log & Monthly Report (Sample).....	H-1
Appendix I – Certified Payroll Report (Sample) .....	I-1
Appendix J – Satisfactory Evidence by Affidavit for Final Payment (Sample).....	J-1
Proposal.....	PF-1 – PF-5
Proposal Schedule.....	PF-6 – PF-7
Forms	
Sample Contract.....	KF-1 – KF-3
Certificate for Performance of Services	

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HONOLULU, HAWAII

SPECIAL PROVISIONS

## SPECIAL PROVISIONS

The specifications contain herein are amended as follows:

(A) SECTION 1 – DEFINITIONS AND TERMS shall be amended as follows:

1. 1.33 SUBCONTRACTOR is amended by deleting it and replacing it with the following:

“1.33 SUBCONTRACTOR – An individual, partnership, firm, corporation, or joint venture, or other legal entity, as licensed or required to be licensed under Chapter 444, Hawaii Revised Statutes, as amended, which enters into an agreement with the Contractor to perform a portion of the work.”

2. 1.38 WORKING DAY shall be amended in its entirety to read as follows:

“1.38 WORKING DAY – Every day, except Saturdays, Sundays, State holidays as applicable and as observed.

Normal State holidays are as follows:

New Year's Day (The first day in January)  
Dr. Martin Luther King, Jr. Day (The third Monday in January)  
President's Day (The third Monday in February)  
Prince Jonah Kuhio Kalaniana'ole Day (The twenty-sixth day in March)  
Good Friday (The Friday preceding Easter Sunday)  
Memorial Day (The last Monday in May)  
King Kamehameha Day (The eleventh day in June)  
Independence Day (The fourth day in July)  
Statehood Day (The third Friday in August)  
Labor Day (The first Monday in September)  
General Election Day (The first Tuesday in November following the first Monday of even numbered years)  
Veteran's Day (The eleventh day in November)  
Thanksgiving Day (The fourth Thursday in November)  
Christmas Day (The twenty-fifth day in December)

State Holiday schedules can be obtained online at:

<http://dhrd.hawaii.gov/state-observed-holidays/>”

3. Add the following new subsections:

“1.39 HAWAII ePROCUREMENT SYSTEM (HIePRO) - The State of Hawaii eProcurement System for issuing solicitations, receiving proposals and responses, and issuing notices of award.

1.40 ENGINEER – The respective District Engineer, acting directly or through his duly authorized representatives, who are responsible for engineering supervision of construction and other highway matters.

1.41 STANDARD SPECIFICATIONS – The Hawaii Standard Specifications for Road and Bridge Construction, 2005, Highways, Department of Transportation, including any amendments. To review the Standard Specifications, log on to:

<http://hidot.hawaii.gov/highways/s2005-standard-specifications/>

to review the 2005 Standard Specifications and their applicable amendments/Special Provisions.

The Contractor shall utilize the latest revision.

1.42 MUTCD – The Manual on Uniform Traffic Control Devices, 2009, Federal Highway Administration, U.S. Department of Transportation, including any amendments or revisions. To review the MUTCD, log on to:

<http://mutcd.fhwa.dot.gov/>

The Contractor shall utilize the latest revision.

1.43 OSHA – The U.S. Department of Labor (DOL), Occupational Safety and Health Administration (OSHA). To review the OSHA, log on to:

<https://www.osha.gov/>”

(B) SECTION 2 – PROPOSAL REQUIREMENTS AND CONDITIONS shall be amended as follows:

1. 2.3 PROPOSAL GUARANTY is amended by adding the following to the end of 2.3, (C). “4. Proposal Guaranty listed in (A) and (C) shall be in its original form, and shall be received at the Contracts Office, Department of Transportation, 869 Punchbowl Street, Honolulu, Hawaii 96813 before the bid deadline.”
2. 2.4 DELIVERY OF PROPOSALS is amended by replacing the entire subsection with:

“2.4 DELIVERY OF PROPOSALS – The bidder shall submit the proposal in HIePRO. The proposal shall be UPLOADED to HIePRO prior to the bid opening date and time. Proposals received after said due date and time shall not be considered. Original (wet ink) proposal documents are not required to be submitted. The award will be made based on proposals uploaded in HIePRO. Any and all other additional documents explicitly designated and

labeled as CONFIDENTIAL OR PROPRIETARY shall be UPLOADED SEPARATELY to HiePRO.”

2.5 WITHDRAWAL OF PROPOSALS is amended by replacing the entire subsection with:

“2.5 WITHDRAWAL OF PROPOSALS – A bidder may withdraw or revise a proposal after the bidder submits the proposal in HiePRO. Withdrawal or revision of proposal must be completed before the time set for receiving of bids.”

3. 2.6 PUBLIC OPENING OF PROPOSALS is not applicable.

4. Add the following new subsection:

“2.9 CERTIFICATE FOR PERFORMANCE OF SERVICES – Pursuant to Section 103-55, Hawaii Revised Statutes, and unless indicated otherwise, bidders should submit the attached "Certificate for Performance of Services" in the event bids are in excess of \$25,000. The notarized certificate must be submitted to said Contracts Office, Department of Transportation, 869 Punchbowl Street, Honolulu, Hawaii 96813, upon execution of contract.

**As of October 1, 2022**, salaries of State employees performing work similar to the work called for under this contract are as follows:

Class Title	Bargaining Unit (BU) Salary Schedule	Grade	Minimum Hourly Pay Rate
General Laborer I	BU 01	BC-02	\$22.08
General Laborer II	BU 01	BC-03	\$22.71
General Laborer III	BU 01	WS-03	\$24.31
Light Truck Driver	BU 01	BC-04	\$23.62
Truck Driver	BU 01	BC-06	\$25.55

The above information is provided to the Contractor for guidance only and is subject to change in accordance with existing collective bargaining contracts or shall change as contracts are renegotiated. It is the Contractor’s responsibility to verify the accuracy of the wage rates contained herein and to provide for changes in the minimum wages, which must be paid to personnel when work is done on this project. Information on the status of Bargaining Unit (BU) contracts, salary schedules, Class Specifications and minimum qualification requirements can be obtained from the State Department of Transportation, Highways, Personnel Management office (587-2229) or online at:

<http://dhrd.hawaii.gov/state-hr-professionals/class-and-comp/>

Bidders are further advised that they are not restricted to hire only those classifications of employees as listed but are free to employ such other

classifications of workers as the bidder deems proper and proposes to use on the project, as may be according to the bidder's common hiring practice. However, the principal duties of employees other than those listed hereinabove working on the project will be matched against those of State workers to determine the closest equivalent State employee classification, and the Contractor must compensate such employee(s) at a rate which is no less than that of the equivalent State employee."

(C) SECTION 3 – AWARD AND EXECUTION OF CONTRACT shall be amended as follows:

1. 3.1 AWARD OF CONTRACT shall be amended by adding the following to the end of the subsection:

"Any bid lacking a unit price or amount shall disqualify the bidder and the bid shall be rejected."

(D) SECTION 4 – SCOPE OF WORK shall be amended as follows:

1. 4.2 PERFORMANCE OF WORK shall be amended by adding the following to the end of the subsection:

"The Contractor shall perform work satisfactorily in the judgment of the State during the contract period. If it appears at any time that the work contracted to be performed is not satisfactory, the State may require the Contractor to furnish and place in operation such additional force and equipment as the State shall deem necessary to bring the work up to satisfactory status.

In case the Contractor fails to comply within the response time as required in the Contract, the State may employ a working force and equipment and charge the Contractor for the reasonable cost thereof including depreciation for equipment and or he may terminate the contract."

2. 4.6 VARIATION IN QUANTITY shall be deleted in its entirety.

3. Add the following new subsection

"4.7 CONTRACT TO BE INDEFINITE QUANTITY/ "AS-NEEDED" CONTRACT – The requirement for traffic control and safety measure services to be furnished by the Contractor will be on an indefinite quantity/ "as-needed" basis as called for in these specifications at the applicable unit price bid (including applicable price increases) during the term of this contract, including any extensions and in such numbers as may be required by the State. The unit price indicated by the Contractor shall be applicable and binding under the terms of this contract. Payment for services shall be paid by Purchase Order."SECTION 5 – CONTROL OF WORK shall be amended as follows:

(E) SECTION 5 – CONTROL OF WORK shall be amended as follows:

1. 5.3 COOPERATION OF CONTRACTOR AND DIRECTOR shall be amended by adding the following to the end of the subsection:

“The Contractor shall furnish the State with a telephone number and an electronic mail address where they can be reached at all times. The Contractor designated qualified personnel shall respond to all notifications within an hour of receipt and no longer than three (3) hours of receipt.

2. 5.4 INSPECTION shall be amended by adding the following to the end of the subsection:

“The State reserves the right to have all work as specified by the contract documents to be inspected by a State Inspector or by a State-Contractor/Consultant-provided inspector.

The Contractor shall maintain all books, documents, papers, records, and other evidence pertaining to payroll, employee’s name, wage rates and hours worked and to make such materials and information available at their respective offices at all reasonable times during the contract period and for three (3) years from the date of final payment under the contract, for inspection by the State. Failure to comply with the conditions of this Section during the contract period may result in cancellation of the contract.”

(F) SECTION 6 – CONTROL OF MATERIAL AND EQUIPMENT shall be amended as follows:

1. The first paragraph of A. QUALIFICATION BEFORE BID OPENING shall be replaced with the following:

“A. QUALIFICATION BEFORE BID OPENING - When the specifications and/or plans specify one or more manufacturer's brand names of materials or equipment to indicate a quality, style, appearance, or performance, the bidder will be assumed to have based its bid on one of the specified named products, except where such proprietary product are specified, alternate brands may be qualified if found equal or better by the Department. The bidder shall submit a request to the Department for review and approval at the earliest date possible. Requests shall be submitted via email to the Contact person listed in HIePRO for the solicitation and also posted as a question in HIePRO under the question/answer tab referencing the email with the request. The request must be posted in HIePRO no later than fourteen (14) calendar days before the bid opening date, not including the bid opening date.”

2. The first sentence of the second paragraph of A. QUALIFICATION BEFORE BID OPENING shall be replaced with the following:

“It shall be the responsibility of the bidder to submit sufficient evidence based upon which a determination can be made by the Department that the alternate brand is a qualified equivalent.”

(G) SECTION 7 – LEGAL RELATIONS AND RESPONSIBILITY shall be amended as follows:

1. 7.8 LABOR AND COMPENSATION REQUIREMENTS is amended by replacing the first two paragraphs with the following:

7.8 LABOR AND COMPENSATION REQUIREMENTS - Pursuant to Section 103-55, H.R.S., Wages, Hours, Working Conditions of Employees of Contractor's Supplying Services, services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work.

Additional information on the requirements of Section 103-55, H.R.S. may be obtained at

[http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)”

2. Add the following new subsection:

“7.10 PUBLIC CONVENIENCE AND SAFETY

The Contractor shall always conduct traffic control operations with due regard to the convenience and safety of the public. The protection of persons and property shall be provided by the Contractor.

All work under this contract shall be in full compliance with Subsection 107.11, Safety: Accident Prevention and 107.12, Protection of Persons and Property of the Standard Specifications. The standard specification can be found online at:

<https://hidot.hawaii.gov/highways/s2005-standard-specifications/>

The Contractor shall take all necessary precautions to protect all personnel from hazards and injuries. The rules and regulations promulgated by the U.S. Department of Labor Occupational Safety and Health Acts (OSHA); the Hawaii Department of Labor and Industrial Relations (DLIR); the Hawaii Occupational Safety and Health Division (HIOSH) and any other applicable federal, state, and local rules and regulations are not included herein, but are applicable and made part of these specifications.”

(H) SECTION 8 – PROSECUTION AND PROGRESS shall be amended as follows:

1. 8.2 SUBCONTRACTING is deleted in its entirety.

2. 8.6 LIQUIDATED DAMAGES shall be amended by adding the following to the end of subsection:

“The Contractor shall work in a manner to have all traffic control devices in place during the hours as specified and removed promptly as indicated. Failure to comply with the requirement shall result in damages sustained by the State. As reasoned above, liquidated damages of \$250.00 for every one-to-fifteen-minute increment that a lane(s) is not open to the public, as required by the Specifications or plans. The maximum amount per day shall be ten (10) times the one-to-fifteen-minute increment. Delay in placing or removal of the devices on time, cause by a problem beyond the Contractor’s control, may be considered for not charging liquidated damages. Equipment breakdown is not a cause to waive liquidated damages. If the equipment breaks down more than three (3) times in the first six (6) months, the liquidated damages will be doubled for the remainder of the twelve (12) month contract.”

- (I) SECTION 9 – PAYMENT shall be amended as follows:

1. “Retainage is deducted monthly starting on the first invoice of the applicable term and if contract performance is satisfactory, deduction will end after six months. The Contractor has two options to be paid the retainage amount:
  - a. Submit the total retainage invoice at the end of the first term. Repeat the whole process of deducting retainage and submitting total retainage for payment for each contract term, or
  - b. Submit the total retainage invoice held during the first term at the end of the fifth term or the final term, as applicable (when the contract is not renewed, etc.). Retainage will no longer be deducted at the 2nd, 3rd, 4th, and 5th term, or the final term, as applicable (when the contract is not renewed, etc.) of the contract.”

1. 9.4 PROGRESS PAYMENTS shall be amended by adding the following to the end of the subsection:

“The Contractor shall bill the State once a month.

All monthly payments are approximate only and shall be subject for correction at any time prior to or in the final estimate and payment.

To expedite processing of all payments for services rendered, the Contractor shall forward copies of the invoice as specified in this section to:

District Engineer – Oahu District  
Highways  
Department of Transportation  
727 Kakoi Street  
Honolulu, Hawaii 96819

Each invoice shall include but not limited to the following information:

- a. Contractor's name, address, phone number, and electronic mail.
- b. Contract Number, Project Number and Project Title.
- c. Bid Item No., description of services of item, periods covered/date of services, quantity, unit price per contract, amount, subtotal, and total.
- d. Deductions, as applicable, shall be included in the invoices as separate subtotal(s) and labeled as either (1) Deductions, (2) Liquidated Damages, and/or (3) Retainage.
  - (1) Liquidated Damages as specified in Section 8.6 Liquidated Damages.
  - (2) Retainage as specified in Section 9.2 Retainage/Deduction from Payment, of the Specifications.
- e. Certification by the Contractor that services as requested under the contract have been performed as specified in Section 9.4 Progress Payments, of the Specifications.

Pursuant to Section 7.8 Labor and Compensation Requirements, of the Special Provisions, the Contractor shall submit certified copies of the payrolls with the monthly invoice within seven (7) days after the end of the month. The certification shall affirm that the payrolls are correct and complete. The certificates shall be forwarded to the same address as specified above.”

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION

SPECIFICATIONS

SECTION 1 - DEFINITION AND TERMS

Whenever the following pronouns are used in these specifications, or in any documents or instruments where these specifications govern, the intent and meaning shall be interpreted as follows:

1.1 ADDENDA - A written document which may be issued by the Director during the bidding period involving changes to the specifications and plans, if any, which shall be considered and made a part of the contract.

1.2 AIRPORTS DIVISION - Airports Division, Department of Transportation, State of Hawaii.

1.3 AWARD - The written acceptance of a proposal by the State.

1.4 BIDDER - Any individual, partnership, corporation or other legal entity, or combination thereof, submitting a proposal for the work contemplated, acting either directly or through a duly authorized representative.

1.5 CALENDAR DAY - Every day shown on the calendar. If no designation of calendar or working day is made, "day" shall mean calendar day.

1.6 CHANGE ORDER - A written order issued by the Director to the Contractor requiring the contract work to be performed in accordance with a change or changes that may involve an adjustment in contract time and price or requiring performance of any unforeseen work essential to complete the contract.

1.7 CONTRACT - The written agreement between the State and the Contractor setting forth the obligations of the parties thereunder, including, but not limited to, the performance of the work, the furnishing of labor and materials, and the basis of payment.

The contract includes the (1) notice to bidders, (2) proposal, (3) contract form and contract bond, (4) specifications, (5) special provisions and plans, if any, (6) addenda, (7) notice to proceed, and (8) change orders and agreements that are required to complete the work, all of which constitute one instrument.

1.8 CONTRACT BOND - The approved form of security, executed by the Contractor and its Surety or Sureties, guaranteeing the completion of the work in accordance with the terms of the contract, and guaranteeing full payment of all claims for labor, materials, and supplies used or incorporated in the work.

1.9 CONTRACT TIME - The number of working days or calendar days allowed for completion of the contract, including authorized time extensions.

If a calendar date is specified as the date of completion in lieu of the number of working days or calendar days, the contract shall be completed by that date.

In case the contract is for a specified period of time, the contract time shall be for said specified period of time.

1.10 CONTRACTOR - The individual, partnership, corporation or other legal entity, or combination thereof, contracting with the State for performance of the prescribed work.

1.11 DEPARTMENT - The State Department of Transportation.

1.12 DIRECTOR - The Director of Transportation, acting either directly or through the Director's duly authorized representative.

1.13 EQUAL OR APPROVED EQUAL - Whenever this term is used in the specifications and plans, if any, it means a brand or article pre-qualified in accordance with Section 6.2 Trade Names and Alternates and which may be used in place of the one specified.

1.14 H.A.R. or HAR - Hawaii Administrative Rules.

1.15 H.R.S. or HRS - Hawaii Revised Statutes.

1.16 HARBORS DIVISION - Harbors Division, Department of Transportation, State of Hawaii.

1.17 HIGHWAYS DIVISION - Highways Division, Department of Transportation, State of Hawaii.

1.18 HOLIDAYS - The days which are set apart and established as State holidays pursuant to Section 8-1, H.R.S.

1.19 INSPECTOR - The Director's authorized representative assigned to make detailed inspections of contract performance and materials supplied.

1.20 NOTICE TO BIDDERS - The public announcement, as required by law, inviting proposals for the work to be performed or materials to be furnished.

1.21 NOTICE OF FINAL ACCEPTANCE - Written notice from the Director to the Contractor that the entire contract has been completed in all respects in accordance with the specifications and plans, if any, and any changes thereof previously approved by the Director.

1.22 NOTICE TO PROCEED - Written notice from the Director to the Contractor advising the Contractor of the date on which he is to begin the prosecution of the work.

1.23 PLANS - The contract drawings approved by the Director which show the location, character, dimensions and details of the work to be done and shall be a part of the contract.

1.24 PROCUREMENT OFFICER - The Director's duly authorized representative including project managers, project engineers and contract administrators assigned to prepare, evaluate and administer contracts for the purchasing of goods and services.

1.25 PROPOSAL (OR BID) - The offer of a bidder, on the prescribed form, to perform the work and to furnish the labor and materials at the prices quoted.

1.26 PROPOSAL FORM - The approved format prepared by the Department or a facsimile thereof on which bids for the work must be prepared and submitted. (Reasonable facsimile acceptable for bidding.)

1.27 PROPOSAL GUARANTY - The security furnished with a proposal to guarantee that the bidder will enter into the contract and furnish all other requirements if the bidder's proposal is accepted.

1.28 QUALIFICATION QUESTIONNAIRE - The specified forms on which the bidder shall furnish required information as to the bidder's ability to perform and finance the work.

1.29 S.L.H. or SLH - Session Laws of Hawaii.

1.30 SPECIAL PROVISIONS - Revisions to the specifications. The specific clauses setting forth conditions or requirements peculiar to the project under consideration which are not thoroughly or satisfactorily stipulated in these specifications.

1.31 SPECIFICATIONS - The directions, provisions, and requirements pertaining to the method and manner of performing the work and to the quantities and qualities of materials to be furnished under the contract.

1.32 STATE - The State of Hawaii.

1.33 SUBCONTRACTOR - An individual, partnership, corporation, other legal entity, or any combination thereof, that enters into an agreement with the Contractor to perform a portion of the work for the Contractor.

1.34 SUPERINTENDENT - The Contractor's representative who is responsible for and in charge of the work.

1.35 SURETY - The corporation, partnership or individual, other than the Contractor, executing a bond furnished by the Contractor and guaranteeing performance by the Contractor.

1.36 TITLES (OR HEADINGS) - The titles or headings of the Sections herein are intended for convenience of reference and shall not be considered as having any bearing on their interpretation. Unless otherwise indicated, whenever the word "Section" is used, reference is being made to a Section in these specifications.

1.37 WORK - The furnishing of all labor, materials, equipment, and other incidentals necessary or convenient for the successful completion of the project and the execution of all the duties and obligations imposed by the contract.

1.38 WORKING DAY - Any day, except Saturdays, Sundays and State holidays.

## SECTION 2 - PROPOSAL REQUIREMENTS AND CONDITIONS

2.1 QUALIFICATION OF BIDDERS - Prospective bidders must be capable of performing the work for which bids are called.

In accordance with Section 103D-310, HRS, the Department may require any prospective bidder to submit answers to questions contained in the "Standard Qualification Questionnaire for Prospective Bidders on Public Works Contracts" on the form furnished by the Department, properly executed and notarized, setting forth a complete statement of the experience of such prospective bidder and its organization in performing similar work and a statement of the equipment proposed to be used, together with adequate proof of the availability of such equipment. Whenever it appears to the Department, from answers to the questionnaire or otherwise, that the prospective bidder is not fully qualified and able to perform the intended work, the Department will, after affording the prospective bidder an opportunity to be heard and if still of the opinion that the bidder is not fully qualified to perform the work, refuse to receive or consider any bid offered by the prospective bidder. All information contained in the answers to the questionnaire shall be kept confidential. Questionnaire so submitted shall be returned to the bidders after serving their purpose.

Failure to complete the qualification questionnaire will be sufficient cause for the Department to disqualify a prospective bidder.

No person, firm or corporation may bid where (1) the person, firm, or corporation, or (2) a corporation owned substantially by the person, firm, or corporation, or (3) a substantial stockholder or an officer of the corporation, or (4) a partner or substantial investor in the firm is in arrears in payments owed to the State of Hawaii or its political subdivisions or is in default as a surety or failure to do faithfully and diligently previous contracts with the State.

2.2 REJECTION OF PROPOSALS CONTAINING ALTERATIONS, ERASURES, OR IRREGULARITIES - Proposals may be rejected if they show any alterations of form, additions not called for, conditional bids, incomplete bids, erasures, or irregularities of any kind.

When proposals are signed by any agent, other than the officer or officers of a corporation authorized to sign contract on its behalf or a member of copartnership, a Power of Attorney must be on file with the Department prior to opening bids or shall be submitted with the proposal; otherwise, the proposal may be rejected as irregular and unauthorized.

Members of a joint venture may be requested to supply the Department with a copy of their joint venture agreement or each member of the joint venture may be required to sign the proposal.

2.3 PROPOSAL GUARANTY - A proposal guaranty (bid bond) is not required except when specifically noted in the proposal section of the bid document.

When a proposal guaranty is required with a bid, it will be specifically stated in the proposal; and no proposal totaling \$25,000 or more will be considered unless accompanied by one of the following forms of bidder's security:

- A. a deposit of legal tender; or
- B. a surety bid bond underwritten by a company licensed to issue bonds in the State of Hawaii and submitted on the standard form provided herewith; or
- C. a certificate of deposit, share certificate, cashier's check, treasurer's check, teller's check, or official check drawn by, or a certified check accepted by and payable on demand to the State by a bank, savings institution, or credit union insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).
  1. The bidder may use these instruments only to a maximum of one hundred thousand dollars (\$100,000.00).
  2. If the required security or bond amount totals over one hundred thousand dollars (\$100,000.00), more than one instrument not exceeding one hundred thousand dollars (\$100,000.00) each and issued by different financial institutions shall be acceptable.
  3. The instrument shall be made payable at sight to the Department of Transportation, State of Hawaii.

According to Section 103D-323, HRS, the above shall be in a sum not less than five percent (5%) of the amount bid.

2.4 DELIVERY OF PROPOSALS - Each proposal shall be placed, together with the proposal guaranty when required, in an envelope and sealed and so marked as to indicate the identity of the project, the name and address of the bidder, and other required information and then delivered as indicated in the Notice to Bidders. Proposals will be received up to the time fixed in the Notice to Bidders for the opening of bids.

2.5 WITHDRAWAL OF PROPOSALS - Any proposal may be withdrawn at any time prior to the time fixed in the Notice to Bidders for the opening of proposals upon the filing of a written request therefore with the Department, executed by the bidder or a duly authorized representative. The withdrawal of a proposal shall not preclude a bidder from submitting a new proposal.

2.6 PUBLIC OPENING OF PROPOSALS - Proposals will be opened and read publicly at the time and place indicated in the Notice to Bidders. Bidders or their authorized agents are invited to be present.

2.7 DISQUALIFICATION OF BIDDERS - Any of the following reasons may be considered as being sufficient grounds for the disqualification of a bidder and the rejection of his proposal or proposals.

A. More than one proposal for the same work from an individual, firm, or corporation under the same or different name.

B. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the Department until such participant shall have been reinstated as a qualified bidder.

C. Evidence of assistance from a person who has been an employee of the agency within the preceding two years and who participated while in State office or employment in the matter with which the contract is directly concerned, pursuant to Section 84-15, H.R.S.

D. Lack of proposal guaranty.

E. Unsigned proposal or proposal not signed in ink by person or persons legally authorized to submit a proposal on behalf of the bidder.

2.8 MATERIAL GUARANTY - The bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all materials to be used in the prosecution of the work, together with samples. Such samples may be subjected to tests to determine their quality and fitness for the work.

SECTION 3 - AWARD AND EXECUTION OF CONTRACT

3.1 AWARD OF CONTRACT - The State reserves the right to reject any and all proposals and to waive any defects as may be deemed to be in the best interest of the public.

The award of contract, if it be awarded, will be made within sixty (60) calendar days after the opening of bids to the lowest responsive and responsible bidder whose proposal complies with all the prescribed requirements. The successful bidder will be notified, by letter mailed to the address shown in its proposal, that its proposal has been accepted and it has been awarded the contract.

**Requirement for award.** To be eligible for award, the apparent low Bidder will be contacted to submit copies of the documents listed below to demonstrate compliance with Section 103D-310(c), HRS. The documents should be submitted to the Department as soon as possible. If a valid certificate/clearance is not submitted on a timely basis for award of a contract, a Bidder otherwise responsive and responsible may not receive the award.

**A. Tax Clearance.**

Pursuant to §103D-310(c), 103-53 and 103D-328, HRS, the successful bidder shall be required to submit a certified copy of its tax clearance issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) to demonstrate its compliance with Chapter 237, HRS. A tax clearance is valid for six (6) months from the most recent approval stamp date on the tax clearance and must be valid on the bid's first legal advertisement date or any date thereafter up to the bid opening date.

FORM A6, TAX CLEARANCE CERTIFICATE, is available at the following website:

<http://www.hawaii.gov/tax/>

To receive DOTAX Forms by fax or mail, phone (808)587-7572 or 1-800-222-7572.

The application for the Tax Clearance Certificate is the responsibility of the bidder, and must be submitted directly to the DOTAX or IRS. The approved certificate may then be submitted to the Department.

**B. DLIR Certificate of Compliance.**

Pursuant to §103D-310(c), HRS, the successful bidder shall be required to submit a copy (faxed copies are acceptable) of its approved Certificate of Compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR) to demonstrate its compliance with unemployment insurance (Chapter 383, HRS), workers' compensation (Chapter 386, HRS), temporary disability insurance (Chapter 392, HRS), and prepaid health care (Chapter 393, HRS). The certificate is valid for six (6) months from the most recent approval stamp date on the certificate and must be valid on the bid's first legal advertisement date or any date thereafter up to the bid opening date. For certificates which receive a "pending" approval stamp, a DLIR approval stamp is required prior to the issuance of the Notice to Proceed.

FORM LIR#27, APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR, is available at the following website:

[www.hawaii.gov/labor](http://www.hawaii.gov/labor)

More information is available by calling the DLIR Unemployment Insurance Division at (808) 586-8926.

Inquiries regarding the status of a LIR#27 Form may be made by calling the DLIR Disability Compensation Division at (808)586-9200.

The application for the Certificate of Compliance is the responsibility of the bidder, and must be submitted directly to the DLIR. The approved certificate may then be submitted to the Department.

**C. DCCA Certificate of Good Standing.**

Pursuant to §103D-310(c), HRS, the successful bidder shall be required to submit a copy (faxed copies are acceptable) of its approved Certificate of Good Standing issued by the Hawaii State Department of Commerce and Consumer Affairs (DCCA), Business Registration Division (BREG) to demonstrate that it is either:

- (1) incorporated or organized under the laws of the State; or
- (2) registered to do business in the State as

a separate branch or division that is capable of fully performing under the contract.

A Certificate of Good Standing is valid for six (6) months from the approval date on the certificate and must be valid on the bid's first legal advertisement date or any date thereafter up to the bid opening date. A Hawaii business that is a sole proprietorship, is not required to register with the BREG, and therefore not required to submit a Certificate of Good Standing. Bidders are advised that there are costs associated with registering and obtaining a Certificate of Good Standing from the DCCA.

To purchase a CERTIFICATE OF GOOD STANDING, go to On-Line Services at the following website:

[www.hawaii.gov/dcca/](http://www.hawaii.gov/dcca/)

The application for the Certificate of Good Standing is the responsibility of the bidder, and must be submitted directly to the DCCA. The approved certificate may then be submitted to the Department.

3.2 CANCELLATION OF AWARD - The State reserves the right to cancel the award of any contract any time before the execution of said contract by all parties without any liability to the successful bidder or any other bidder.

3.3 RETURN OF PROPOSAL GUARANTY - All proposal guaranties, except those of the lowest two (2) bidders, will be returned immediately following the opening and checking of the proposals. The retained proposal guaranty of the second lowest bidder, if not a bid bond, will be returned within ten (10) calendar days following execution of contract by the successful bidder. The successful bidder's proposal guaranty, if not a bid bond, will be returned after a satisfactory contract bond has been furnished and the contract has been executed.

3.4 REQUIREMENT OF CONTRACT BOND - Only when required by the proposal, the successful bidder at the time of the execution of the contract shall file good and sufficient performance and payment bonds on the forms furnished by the Department, or a facsimile thereof, conditioned for the full and faithful performance of the contract in accordance with the terms and intent thereof and also for the prompt payment to all others for all labor and materials furnished by them to it and use in the prosecution of the work provided for in such contract,

in the manner, form and amount required by Section 3-122-224(b)(2), H.A.R., which bonds shall be in an amount equal to fifty per cent (50%) of the contract price, including amounts estimated to be required for extra work, or in the case of price-term, open-end, or requirements contract under which the total amount to be paid to the Contractor cannot be accurately estimated at the time the contract is to be awarded, the bond amounts shall be as designated in the bid documents. Such bonds shall also by their terms inure to the benefit of any and all persons entitled to file claims for labor performed or materials furnished in the work so as to give them a right of action as contemplated by Section 103D-324, H.R.S.

The bidder shall limit the acceptable performance and payment bonds to the following:

- (a) Legal tender; or
- (b) Surety bond underwritten by a company licensed to issue bonds in the State of Hawaii; or
- (c) A certificate of deposit; share certificate,; cashier's check; treasurer's check; teller's check drawn by or a certified check accepted by and payable on demand to the State by a bank, savings institution or credit union insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).

1. The bidder may use these instruments only to a maximum of one hundred thousand dollars (\$100,000.00).
2. If the required security or bond amount totals over one hundred thousand dollars (\$100,000.00) more than one instrument not exceeding one hundred thousand dollars (\$100,000.00) each and issued by different financial institutions shall be acceptable.

3.5 EXECUTION OF CONTRACT - The contract and the "Certificate for Performance of Services", similar to a copy of the same annexed hereto, shall be executed by the successful bidder and returned, together with the contract bonds, when required, within ten (10) days after the award of the contract or within such further time as the Director may allow after the bidder has received the contract for execution.

Pursuant to Section 103D-309, H.R.S., the contract shall not bind the State in any way unless said contract has been fully and properly executed by all the parties thereto and

the Comptroller has endorsed thereon a certificate that there is available an unexpended appropriation over and above all outstanding contracts, sufficient to cover the amount required by the contract.

3.6 FAILURE TO EXECUTE CONTRACT - Failure to execute the contract, Certificate for Performance of Services and file acceptable bonds, when required, within ten (10) days after the award of the contract, or within such further time as the Director may allow, shall be cause for the cancellation of the award and the forfeiture of the proposal guaranty. Award of the contract may then be made to the next lowest responsible bidder.

## SECTION 4 - SCOPE OF WORK

4.1 WORK TO BE DONE - The work to be done is described in the Section(s) following Section 9 of these specifications.

4.2 PERFORMANCE OF WORK - The Contractor shall employ, so far as possible, such methods and means in carrying out his work so as not to cause any interruption, disturbance, or interference with the public.

In case the Contractor is performing work in a building, the Contractor shall conduct the work in such a manner so as not to cause any interruption, disturbance, or interference with the business activities of the tenants in the building.

4.3 EXTRA WORK - New and unforeseen items of work will be classed as extra work when they cannot be covered by any of the various items for which there is a bid price.

### 4.4 CHANGES AND CLAIMS FOR ADJUSTMENT

A. Change order. By a written order, at any time, and without notice to any surety, the procurement officer may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:

1. Drawings, designs, or specifications, if the goods to be furnished are to be specially manufactured for the State in accordance therewith;
2. Method of shipment or packing;
3. Place of delivery;
4. Changes in the work within the scope of the contract; or
5. Changes in the time of performance of the contract that do not alter the scope of work.

B. Adjustments of price or time for performance. If any change order increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the price adjustment clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the procurement officer promptly and duly make the provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have

prejudiced any claim for additional compensation, or an extension of time for completion.

C. Time period for claim. Within thirty (30) days after receipt of a written change order under subsection (a) unless the period is extended by the procurement officer in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the State or county is prejudiced by the delay in notification.

D. Claim barred after final payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

E. Other claims not barred. In the absence of a change order, nothing in this clause shall be deemed to restrict the contractor's right to pursue a claim as under the contract or for breach of contract.

#### 4.5 PRICE ADJUSTMENT

Any adjustment in contract price pursuant to a clause in this contract shall be made in one or more of the following ways:

- A. By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- B. By unit prices specified in the contract or subsequently agreed upon;
- C. By the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract or subsequently agreed upon;
- D. In such other manner as the parties may mutually agree; or
- E. In the absence of agreement between the parties, by a unilateral determination by the procurement officer of the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as computed by the procurement officer in accordance with generally accepted accounting principles and applicable sections of chapters 3-123 and 3-126 of the Hawaii Administrative Rules.

#### 4.6 VARIATION IN QUANTITY

Upon agreement of the parties, the quantity of goods or services or both specified in this contract may be increased by a maximum of ten (10) percent provided (1) the unit prices will remain the same except for any price adjustments otherwise applicable and (2) the procurement officer makes a written determination that such an increase will either be more economical than awarding another contract or that it would not be practical to award another contract.

## SECTION 5 - CONTROL OF WORK

5.1 AUTHORITY OF DIRECTOR - The Director shall decide all questions which may arise as to the quality or acceptability of materials furnished and work performed; the manner of performance and rate of progress of the work; the compensation for work performed; the interpretation of the contract and the fulfillment of the contract on the part of the Contractor. The Director's decision shall be final and the Director shall have the authority to enforce any such decision and order which the Contractor fails to carry out promptly and diligently. The Director shall have the following powers in the way of enforcement:

- A. The right to suspend the work.
- B. The right to withhold payment due the Contractor.

5.2 COORDINATION OF PLANS, SPECIFICATIONS AND SPECIAL PROVISIONS - These specifications, the plans, special provisions, and all supplementary documents are essential parts of the contract, and a requirement occurring in one is as binding as though occurring in all. They are intended to describe and provide for the complete work.

5.3 COOPERATION OF CONTRACTOR AND DIRECTOR - The Contractor shall have available at the work site at all times, a copy of the specifications, special provisions and plans. The Contractor shall give the work constant attention to facilitate the progress thereof and shall cooperate with the Director in every way possible.

Before starting work on the project, the Contractor shall designate in writing a superintendent who shall have complete authority to represent and to act for the Contractor.

5.4 INSPECTION - The Director at all times shall have access to the work during its prosecution and shall be furnished with every reasonable facility for ascertaining that the materials and the workmanship are in accordance with the requirements and intentions of these specifications and special provisions. All work done and all materials furnished shall be subject to the Director's inspection and approval.

The inspection of the work shall not relieve the Contractor of any of its obligations to fulfill its contract as prescribed, and defective work shall be made good and unsuitable materials may be rejected, notwithstanding that such defective work and materials may have been previously overlooked by the Director and accepted or included in an estimate for payment.

Projects financed in whole or in part with Federal funds shall be subject to inspection at all times by representatives of the Federal agency involved.

5.5 REMOVAL OF DEFECTIVE AND UNAUTHORIZED WORK - All work which has been rejected shall be corrected or removed and replaced by the Contractor in an acceptable manner and no compensation will be allowed the Contractor for such correction or removal and replacement. Upon failure on the part of the Contractor to comply promptly with any order of the Director, the Director may cause any rejected work to be corrected or removed and replaced and to deduct the costs thereof from any monies due or to become due the Contractor.

5.6 CLAIMS AND DISPUTES - The Contractor may give notice in writing to the Director for claims that extra compensation, damages, or an extension of time for completion is due the Contractor for one or more of the following reasons:

- A. Requirements not clearly covered in the contract, or not ordered by the Director as extra work;
- B. Failure between the State and the Contractor to agree to an adjustment in price for a contract change order issued by the State; or
- C. An action or omission on the part of the Director requiring performance changes within the scope of the contract.

The Contractor shall continue with performance of the contract in compliance with the directions or orders of the procurement officer, but by so doing, the Contractor shall not be deemed to have prejudiced any claim for additional compensation, damages, or an extension of time for completion; provided:

- A. The notice in writing be given:
  - 1. Before the commencement of the work involved, if at that time the Contractor knows of such requirements or the occurrence of such actions or omissions; or
  - 2. Within thirty (30) calendar days after the Contractor knows of such requirements or the occurrence of such action or omission if the Contractor did not have such knowledge before the commencement of the work; or
  - 3. Within thirty (30) calendar days after receipt of the written contract change order that was not

agreed upon by both parties; or

4. Within such further time as may be allowed by the Director in writing.

B. The notice shall clearly state the Contractor's intention to make claim and the reasons why the Contractor believes that additional compensation, changes or an extension of time may be remedies to which the Contractor is entitled; and afford the Director every facility for keeping records of the actual cost of work. Failure on the part of the Contractor to give such notification or to afford the procurement officer proper facilities for keeping strict account of actual cost shall constitute waiver of the claim for such extra compensation. The filing of such notice by the Contractor and the keeping of costs by the procurement officer shall not in any way be construed to prove the validity of the claim.

The Director will review the notice and render a decision. The Director's decision shall be final and conclusive unless, within thirty (30) calendar days from the date of the decision, the Contractor mails or otherwise furnishes a written appeal to the Director. The decision of the Director shall be final. Later notification of such claims shall not bar the Contractor's claim unless the State is prejudiced by the delay in notification. No claim by the Contractor for an adjustment hereunder shall be allowed if notice is not given before final payment under this contract. Any adjustment in the contract price made pursuant to this clause shall be determined according to Section 4.5 - Price Adjustment.

The provisions of this Section shall not be construed as establishing any claims contrary to the terms of Section 4.4 - Changes and Claims for Adjustment.

Nothing herein contained, however, shall excuse the Contractor from compliance with any rules of law precluding any state officers and any Contractors from acting in collusion or bad faith in issuing or performing contract change orders which are clearly not within the scope of the contract.

## SECTION 6 - CONTROL OF MATERIAL AND EQUIPMENT

6.1 DEFECTIVE MATERIALS - All materials not conforming to the requirements of these specifications or the special provisions shall be considered defective and all such materials, whether in place or not, shall be rejected. They shall be removed immediately from the site of the work, unless otherwise permitted by the Director. No rejected materials, the defects of which have been subsequently corrected, shall be used until approval in writing has been given by the Director. Upon failure on the part of the Contractor to comply promptly with any order to remove and replace defective materials, the Director may remove and replace defective material and to deduct the cost of removal and replacement from any monies due or to become due the Contractor.

6.2 TRADE NAMES AND ALTERNATES - For convenience in designation on the plans or in the specifications, certain equipment or articles or materials may be designated under a trade name or the name of a manufacturer and its information catalogue. The use of alternate equipment or an article or material which is of equal quality and of the required characteristics for the purposes intended will be permitted, subject to the written approval of the Director, in accordance with the following requirements:

A. QUALIFICATION BEFORE BID OPENING - When the specifications and/or plans specify one or more manufacturer's brand names of materials or equipment to indicate a quality, style, appearance, or performance, the bidder will be assumed to have based its bid on one of the specified named products, except where such proprietary product are specified, alternate brands may be qualified if found equal or better by the Director. Bidders requesting qualification of alternate proprietary products must submit a request to the Director for review and approval at the earliest date possible, but in any event, such request must be received at the Contracts office not later than ten (10) days before the bid opening date, not including the bid opening date.

It shall be the responsibility of the bidder to submit sufficient evidence based upon which a determination can be made by the Director that the alternate brand is qualified. The evidence shall be transmitted with a covering letter which shall list the evidence submitted and the items for which the substitution is requested.

If the evidence accompanying a request for substitution is insufficient to qualify a particular

model, the request shall be denied provided that further evidence may be submitted to qualify the item five (5) days prior to the bid opening date if the initial request was made prior to the deadline set above.

B. SUBSTITUTION AFTER BID OPENING - Substitution of material or equipment will not be allowed after the bid opening date except under the following unforeseen circumstances:

1. If a specified or pre qualified item is delayed by a lengthy strike in the factory or other unforeseeable contingency beyond the control of the Contractor which would cause an abnormal delay in the project completion.
2. If a specified or pre qualified item is found to be unusable due to change or other circumstances.
3. If the Contractor is willing to provide a more recently developed or manufactured item of material or equipment of the same manufacturer which the Director determines to be equal or better than the one specified or pre-qualified.

A substitution request, regardless of reason, shall be fully explained in writing by the Contractor and shall include its justification for said request, the quantities and unit prices involved, quotations and such other documents as are deemed necessary to support the request. Any savings in cost will accrue to the State and any additional cost for the substituted items will be paid by the Contractor.

The burden of proof as to the comparative quality and suitability of alternate equipment, articles, or materials shall be upon the bidder or Contractor and bidder or Contractor shall furnish, at its own expense, all information necessary or related thereto as required by the Director. The Director shall be the sole judge as to the comparative quality and suitability of alternate equipment, articles or materials and the Director's decisions shall be final.

The above shall not be construed to mean that substitution for brand name specified materials and equipment will be allowed; the Director reserves the right to deny any request he deems irregular or not in the best interest of the State.

6.3 ASSIGNMENT OF ANTITRUST CLAIMS FOR OVERCHARGES FOR GOODS AND MATERIALS PURCHASED

A. Vendor and purchaser recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the purchaser. Therefore, vendor hereby assigns to purchaser any and all claims for such overcharges as to goods and materials purchased in connection with this order or contract, except as to overcharges which result from antitrust violations commencing after the price is established under this order or contract and which are not passed on to the purchaser under an escalation clause.

B. Contractor and owner recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the owner. Therefore, contractor hereby assigns to owner any and all claims for such overcharges as to goods and materials purchased in connection with this order or contract, except as to overcharges which result from antitrust violations commencing after the price is established under this order or contract and any change order. In addition, contractor warrants and represents that each of its first tier suppliers and subcontractors shall assign any and all such claims to owner, subject to the aforementioned exception.

SECTION 7 - LEGAL RELATIONS AND RESPONSIBILITY

7.1 LAWS TO BE OBSERVED - The Contractor shall comply with all federal, state, city and county laws, ordinances, rules and regulations which in any manner affect those engaged or employed in the work, the materials used in the work, and the conduct of the work. Any reference to such laws, ordinances, rules and regulations shall include any amendments thereto effective as of the date of the call for sealed proposals.

The Contractor shall hold harmless, indemnify, defend and where appropriate, insure the State, its officers, agents and employees against any claim or liability arising from or based on the violation of any such laws, ordinances, rules or regulations. If any discrepancy or inconsistency is discovered in the contract for the work in relation to any law, ordinance, rule, regulation, order or decree, the Contractor shall forthwith report the same to the Director in writing.

7.2 PERMITS AND LICENSES - The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incident to the due and lawful prosecution of the work.

7.3 PATENTS - The Contractor shall assume all costs arising from the use of patented materials, equipment, devices, or processes used on or incorporated in the work, and shall hold harmless, indemnify, defend and where appropriate, insure the State, its officers, agents and employees from all suits at law or actions of every nature, for or on account of the use of any patented materials, equipment, devices or processes.

7.4 RESPONSIBILITY FOR INJURY AND DAMAGE - The State, its officers, agents and employees shall not be held accountable in any manner for any loss or damage to the work or any part thereof, or for any of the materials and equipment used or employed in performing the work, or for any injury to any person or persons either workers or the public, or for any damage to property caused by the Contractor or its workers or any one employed by the Contractor. The Contractor shall be responsible for any liability imposed by law for any injury to any person or any damage to property resulting from defects or obstructions or from any cause whatsoever during the progress of the work or at any time before its completion and final acceptance. The acceptance of the completed work of the Contractor by the Director shall not relieve the Contractor from any liability which may have accrued or may accrue as a result of the performance of the work by the Contractor. The Contractor shall hold harmless, indemnify, defend and where appropriate, insure the State, its officers, agents and employees, from all suits or actions of every name, kind and description, brought for or on account of

any injuries or damages sustained by any persons or property caused by the Contractor, its servants or agents, or by or on account of any act or omission of the Contractor or its servants or agents, regardless of whether such actions or any claim is brought against them or any one of them before or after the final acceptance of the work. In addition to any remedy authorized by law, the State may withhold payment of any money due to Contractor as shall be reasonable until disposition has been made of any suits or claims for injuries or damages.

It is not the intention of the parties to this contract to make the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party hereto to maintain a suit for personal injuries or property damage based on a contract theory of liability. In any event, the Contractor shall hold harmless, indemnify, defend and where appropriate, insure the State from suits and claims for personal injuries or property damage where such injuries or damage are caused by the negligent acts or omissions of the Contractor, its agents or employees.

7.5 COOPERATION BETWEEN CONTRACTORS - Where two or more Contractors are employed on related or adjacent work, each shall conduct its operations in such a manner as not to cause any unnecessary delay or hindrance to the other.

7.6 CONTRACTOR'S RESPONSIBILITY FOR WORK - Until the acceptance of the contract, the Contractor shall have the charge and care thereof and shall bear the risk of injury or damage to any part thereof by the action of the elements or from any other cause, whether arising from the execution or from the non-execution of the work. The Contractor shall rebuild, repair, restore, and make good all damages to any portion of the work occasioned by any of the above causes before its completion and acceptance and shall bear the expenses thereof.

7.7 NO PERSONAL LIABILITY - Neither the Director nor any other officer or authorized employee of the Department shall be personally responsible for any liability arising under the contract.

7.8 LABOR AND COMPENSATION REQUIREMENTS - Wages paid each laborer employed by the Contractor or any subcontractor shall not be less than the prevailing minimum wage rate prescribed by law.

Every laborer employed by the Contractor or any subcontractor whose rate of compensation is Five Dollars (\$5.00) or less per day shall be paid his wages weekly pursuant to Section 103-54, H.R.S.

The Contractor's attention is directed to Chapter 377, H.R.S., Hawaii Employment Relations Act; Chapter 378, H.R.S., Employment Practices; Chapter 383, H.R.S., Hawaii Employment Security Law; Chapter 386, H.R.S., Workers' Compensation Law; Chapter 387, H.R.S., Wage and Hour Law; Chapter 392, H.R.S., Temporary Disability Insurance; Chapter 393, H.R.S., Prepared Health Care Act; Chapter 396, H.R.S., Occupational Safety and Health; and Section 103-55, H.R.S., Wages, Hours, Working Conditions of Employees of Contractor's Supplying Services.

7.9 INSURANCE - Prior to commencing with the work, the Contractor shall, at its own expense, obtain and submit to the Department, Certificate of Insurance from an insurance company authorized by the laws of the State to issue such insurance in the State of Hawaii showing full policy coverage of the Contractor.

TYPES OF INSURANCE:

A. Workers' Compensation:

The Contractor shall obtain worker's compensation insurance for all persons whom they employ in carrying out the work under this contract. This insurance shall be in strict conformity with the requirements of the most current and applicable State of Hawaii Worker's Compensation Insurance laws in effect on the date of the execution of this contract and as modified during the duration of the contract. The minimum limit of liability for workers compensation is the HRS 386 statutory limit.

B. Comprehensive Automobile Liability:

The Contractor shall obtain Auto Liability Insurance covering all owned, non-owned and hired autos with a combined single Limit of not less than \$1,000,000 per accident for bodily injury and property damage with the State of Hawaii named as additional insured. The required limit of insurance may be provided by a single policy or with a combination of primary and excess

policies.

C. Commercial General Liability:

The Contractor shall obtain General Liability insurance with a limit of not less than \$1,000,000 per occurrence and in the aggregates. The General liability insurance shall include the State of Hawaii as an additional insured. The required limit of insurance may be provided by a single policy or with a combination of primary and excess policies.

All policies must provide that 30 days prior written notice of cancellation or material change in coverage be given to certificate holders stated above.

Such insurance when accepted by the Director in writing shall become applicable and shall remain unmodified throughout the entire term of the contract and in no event shall be terminated or otherwise allowed to lapse prior to written certification of final acceptance of the work by the State. Such insurance aforementioned shall cover the State for all work performed under the contract, all work performed incidental thereto or directly or indirectly connected therewith, including other work performed outside of the work area, and all change orders.

Any delay in the submission and approval of insurance certificates shall not be justification of or grounds for a request by the Contractor postponing the issuance of a notice to proceed notwithstanding the fact that the Contractor shall not be allowed to proceed with the work until said certificates are submitted and approved.

Failure to obtain insurance in accordance with the Section, on the part of the Contractor, shall be considered a major breach of the contract; and should the State be forced to expend funds which would have been covered under the insurance, the Contractor agrees to assume the liability for such funds and to indemnify and hold the State harmless.

## SECTION 8 - PROSECUTION AND PROGRESS

8.1 NOTICE TO PROCEED - A "Notice to Proceed" letter will be written to the Contractor by the Director. Such letter will indicate the date the Contractor is to begin work and from which date the contract time will commence to run.

The Contractor shall diligently perform the required duties during the term of the contract, or if the work is to be completed within a specified time limit, the Contractor shall diligently prosecute the work to completion within the specified time limit.

8.2 SUBCONTRACTING - The Contractor shall give its personal attention to the fulfillment of the contract and shall keep the work under its control.

Subject to Section 103D-302, H.R.S., the Contractor may subcontract a portion of the work pursuant to the provisions of this section, but the Contractor shall be primarily responsible for the work so subcontracted. The Contractor shall not subcontract any work to any subcontractor who has been suspended by the State.

Before any work is started under a subcontract, the Contractor shall have the written approval of the Director on a written statement on forms furnished by the Department, indicating the work to be subcontracted, the names of the subcontractors and the description of each portion of the work to be so subcontracted and showing that the subcontractors are particularly experienced and equipped to do the work subcontracted. The Contractor shall give assurance that the minimum wage rate schedule as stated in the contract shall apply to labor performed on the work so subcontracted. Consent of the Director to the subcontracting of work shall not be construed to relieve the Contractor of any responsibility for the fulfillment of the contract.

When any portion of the work which has been subcontracted by the Contractor is not prosecuted in a manner satisfactory to the Director, the Contractor, upon receipt of a notice thereof in writing from the Director, shall remove the subcontractor immediately from the project and the subcontractor shall not again be employed on the work.

8.3 ASSIGNMENT OF CONTRACT - The performance of the contract may be assigned only with the prior written consent of the Director and when applicable, the Contractor's surety. Consent to any assignment shall not relieve the Contractor or the Contractor's surety of any obligations of the contract.

8.4 INSUBORDINATION - If any subcontractor or person employed by the Contractor shall fail or refuse to carry out the directions of the Director or shall appear to the Director to be incompetent or to act in a disorderly or improper manner, the subcontractor or person shall be removed immediately upon request by the Director and shall not again be employed on the work, nor shall it be employed upon any other Department project currently under contract to the same Contractor or subcontractor.

8.5 TEMPORARY SUSPENSION OF WORK

A. Order to stop work. The Director, may, by written order to the contractor, at any time, and without notice to any surety, require the contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding sixty (60) days after the order is delivered to the contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this section. Upon receipt of such an order, the contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Director shall either:

1. Cancel the stop work order; or
2. Terminate the work covered by such order as provided in the "termination for default clause" or the "termination for convenience clause" of this contract.

B. Cancellation or expiration of the order. If a stop work order issued under this section is canceled or if the period of the order or any extension thereof expires, the contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or contract price, or both, and the contract shall be modified in writing accordingly; if:

1. The stop work order results in an increase in the time required for, or in the contractor's cost properly allocable to, the performance of any part of this contract; and
2. The contractor asserts a claim for such an adjustment within thirty (30) days after the end of the period of work stoppage; provided that, if the Director decides that the facts justify such

action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.

C. Termination of stopped work. If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowable by adjustment or otherwise.

D. Adjustment of price. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the price adjustment clause of this contract.

8.6 LIQUIDATED DAMAGES - It is mutually understood and agreed by and between the parties to the contract that the performance by the Contractor of its duties every calendar/working day is an essential part of the contract and in case of failure on the part of the Contractor to perform its duties for the time specified in the contract, the State will be damaged thereby and the amounts of said damages being difficult, if not impossible of definite ascertainment and proof, shall be estimated, agreed upon and fixed at the sum shown in the proposal for each and every calendar/working day that the Contractor fails to perform its duties during the period the contract is in effect; and the Contractor shall pay the liquidated damages as provided for in the proposal and, in case the same are not paid, the Department may deduct the amount thereof from any monies due or that may become due the Contractor under the contract.

8.7 DEFAULT AND TERMINATION OF CONTRACT

A. Termination by Default. If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Director may notify the contractor in writing of the delay or non-performance and if not cured in ten (10) days or any longer time specified in writing by the Director, such officer may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part the Director may procure similar goods or services in the manner and upon terms deemed appropriate by the Director. The contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring

similar goods or services.

1. Contractor's duties. Notwithstanding termination of the contract and subject to any directions from the Director, the contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of the contractor in which the State or county has an interest.

2. Compensation. Payment for completed goods delivered and accepted by the State shall be at the contract price. Payment for the protection and preservation of property shall be in an amount agreed upon by the contractor and Director; if the parties fail to agree, the Director shall set an amount subject to the contractor's rights under chapter 3-126, HAR. The State may withhold from amounts due the contractor such sums as the Director deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.

3. Excuse for nonperformance or delayed performance. Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms, including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance, if the contractor has notified the Director within fifteen (15) days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental body in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the goods or services to be furnished by the subcontractor were unreasonably obtained from other sources in sufficient time to permit the contractor to meet the contract requirements. Upon request of the contractor, the Director shall ascertain the facts and extent of such failure, and if such officer determines that any failure to perform was

occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled "Termination for Convenience". As used in this paragraph of this clause, the term "subcontractor" means subcontractor at any tier.

4. Erroneous termination for default. If, after notice of termination of the contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contractor was not in default under the provisions of the clause, or that the delay was excusable under the provisions of paragraph 3 above, Excuse for nonperformance or delayed performance of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the notice of termination had been issued pursuant to such clause.

5. Additional rights and remedies. The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

B. Termination for convenience. The Director may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The Director shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.

1. Contractor's obligation. The contractor shall incur no further obligations in connection with the terminated work and on the dates set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Director may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the State. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

2. Right to goods. The Director may require the contractor to transfer title and deliver to the State in the manner and to the extent directed by the Director:

- a. Any completed goods; and
- b. The partially completed goods and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights hereinafter called "manufacturing material," as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract.

The Contractor shall, upon direction of the Director, protect and preserve property in the possession of the contractor in which the State has an interest. If the Director does not exercise this right, the contractor shall use the Contractor's best efforts to sell such goods and manufacturing materials. Use of this section in no way implies that the State has breached the contract by exercise of the termination for convenience clause.

3. Compensation:

- a. The Contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data to the extent required by subchapter 15, chapter 3-122, HAR, bearing on such claim. If the Contractor fails to file a termination claim within one (1) year from the effective date of termination, the Director may pay the Contractor, if at all, an amount set in accordance with subparagraph c. below.
- b. The Director and the Contractor may agree to settlement provided the Contractor has filed a termination claim supported by cost or pricing data to the extent required by subchapter 15, chapter 3-122, HAR, and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the State, the proceeds of any sales of goods and manufacturing materials under paragraph (2) of this clause, and the contract price of the work not terminated.

c. Absent complete agreement under subparagraph b above, the Director shall pay the Contractor the following amounts, provided payments agreed to under subparagraph b shall not duplicate payments under this subparagraph for the following:

(i) Contract prices for goods or services accepted under the contract;

(ii) Costs incurred in preparing to perform and performing the terminated portion of the work plus a fair and reasonable profit on such portion of the work, such profit shall not include anticipatory profit or consequential damages, less amounts paid or to be paid for accepted goods or services; provided that if it appears that the Contractor would have sustained a loss if the entire contract would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss;

(iii) Costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to paragraph 1 of this clause. These costs must not include costs paid in accordance with subparagraph (ii) above.

(iv) The reasonable settlement costs of the Contractor including accounting, legal, clerical, and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated portion of the contract and for the termination of subcontracts thereunder, together with reasonable storage, transportation, and other costs incurred in connection with the protection or disposition of property allocable to the terminated portion of this contract. The total sum to be paid the Contractor under this subparagraph shall not exceed the total contract price plus the reasonable settlement cost of the Contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under subparagraph b of this paragraph, and the contract price of work not terminated.

d. Cost claimed, agreed to, or established under subparagraphs b and c shall be in accordance with chapter 3-123, HAR. bearing on such claim.

8.8 FINAL INSPECTION - Upon notice from the Contractor of the completion of the work or contract, the Director shall make an inspection. If the contract is found completed to the Director's satisfaction, such inspection shall constitute the final inspection and acceptance of the work.

If the work is unsatisfactory in whole or in part, the Director shall notify the Contractor of the work necessary for final completion and acceptance and the Contractor shall forthwith perform the work required by the Director. Upon performance of such required work by the Contractor, another inspection shall be made which shall constitute the final inspection if the work is completed satisfactorily.

Within ten (10) days after final inspection and acceptance of the work, or as soon thereafter as is practicable, the Contractor shall be notified by the Director in writing of such acceptance.

8.9 TERMINATION OF CONTRACTOR'S RESPONSIBILITY - The contract will be considered complete when all work has been completed, the final inspection made, the work accepted by the Director, and the final estimate paid. The Contractor will then be released from further obligation except as set forth in the contract and bond, when applicable.

## SECTION 9 - PAYMENT

9.1 SCOPE OF PAYMENT - The Contractor's bid price shall be inclusive of all costs, direct or indirect, including all taxes, required for the fulfillment of the contract.

Contract payments to the Contractor by the State shall be full payment for the furnishing of all labor, tools, equipment, and other incidentals, including all taxes, necessary for performing all work and services contemplated and embraced under the contract.

9.2 RETAINAGE/DEDUCTION FROM PAYMENT - The Director may at any time retain or deduct out of any sums due the Contractor to cover claims of the State against the Contractor, or such sums sufficient to cover any unpaid claims of others supported by sworn statements filed in the office of the Director, without any liability for damages, interest or otherwise to the Contractor for such retention or deduction.

Provided the work of the Contractor is progressing satisfactorily in the judgment of the Director and in accordance with the provisions of this contract, monthly payments, less five percent (5%), will be made to the Contractor. The amount of such monthly payments shall be determined by the Director based on the Director's estimate of the items of work performed and materials incorporated in the work and the value therefor at the unit prices or lump sum prices set forth in the contract. All monthly payments are shall be subject to correction at any time prior to or in the final payment.

At any time after fifty per cent (50%) of the work has been completed, if the State determines that the work contracted to be performed is progressing satisfactorily, the State may make any of the remaining monthly payments in full.

If the Director finds that unsatisfactory progress is being made, the State may, from the beginning of such unsatisfactory progress, withhold any amount up to five per cent (5%) of any subsequent monthly payment.

9.3 ASSIGNMENT OF PAYMENTS - All monies payable under the contract, or any part thereof, shall be paid to the Contractor in accordance with the provisions of this Section and no assignment or order executed by the Contractor directing payment of any portion or all of such funds to any other person or persons shall be recognized by the State unless such assignment or order specifies the amounts to be so paid and the purposes for which the assignment or order is given. Such assignment or order shall have attached thereto, by endorsement or otherwise, the consent of the surety, when

applicable. No such assignment or order shall be binding on the State.

Any assignment of money shall, however, be subject to all proper set-offs in favor of the State, to all deductions provided for in the contract and to all liens and rights conferred by law on the State. All money withheld, whether assigned or not, shall be subject to being used by the State for the completion of the work in the event of the Contractor's default.

9.4 PROGRESS PAYMENTS - Payments under this contract shall be made only upon submission by the Contractor of an original invoice and 2 copies. The invoice shall specify the amount due less retainage and shall also certify that services requested under the contract have been performed by the Contractor according to the contract.

9.5 FINAL PAYMENT - Final payment will only be made after the Contractor receives final acceptance by the Director as provided in Section 8.8, and until the Contractor has filed with the Department the following:

A. Consent of the surety, when applicable, to payment of the final estimate;

B. Satisfactory evidence by affidavit that all debts resulting from the contract have been fully paid or satisfactorily secured;

C. A current "Certificate of Vendor Compliance" issued by the Hawaii Compliance Express (HCE). The Certificate of Vendor Compliance is used to certify the Contractor's compliance with (a) Section 103D-328, HRS (for all contracts \$25,000 or more) which requires a current tax clearance certificate issued by the Hawaii State Department of Taxation and the Internal Revenue Service; (b) Chapters 383, 386, 392, and 393, HRS; and (c) Subsection 103D-310(c), HRS. The State reserves the right to verify that compliance is current prior to the issuance of final payment. Contractors are advised that non-compliance status will result in final payment being withheld until compliance is attained.

The filing of willfully false affidavits will disqualify the Contractor from bidding on future work of the Department.

## SECTION 10 – MAINTENANCE OF LANDSCAPED AREAS

### 10.1 DESCRIPTION

Area 1	Kamehameha Highway to Pali Highway, Honolulu Bound	The traffic control shall be performed on the additional right-turn lane for Honolulu bound, Kamehameha Highway to Pali Highway in the morning peak period only. <i>Refer to Appendix, Vicinity Map, Location Map, Delineator Layout &amp; Signage Plan for the Appendices.</i>
Area 2	Vineyard Boulevard to Punchbowl Street, Eastbound, Right Turn Lane	The traffic control shall be performed on the right-turn lane, eastbound from Vineyard Boulevard to Punchbowl Street in the morning peak period only. <i>Refer to Appendix D, Delineator &amp; Traffic Cone Layout/Signage Plan of the Appendices.</i>

The Contractor shall ensure that the services are performed in a manner that provides outstanding customer service and presents a comfortable, healthy, and safe environment.

The Contractor is responsible for providing the specified services, 24-hours a day, 7-days a week when and as directed by the respective District Engineer, Maintenance Engineer, Maintenance Superintendent, or their designated representatives.

All traffic control shall be done in conformance with the latest revisions of the following:

- Manual on Uniform Traffic Control Devices (MUTCD) standards;
- Hawaii Standard Specifications for Road and Bridge Construction;
- Standard Plans;
- Hawaii Administrative Rules, Title 19, Subtitle 5, Chapter 128 (HAR §19-128), Design, Placement, and Maintenance of Traffic Control Devices, HAR §19-129, Use of Traffic Control Devices at Work Sites on or Adjacent to Public Streets and Highways; and any other applicable Federal, State and local rules and regulations, as amended, revised or updated.

### 10.2 BIDDER REQUIREMENTS

- (A) If requested by the State the bidder shall submit the following documents as scheduled below:
1. The State may request documentation to show bidder meets the qualifications under Section 10.4 Qualification of Bidders.

2. Copy of the respective certificate of training completion as Flagger, Traffic Control Technician and/or Traffic Control Supervisor, as applicable.
3. Copy of valid State of Hawaii motor vehicle operator's license.

(C) **Failure by the bidder to submit.** The bidder maybe considered non-compliant with the requirements of the Special Provisions and the Specifications if the bidder fails to submit the documents to the Project Manager no later than **seven (7) working days** from the date of request (date of receipt of the written request) from the State. This failure may result in a rejection of bid by the Department of Transportation.

**10.3 COORDINATION OF WORK**

A. All work under this contract shall be coordinated with the State. Contact information is as follows:

<b>Engineer</b>	<b>Point of Contact</b>
Mr. Mike Medeiros District Engineer (DE) – Oahu District	Mr. Ryan Nakata Maintenance Engineer – Oahu District
Phone: 808-831-6700 x128	Phone: 808-831-6700 x134
Fax: 808-831-6725	Fax: 808-831-6725
Email: mike.medeiros@hawaii.gov	Email: ryan.a.nakata@hawaii.gov

B. The Contractor shall furnish the State with a telephone number and email address where the State can call for service every calendar day of the year to perform work under this contract.

1. The Contractor or designated qualified personnel shall return phone calls from the State within one (1) hour of receipt of the phone call. All electronic mails from the State shall be returned within three (3) hours of receipt of the electronic mail.
2. The Contractor is required to provide on-site service within one (1) hour of the verbal request from the State during normal work hours, and one and one-half (1-1/2) hours during other periods.
3. Removal of required signs and traffic control devices and or equipment. The Contractor is required to remove all traffic control signs and devices, including variable message boards, and/ or equipment within two (2) hours of verbal notification by the State.

**10.4 QUALIFICATION OF BIDDERS**

If requested by the State contractors may be asked to provide documentation of licenses, certificates and other requirements listed in the subsections below. Requested qualification documents shall be submitted to the State within seven (7) working days from the date of receipt

of the written request. Failure to submit requested documents may result in bid rejection or termination of contract by the Department of Transportation.

Attention is directed to the provisions of Chapter 444, Contractors, of the Hawaii Revised Statutes, regarding the licensing of contractors in the State.

**(A) Contractor Qualification**

1. **Work Experience.** The Contractor shall have a minimum of two (2) consecutive years of furnishing traffic control experience. The State may require the successful bidder to submit the list of projects for verification prior to the contract award. The list shall contain a minimum of three (3) different projects which includes the name of the company that the project was for previously or currently, the company address, point of contact, phone number and description of work performed. The minimum of three (3) different projects' experience shall be positive on the performance evaluation by the respective agency. The State reserves the right to contact the listed companies to verify the quality of the Contractor's work experience.
2. The Contractor shall have an administrative resource to facilitate monthly estimates and payment request.
3. The Contractor shall possess the required business and tax license to conduct business in the State of Hawaii during any period of the contract.
4. Have all required traffic control signs, devices, and equipment as specified in the Proposal Schedule including supporting vehicles (e.g., coning trucks, etc.) necessary to perform the specified services in this contract and in sufficient quantity to meet the estimated quantities in the Proposal Schedule.
  - a. Required equipment may be owned or leased. To show availability of equipment, the bidder shall provide a list of equipment owned and leased. Lease agreements for each leased equipment shall be submitted to the State no later than seven (7) days from the date of receipt of the written request. This list shall be verified and approved by the Engineer prior to the Notice to Proceed date and throughout the term of the contract. The Contractor shall bear the cost of the lease.
  - b. The following is required on all equipment/vehicle, as applicable:
    - i. Contractor's vehicles shall have the Contractor's company name and/or logo displayed on doors or side panels and shall be in letters large enough to be easily legible from a distance of one hundred (100) feet. Magnetic signs with the Contractor's company name and/or logo are acceptable. Cost of the logo/contractor's company

name shall be considered as incidental cost of traffic control services.

- ii. All vehicles and equipment shall be kept in good condition and appearance.
  - iii. All vehicles shall meet State and County licensing and registration and safety requirements and shall be equipped properly in accordance with City, State, Federal and OSHA requirements.
  - iv. The Contractor shall obtain insurance coverages as specified by Section 7.9 Insurance of this specification.
  - v. Operation of all equipment shall be in accordance with all applicable OSHA, other Federal, State, and local regulations and laws and the equipment operator's manual.
- 5. Be familiar with working on State Highways preferably on the Island of Oahu.
  - 6. The Contractor's office, maintenance crew, and equipment shall be located and available for use on the Island of Oahu.
  - 7. Be experience on establishing required traffic control per the current U.S. Federal Highway Administration's Manual of Uniform Traffic Control Devices (MUTCD).

**(B) Contractor or Contractor's Personnel Qualification.**

The Contractor shall determine the number of trained/certified staff personnel needed to satisfactorily perform all the tasks within this contract and to fulfill all the safety requirements of this contract. The Contractor shall employ the minimum number of personnel as specified below who is trained/certified/licensed/experienced on the following:

**1. Traffic Control Personnel:**

- a. Certification – At the time of bidding, the Contractor or personnel shall possess a valid certificate of training completion respectively. As a minimum, the Contractor or personnel shall be trained and certified on the following American Traffic Safety Service Association (ATSSA) courses or approved equivalent train course. For more information on the above courses, log on to: <http://www.atssa.com/Training>
  - i. Flagger
  - ii. Traffic Control Technician (TCT)
  - iii. Traffic Control Supervisor (TCS)

- b. The Traffic Control Staff who will be furnishing the traffic control services, including preparation of the Traffic Control Plans, shall have a minimum of one (1) year of furnishing traffic control services experience. The State may require the successful bidder to submit a list of traffic control personnel, certifications, and experience for verification prior to the contract award or at any time during the contract.
2. **Equipment Operator Requirements.** Contractor's personnel who operate motorized equipment (trucks, etc.) shall have required experience, training, valid State of Hawaii motor vehicle operator's license. The personnel shall meet all physical and medical requirements and be able to operate the motorized equipment that is representative of the class.
3. **Supplementary Contractor Personnel Requirement.**
  - a. Uniforms. Contractor employees on the job site shall be easily identified as Contractor's employees by wearing a shirt, T-shirt or coverall with the company name or logo.
  - b. For security and safety reasons, the Contractor shall prohibit personal vehicles from parking within the State highway right-of-way area.
  - c. The State reserves the right to disqualify the Contractors personnel from this contract and the Contractor shall replace the disqualified personnel within (10) working days. Qualifications of the replacement shall be reviewed and approved by the Engineer.

**(C) Availability**

The Contractor shall provide the local location and address of business on the island of Oahu and personnel contact information to respond to all service calls in accordance with this specification.

**(D) Falsification of personnel qualifications,** inability to successfully perform the work, or excessively high turnover of personnel assigned to this work, shall constitute a major breach of this contract and the contract shall be subject to termination.

**(E) Submitting Required and Requested Documentations.**

1. All requested documents as applicable shall be received by the project manager or engineer no later than seven (7) days from the date of receipt of the written request from the State.

2. Failure to submit required or requested documentation may result in rejection of bid or termination of contract by the State.

## **10.5 SCOPE OF WORK**

(A) **Furnishing and Maintaining Traffic Control.** The Contractor shall place, and remove traffic cones, delineators, etc. for the morning peak traffic period, maintain the traffic control devices during hours of the lane closure operation, replace any traffic control devices dislodged from their proper positions and remove any debris and/or hazardous materials that might hinder safe operation of the lane. *Refer to Section 10.10.B, Hazardous Materials/Environmental Protection, of the Specifications and Appendix B, paragraph 3, Debris on Highway, Incident Management, of the Appendices for more information on debris and hazardous materials in the project area. The Engineer reserves the right to change the guidelines.*

1. The traffic control devices will be in place and removed promptly as indicated in Section 10.9 Hours of Operation, of the Specifications.
2. All closing of lanes and traffic control and safety measures shall be performed in conformance with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD). *Refer to Section 1.42 of the Special Provisions for the definition of the MUTCD.*

(B) **Develop an operations plan/procedure for the traffic-controlled lane.** The Contractor shall develop an operations plan/procedure for the traffic-controlled lane utilizing the information in the contract documents and submit to the State, prior to commencing with work as indicated in the Notice to Proceed from the Department. Include sequence of actions with timeline for deploying and removing the traffic control devices.

1. All work by the Contractor shall be subject to inspection by the State.

(C) **Submit Daily Traffic Control Log and Monthly Report.**

1. The Contractor shall submit a monthly report with the monthly invoice to the Engineer- Oahu District's representative (Point of Contact) as specified in Item No.5, Section 10.11 Submittal /Report Summary, of the Specifications, along with the monthly invoice.
2. The report will consist of a daily log which includes, but not limited to the following information:
  - a. Equipment Damage Report.
  - b. Motor vehicle incidents in the traffic-controlled lane.
  - c. Motor vehicles which needed to be towed.
  - d. Debris or foreign objects in traffic-controlled lane.
  - e. Other observations and remarks.

3. *Refer to Appendix H Sample- Daily Traffic Control Log and Monthly Report, of the Appendices.*

**(D) Extra Work or Miscellaneous Work.**

1. Extra Work or Miscellaneous Work is defined in Section 4.3 of the Specification and will be used only at the discretion of the Engineer. The amount shall be negotiated in a manner similar to Section 4.5, Price Adjustment, of the Specifications.
2. Extra Work or Miscellaneous Work may include the following:
  - a. If the contractor is required by the Engineer to work additional hours within the project limits, hourly payments will be computed as established by the following formula;

Area 1	Hourly rate = Unit bid amount in Bid Item No. 1 of the Proposal Schedule ÷ 30 days ÷ 2.40 hours.
Area 2	Hourly rate = Unit bid amount in Bid Item No. 2 of the Proposal Schedule ÷ 30 days ÷ 3.00 hours.

- b. If the Contractor is required by the Honolulu Police Department, Emergency Response Personnel, or the Engineer to provide services beyond the project limits due to emergencies as specified in the Appendix B Incident Management, of the Appendices, payments shall be negotiated as prescribed by Section 10.15(A)2 of the Specifications.
- c. The Engineer may request the Contractor to furnish and/or install additional traffic control devices that are necessary on this project as specified in Section 10.6 Materials, Supplies and Facilities, of the Specifications.
- d. *Miscellaneous Work will be paid by Bid Item No. 3 Miscellaneous Work, of the Proposal Schedule.*
- e. For the Contractor to commence performance of all miscellaneous work, a Notice to Proceed letter for Miscellaneous Work shall be issues by the Engineer. *Refer to Appendix F Sample – Notice to Proceed Letter for Miscellaneous Work, of the Appendices.*

**10.6 MATERIALS, SUPPLIES AND FACILITIES**

- (A) Contractor-Furnished Supplies and Facilities.

Area 1	The Contractor shall furnish and maintain its own <b>removable delineators</b> (orange, 42 inches high with 3"x12" white reflective sheeting on top) <b>with base</b> and other traffic control devices necessary. The Contractor shall maintain its own storage facilities between the hours of operation and all necessary equipment and labor to perform the work.
Area 2	The Contractor shall furnish and maintain its own 28-inch-high orange <b>traffic cones</b> , (reflectorized with 6-inch-wide white band placed 3-inches, from the top supplemented with an additional 4-inch band spaced a minimum of 2-inches below the 6-inch band), <b>removable delineators</b> (orange, 42 inches high with 3"x12" white reflective sheeting on top) <b>with base</b> and other traffic control devices necessary.

*Cost for the Contractor-furnished supplies, material, and maintenance of facilities as mentioned above shall be considered as incidental cost for furnishing and maintaining traffic control services, Bid Item Nos. 1 or 2, as applicable, of the Proposal Schedule.*

(B) State-Furnished Supplies and Materials

Area 1/Area 2	The State will furnish the Contractor, at no cost to the Contractor, all traffic signs currently in place and being used. These will be always maintained in good condition, or replace, if necessary, at the Contractor's expense. They will be made available for future contracts.
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**The Engineer may request the Contractor to furnish and/or install additional traffic control devices that are necessary on this project.** Payments shall be negotiated as prescribed in Section 4.5 Price Adjustment, of the Specifications and be paid in accordance with Section 10.5(D)2 of the Specifications.

- (C) **All materials** shall meet the requirements of the MUTCD; Hawaii Standard Specifications for Road, Bridge and Public Works Construction, 2005, Highways, Department of Transportation. Refer to Sections 1.42 and 1.41 of the Special Provisions for the definition of MUTCD and Standard Specifications.

**10.7 ORDER TO STOP WORK**

- (A) Order to stop work shall be in accordance with Section 8.5.A Order to Stop Work, of the Specifications.
- (B) The Engineer or his authorized representative reserves the right to stop work at any time, to include but not limited to hazardous condition or unsafe acts as a result of the Contractor's palm pruning/removal operation or failure to follow a contractual requirement e.g., failure to have an Arborist on site during pruning/removal operations.
- (C) Upon receipt of either a written or verbal notification from the Engineer or his authorized representative, the Contractor shall immediately stop any practice or work as determined

by the Engineer or his authorized representative as an obvious hazard or for failing to follow a contractual requirement. The Engineer shall document the safety or hazardous incidents and/or contractual violation.

- (D) Work may continue when the hazard has been rectified, removed and/or the contractual deficiency have been resolved. And the Contractor must obtain the approval from the Engineer prior to resuming work.
- (E) The Contractor may not be given additional time past the completion date of the Work Order for time that is lost during the “stop work.”
- (F) Refer to Section 8.6 Liquidated Damages, of the Special Provisions, for liquidated damages that are charged against the Contractor for failure to comply with contractual requirements.

**10.8 SAFETY AND ACCIDENT PREVENTION**

The Contractor shall conduct his maintenance operations with due regard to the convenience and safety of the public. The protection of persons and property shall be provided by the Contractor.

- (A) All Work under this contract shall be coordinated with the Engineer or a duly authorized representative. Refer to Section 1.40 Engineer, of the Special Provisions for the definition of Engineer. Contact information is as follows:

<p><b>Engineer</b>          Mr. Mike Medeiros          District Engineer (DE) - Oahu District          Phone: 808-831-6700 x128          Fax: 808-831-6725          Email: mike.medeiros@hawaii.gov</p>	<p><b>Point of Contact</b>          Mr. Ryan Nakata          Maintenance Engineer - Oahu District          Phone: 808-831-6700 x 134          Email: Lloyd.Hiu@hawaii.gov</p>
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- (B) The Contractor shall coordinate with the Point of Contact to ensure the latest direction for operational control of the traffic-controlled lane has been obtained before scheduling equipment and labor to perform the work

**10.9 HOURS OF OPERATION**

- (A) The service shall be provided during the day as specified in Section 1.38 Working Day, of the special Provisions.
- (B) The hours of operation may be changed by the State.
- (C) The device will be installed, and remain in place for the peak traffic period during the following hours of operation and removed promptly as indicated below:

Area	Installation will start at:	*Installed by:	**Removal will start at:	*Removed by:
Area 1	4:45 A.M.	5:30 A.M.	7:00 A.M.	7:10 A.M.
Area 2	6:00 A.M.	6:05 A.M.	8:55 A.M.	9:00 A.M.
<p>*Liquidated damages will commence at this time.  ** Removal will begin as close to this time as possible.</p>				

- (D) Refer to Section 8. 6 Liquidated Damages, of the Special Provisions, for the penalties that the State will assess against the Contractor for failing to install or remove the devices on time. If the hours of operation are changed, an hourly rate shall be established as specified in Section 10.5(D)2. of the Specifications.
- (E) INCLEMENT WEATHER. When requested by the Engineer, the Contractor shall provide services in all weather conditions unless there is a warning during hurricane, tsunami, or flash flood condition. Maintenance operations shall resume to normal within twenty-four (24) hours after the threat has terminated and roads have been cleared.
- (F) HURRICANE CONDITION/TSUNAMI/FLASH FLOOD WARNING. Hurricane season occurs during the period of June 1st through November 30th of each year. Should the State Civil Defense issues Hurricane, Tsunami or Flash Flood Warning, the Engineer shall immediately notify the Contractor.

### **10.10 SAFETY**

The Contractor shall conduct operations with due regard to the convenience and safety of the public. The protection of persons and property shall be provided by the Contractor.

(A) SAFETY CONCERNS.

1. The Contractor shall observe safety concerns that are mentioned in Section 7.10 Public Convenience and Safety, or the Special Provisions, to the fullest during the performance of the work.
2. The Contractor and his/her employees shall exercise due care in performing any work. The Contractor and his/her employees may be subject to slip, trip, fall, vehicular hazards, noise hazards and other workplace hazards. The Contractor shall maintain an aggressive safety program.
3. All Contractor's methods and practices shall be in accordance with the manufacturer's Operations and Maintenance Manual, the U.S. Department of Labor (DOL) Occupational Safety and Health Acts (OSHA), air and storm water regulations from the Environmental Protection Agency (EPA), health standards

and health programs required by the Hawaii Administrative Rules §12-110 and Hawaii Revised Statutes §396, and any other applicable federal, state, and local rules and regulations specified in Section 7.10 Public Convenience and Safety.

4. All closing of lanes and traffic control and safety measures shall be performed in conformance with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways.
5. The Contractor is responsible for the work site and the work practices of all employees on the project site and is the controlling, exposing, correcting as well as the creating employer for purposes of this scope of work. The State of Hawaii, Department of Transportation, monitoring the work in progress is not a representative or responsible to control the employer workplace and work practice and health compliance.
6. Contractor shall at all times conduct work to assure the least possible obstruction to public traffic. The Safety and convenience of the general public and the protection of persons and property is of utmost importance, and the Contractor shall provide appropriate traffic control and safety measures. The Contractor and its employees shall treat members of the public in a fair and polite manner. All Contractor's personnel shall present a professional appearance and always conduct themselves in a professional manner.
7. While working in the right-of-way areas, all employees under control of the Contractor shall wear OSHA-compliant personal protective equipment (PPE) appropriate to the hazards, including, but not limited to head protection, safety hard hats, hearing protection, safety vest, safety belts, goggles, gloves, safety shoes, clothing and footwear appropriate to the known hazard and other equipment as required. As a minimum, vest shall be the appropriate safety apparel that meets the current ANSI/ISEA 107 Standard Performance for Class 2 r 3 risk exposure and the U.S. Department of Transportation's MUTCD High-visibility Safety Apparel Standards. The cost of employee's PPE shall be incidental to the cost of furnishing traffic control and safety measures.

**(B) HAZARDOUS MATERIALS / ENVIRONMENTAL PROTECTION.**

1. The Contractor shall comply with all Federal, State, and local environmental laws and regulations when handling hazardous materials.
2. All work shall be performed in strict compliance with the manufacturer's label and or Safety Data Sheet (SDS) as applicable and in accordance with State, Federal and local regulations, and laws. At the jobsite, the Contractor shall maintain a copy of the SDS. The Contractor is responsible for notifying everyone the existence of hazardous chemicals within the project area.

3. The Contractor shall immediately contain and clean up the release or spill of hazardous material and shall report the incident to the State.
4. The Contractor shall not allow debris from the traffic control operation to get into irrigation canals, rivers, or any stream.
5. Work shall not cause air or storm water pollution. The Contractor shall be responsible for all hauling and lawful disposal of debris. Any unauthorized or illegal disposal is grounds for termination of the contract.

**(C) SAFETY PLAN.**

1. As a minimum and as applicable, the Safety Plan shall contain the following information: Project Number, Project Title, Contract Number, Activity description, hazard, action required to mitigate the hazard, special training requirements, engineering controls (i.e., guardrails, barricades, etc.), administrative controls (Standard Operating Procedures, signs, etc.), emergency information, safety equipment checklist, and required PPE.
2. The safety plan shall be prepared/developed by a qualified individual who is trained and knowledgeable on the fundamental principles of occupational safety and health and work activities to be performed.

During the Pre-start Meeting, the Contractor shall submit a copy of the certificate of training of the person who prepared the Safety Plan.

The following certificates from the following training sources are acceptable:

- a. Construction Health and Safety Technician from the Board of Safety Professionals.
- b. Specialist in Safety and Health from the OSHA Training Institute.
- c. Equivalent certificates.

Lawson and Associates, Inc., RTS Consulting, Inc. and other safety consultants can provide services in the preparation, development and certification of a Safety Plan.

3. Cost involved in the development of the Safety Plan shall be incidental to the cost of Furnishing and Maintaining Traffic Control services.

**10.11 SUBMITTALS/REPORT SUMMARY**

The Contractor shall submit the following reports within seven (7) days after the date of receipt of the written request from the State and before the award of the contract and/or notice proceed date to the State. The State shall verify and approval of all submittals.

- Equipment List including lease agreement and equipment availability.

- Contractor’s qualification questionnaire as applicable
- Contractor’s list of personnel working on this contract including names, telephone numbers, and applicable licenses and certification.
- Safety Plan
- Traffic Control Plan
- Safety Data Sheets
- Certified Payroll Affidavit (submitted monthly when service is performed)

Item	Submittal/Reports	Reference	Required	Frequency	Submit to
1	Equipment List/Lease Agreement, as applicable	Section 10.4 of the Specifications and Section 10.3 Coordination of Work of the Specifications	Three (3) working days prior to the Notice to Proceed	As revised	The Engineer – Oahu District’s representative (Point of Contact)
1a	Qualification of Bidders	Section 10.4(A) & 10.4(B) of the Specifications	Upon request and prior to award	As revised	Project Manager, Construction and Maintenance Branch, Highways
2	Names, Telephone Number(s) and Addressee(s) of Contact for Contractual issues	Section 10.2 Bidder Requirements, Section 10.3 Coordination of Work and Section 10.12 Pre-start Meeting, of the Specifications	Prior to award. and three (3) working days prior to the Notice to Proceed	As revised	Project Manager, Construction and Maintenance Branch, Highways and the Engineer – Oahu District’s representative (Point of Contact)
3	List of personnel employed under the contract along with individual qualifications	Section 10.2 Bidder Requirements, Section 10.3 Coordination of Work and Section 10.12 Pre-start Meeting, of the Specifications	Prior to award and three (3) working days prior to Notice to Proceed date	As revised	Project Manager, Construction and Maintenance Branch, and the Engineer – Oahu District’s representative (Point of Contact)
3a	Operations plan/procedure for the traffic-controlled lane	Section 10.5(B) of the Specifications	Prior to commencing with work	As revised	The Engineer – Oahu District’s representative (Point of Contact)
4	Safety Plan	Section 10.10(C) Safety Plan, of the Specifications and discuss in accordance Section 10.12 Pre-start meeting, of the Specifications	During the pre-start meeting	As needed/as revised	Project Manager, Construction & Maintenance Branch, and the Engineer – Oahu District’s (Point of Contact)

SUBMITTALS/REPORTS SUMMARY (continuation)

Item	Submittal/Reports	Reference	Required	Frequency	Submit to
5	Daily Traffic Control Log and Monthly Report	Section 10.5(C) of the Specifications and Appendix H Daily Traffic Control Log and Monthly Report, of the Appendices	Submitted with the monthly invoice	Monthly	The Engineer – Oahu District’s representative (Point of Contact)
6	Safety Data Sheet	Section 10.10(B)2 of the Specifications	As Required	As Needed	The Engineer – Oahu District’s representative (Point of Contact)
7	Certified Payroll Affidavit	Section 7.8 Labor and Compensation Requirements, of the Special Provisions	Within seven (7) days after the end of each month. Submitted with the monthly invoice	Monthly	The Engineer – Oahu District’s representative (Point of Contact)

**10.12 PRE-START MEETING**

Three (3) working days prior to the Notice to Proceed date, or earlier, the Contractor shall schedule a pre-start meeting by contacting the State. The Contractor shall include and introduce the main contact person or Crew Supervisor for this project. The Contractor shall be prepared to discuss/submit, as a minimum, the following:

- (A) List of personnel employed under the contract and points of contact (phone numbers/email address).
- (B) Proof or copy of all applicable licenses required by the local, state government including all applicable certificate of training or training completion to all personnel employed under the contract, including certification of Traffic Control Plan and Safety Plan preparers.
- (C) Contractor’s Oahu Office Working Crew Location information including phone number and email.
- (D) List for all traffic control signs, devices and equipment/vehicles that are available for use on this project including lease agreement for leased equipment, as applicable.
- (E) Copy of certified Safety Plan.

- (F) Verification of quantities in the Proposal Schedule and boundaries of right of way areas as applicable.

### **10.13 TERM OF CONTRACT**

The term of this contract shall be for twelve (12) months from the date indicated in the Notice to Proceed from the Department than succeeding contract extension amendments.

### **10.14 OPTION TO EXTEND TERM**

This contract may be extended to four (4) additional twelve (12) month periods or parts thereof without the necessity for re-bidding upon mutual agreement between the State and the Contractor in writing provided the contract price for the extended period shall remain equal to the initial bid price or as increased as specified in the Escalation Clause section. The entire term of contract, including extensions, shall not exceed sixty (60) months.

### **10.15 ESCALATION CLAUSE**

If, during the life of the contract, the prevailing wage rates for State civil service workers performing similar work are increased or decreased, the State shall automatically adjust the unit price, Bid Item Nos. 1 and 2, of the Proposal Schedule to match the percentage increase(s) granted to State civil service workers performing similar work. There will be no prorated adjustments to the actual date of the increase. Price adjustments shall be made only at the time of extension of the contract. However, in the event Section 103.55, Hawaii Revised Statutes, as amended, is repealed, or modified so that this section of the statute is no longer applicable to this contract, this paragraph will be voided. Increases will be capped at 5% per twelve (12) month period. Price adjustments shall be made only at the time of extension of the contract.

### **10.16 BASIS FOR PAYMENT**

The Contractor's bid price shall be full compensation for furnishing all labor, materials, tools, equipment, vehicles, communication cost, taxes, insurance, overhead, travel, and incidental costs necessary for this project.

Incidental cost includes, but not limited to vehicle logos, employee uniforms, disposal of rubbish and litter, closing of lane/traffic control, traffic control plan, personnel protective equipment, mandatory training, certification of safety plan, and notifications to property owners or utility companies.

Item	Reference	Item	Reference
Vehicle logo	Section 10.4(A) of the Specifications	Personal Protective Equipment (PPE)	Section 10.10(A)7 of the Specifications
Employee uniform or T-shirt	Section 10.4(B) of the Specifications	Development and certification of safety plan	Section 10.10(C) of the Specifications
Development of traffic control plans	Section 10.5(B) Traffic Control Plan of the Specifications		

**(A) Monthly Earnings are computed as follows:**

1. Furnishing and Maintaining Traffic Control (Bid Item Number 1 or 2) *Monthly earnings shall be the applicable unit bid price in the Proposal Schedule to include applicable unit price increases in accordance with Section 10.15 Escalation Clause, of the Specifications.*
2. Miscellaneous Work – Miscellaneous Work (Bid Item No. 3) The amount shall be negotiated in a matter similar to Section 4.5 – Price Adjustment, of the Specification. Refer to Section 10.5(D) Extra Work or Miscellaneous Work, of the Specification for additional miscellaneous work that the Engineer may task the Contractor.

**(B) Call-Off Charges.** “Call-off” shall mean cancellation by the State to a request for services. The State will provide the Contractor the notification as early as possible as time and State resources permit. When the State cancels the request, the Contractor will be compensated as follows:

1. Charges when the cancellation notice (verbal or written) was received by the Contractor prior to the grouping of applicable traffic control signs, devices, equipment, and traffic control personnel including truck driver leaving the Contractor’s baseyard - the State shall not be charged the daily rate of the applicable traffic control signs, devices and equipment and labor for traffic control personnel.
2. Charges when cancellation notice (verbal or written) was received by the Contractor after the grouping of applicable traffic control signs, devices, equipment, traffic control personnel including truck driver have left the Contractor’s baseyard or have arrived at the jobsite – the Contractor may charge the State the man-hours expended for the mobilization/load up of specified traffic control signs, devices, equipment including travel time to the jobsite, as applicable.

3. Charges when cancellation notice (verbal or written) was received by the Contractor when the applicable traffic control signs, devices, equipment and traffic control personnel including truck driver have left the Contractor's baseyard, have arrived at the jobsite, and have already installed the applicable traffic control signs, devices and equipment - the Contractor may additionally charge the State the man-hours expended for installing, programming and or removing the traffic control signs, devices, equipment as applicable plus the daily rate of the traffic control signs, devices and equipment.

However, this amount shall not be paid to the Contractor if cancellation is due to the fault of the Contractor.

4. Charges for Special duty Police Officers - the minimum charges for Special Duty Police Officers will be based on HPD's current job cancellation policy.

**(C) Deductions (as applicable).**

1. Liquidated Damages – Computed as specified in Section 8.6 of the Special Provisions. This amount if any, shall be retained by the State and shall not be paid to the Contractor.
2. Retainage – computed as specified in Section 9.2 Retainage of the Specifications. Refer to Section 9.2 Retainage /Deduction from Payment, of the Special Provisions for retainage invoicing procedures.

**(D) Monthly Payments.** The total monthly payments payable to the Contractor shall be the applicable Monthly Earnings in Section 10.16(A) and 10.16(B) above minus applicable Deductions in Section 10.16(C) above.

**(E)** Monthly payments will be made by Purchase Order as specified in Section 4.7 Contract to be "As-needed" Contract, of the Special Provisions. Refer to Section 9.4 Progress Payments, of the Special Provisions for the required information on monthly invoices.

### **10.17 LOCATION PLANS AND DETAILS**

The detailed plans are available for inspection from the first day of advertising for bids up to and including the day of bid opening at the Waimalu Field Office, Oahu District, Highways, Department of Transportation. Bidders are advised to make an appointment by calling the Point of Contact as listed in Section 10.3(A) Coordination of Work, of the Specifications. The plans will be furnished to the successful bidder. *Refer to Appendix C Vicinity Map, Location Map, Delineator Layout & Signage Plan, Area 1 and Appendix D Delineator & Traffic Cone Layout/Signage Plan, Area 2, of the Appendices*

STATE OF HAWAII  
DEPARTEMENT OF TRANSPORTATION  
**HIGHWAYS**  
HONOLULU, HAWAII

APPENDICES

Contents:

Appendix A – Operation Personnel Titles, Duties and Responsibilities

Appendix B – Incident Management

Appendix C – Vicinity Map, Location Map, Delineator Layout & Signage Plan, **Area 1**

Appendix D – Delineator & Traffic Cone Layout/Signage Plan, **Area 2**

Appendix E – Application & Permit for the Occupancy & Use of State Highway Right-Of Way

Appendix F – Notice to Proceed Letter for Miscellaneous Work (Sample)

Appendix G – Monthly Invoice (Sample)

Appendix H – Daily Traffic Control Log and Monthly Report (Sample)

Appendix I – Certified Payroll Report (Sample)

Appendix J – Satisfactory Evidence by Affidavit for Final Payment (Sample)

## **Appendix A**

### **OPERATION PERSONNEL TITLES, DUTIES, AND RESPONSIBILITIES**

The implementation and removal of the contraflow lane shall be done utilizing a three-man work crew. The titles, duties, and responsibilities of these personnel include:

- a) **CONTRAFLOW LANE SUPERVISOR**
  - 1. Keeps the installation and removal of the contraflow lane on schedule
  - 2. Gives direction to the contraflow support personnel
  - 3. Maintains proper placement of traffic control devices during hours of operation. Relocate any dislodged devices.
  - 4. Maintain all traffic control devices including signs, cones, Windmaster sign stands and 2” yellow rounded drop-in delineator posts, etc., as applicable, in proper working order. Replaces any damaged or otherwise unusable devices.
  - 5. Reports to immediate supervisor any unsafe or unusual condition that may compromise the safety and welfare of the work crew, motorist, or the public at large.
  - 6. Maintains a daily log which shall be submitted to the Engineer on a monthly basis.
  
- b) **CONTRAFLOW LANE SUPPORT CREW (2 personnel)**
  - 1. Drives the coning/signing truck
  - 2. Performs daily pre-trip inspections to ensure proper safe operation of the coning/signing truck. Special emphasis to be placed on all Safety warning devices.
  - 3. Places, from the back of the coning/signing truck, traffic control cones and signs to create the contraflow lane as per the designed traffic control plan.
  - 4. Removes, from the back of the coning/signing truck, traffic control cones and signs used to create the contraflow lane.
  - 5. Cleans and/or repairs dirty/damaged traffic control devices during non-operation hours.
  - 6. Reports to the Contraflow Lane Supervisor any problems or concerns regarding the installation, maintenance, or removal of the contraflow lane that may hinder the ability of the entire crew to perform its work safely and efficiently and /or that may be an unsafe condition for the contraflow lane users or the public at large.
  - 7. Keeps the drop-in sign post sleeves (embedded in the ground) free and clear of dirt and debris that may restrict the drop-in sign break away anchor from being fully inserted into the post sleeve.
  
- c) **STAND BY OPERATOR** shall be available and qualified in the safe and proper operation of the secondary truck that can immediately bring the stand-by truck to the breakdown location. Refer to Appendix B Installation and Removal Schedule and Timetable, of the Appendices for more information

## **Appendix B INCIDENT MANAGEMENT**

The primary responsibility of the coning/signing crew during the contraflow lane hours of operation is the maintenance of the traffic control devices. The provisions to follow are to act as a guide for the coning/signing crew to distinguish the degree of involvement they are responsible for.

Although limited in active capacity, it must be understood by all coning/signing personnel that their ultimate objective is to ensure safe and smooth operation of the contraflow lane. At times, to achieve this objective, help clear the way of any incident that may compromise the flow of traffic in the contraflow or adjacent lanes.

The coning/signing crew does not have the authority to decide to cone off additional lanes or direct traffic. These types of decisions, or actions, would have to be made with the approval of the Engineer or emergency response personnel (H.P.D, H.F.D, E.MS.).

Any incident that effects the flow of traffic in the contraflow lane shall be reported immediately to the Engineer by contacting the H-3 Tunnel Operations Center (TOC) at 808-485-6200 and the Engineer – Oahu District (Point of Contact). Refer to Section 10.3 Coordination of Work, of the Specifications for contact information. Only the Engineer or his duly appointed representatives are authorized to closed the operation of the contraflow lane. The coning/signing crew, if requested by emergency response personnel (H.P.D, H.F.D, E.MS.) may assist in traffic control.

A secondary consideration in dealing with emergencies it the contraflow lane is to allow immediate access to the emergency scene by emergency response vehicles. This requirement is two-fold:

- To insure timely response to any injured persons,
- To insure quickest possible response time in hopes of getting the contraflow back in operation as quickly and efficiently as possible.

### **1. MOTOR VEHICLE ACCIDENT**

- The contraflow crew – approach the scene, when safe to do so, making sure to park coning/signing truck such that it will not impede traffic or emergency vehicles.
- Approach involved parties and identify themselves. Inquire if emergency services have been called.
- If emergency services have not been called, call 911 to report the incident and notify the Engineer through the TOC, at 808-485-6200 and the Engineer – Oahu District (Point of Contact) immediately. Refer to Section 10.7 Coordination of Work, of the Specifications for contact information.

**Appendix B**  
**INCIDENT MANAGEMENT**  
**(continuation)**

- If emergency services have been called and the damage to the vehicles prohibits their movement, notify the Engineer through the TOC, at 808-485-6200 and the Engineer – Oahu District (Point of Contact) immediately and wait for emergency services arrival. Refer to Section 10.3 Coordination of Work, of the Specifications for contact information. Coning/signing crew may, at the direction of the emergency response personnel, be needed to set up additional coning to help facilitate the movement of traffic around the accident scene.
- If emergency services are already at the scene the coning/signing crew should notify the TOC, at 808-485-6200 and the Engineer – Oahu District (Point of Contact) immediately and contact the Engineer to find out if there are some way emergency service personnel would like to the coning/signing crew to assist. Refer to Section 10.3 Coordination of Work, of the Specifications for contact information.
- Once the accident has been cleared, remove any additional coning that may have been placed at the direction of the emergency response personnel. Notify the Engineer who shall determine if the contraflow lane shall be reopened.

**2. STALLED VEHICLE – single vehicle**

- The coning/sign crew will approach vehicle operator and identify themselves. Inquire if emergency, repair or towing services have been notified.
- If stalled vehicle is of the type or is positioned in such a manner that would allow coning/signing crew to do so, push the stalled vehicle by hand to a safe location out of the flow of traffic. This activity should only be undertaken if it is deemed by the contraflow lane supervisor as a safe alternative

**3. DEBRIS ON HIGHWAY**

- The travel way of the highway should remain free and clear of debris and/or foreign objects always. Any type of debris or spillage (solid or liquid) that would cause an unpredictable action, or otherwise unexpected reaction, by the roadway users should be removed as it could pose a safety hazard for motorist and pedestrians alike. Also, any type of debris or spillage outside of the travel way that may cause a slowdown in the flow of traffic because of “rubber necking” should be remove.

**Appendix B**  
**INCIDENT MANAGEMENT**  
**(continuation)**

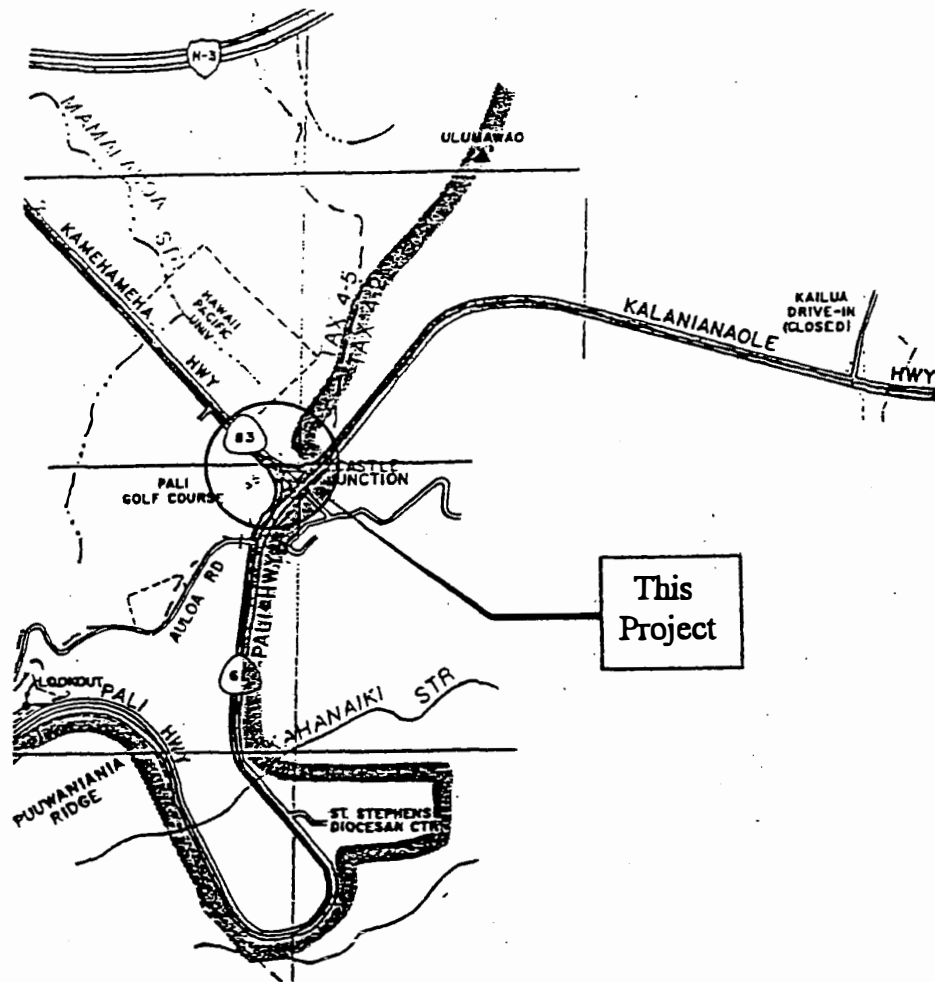
- The coning/signing crew will remove from the travel way and dispose of any debris or foreign objects prior to the opening of the contraflow lane. If there are any debris, foreign objects, spills or any other such condition that may present itself as an unsafe or hazardous condition for the safe operation of the contraflow lane, the contraflow lane supervisor shall notify the Engineer immediately. It will be the sole discretion of the Engineer whether the contraflow lane shall be closed or opened in the event of debris or foreign objects being present in the contraflow lane.

**4. TRAFFIC SIGNAL FAILURE – one or more traffic signals are out**

- If requested by the Honolulu Police Department (H.P.D.) personnel, the coning/signing crew shall assist in directing traffic.
- In the event of a single or multiple traffic signal failure the coning/signing crew shall assist in directing traffic.
  - a. Honolulu Police Department – 911
  - b. Traffic Signal Section, Department of Transportation Services, City and County of Honolulu – 808-768-8387



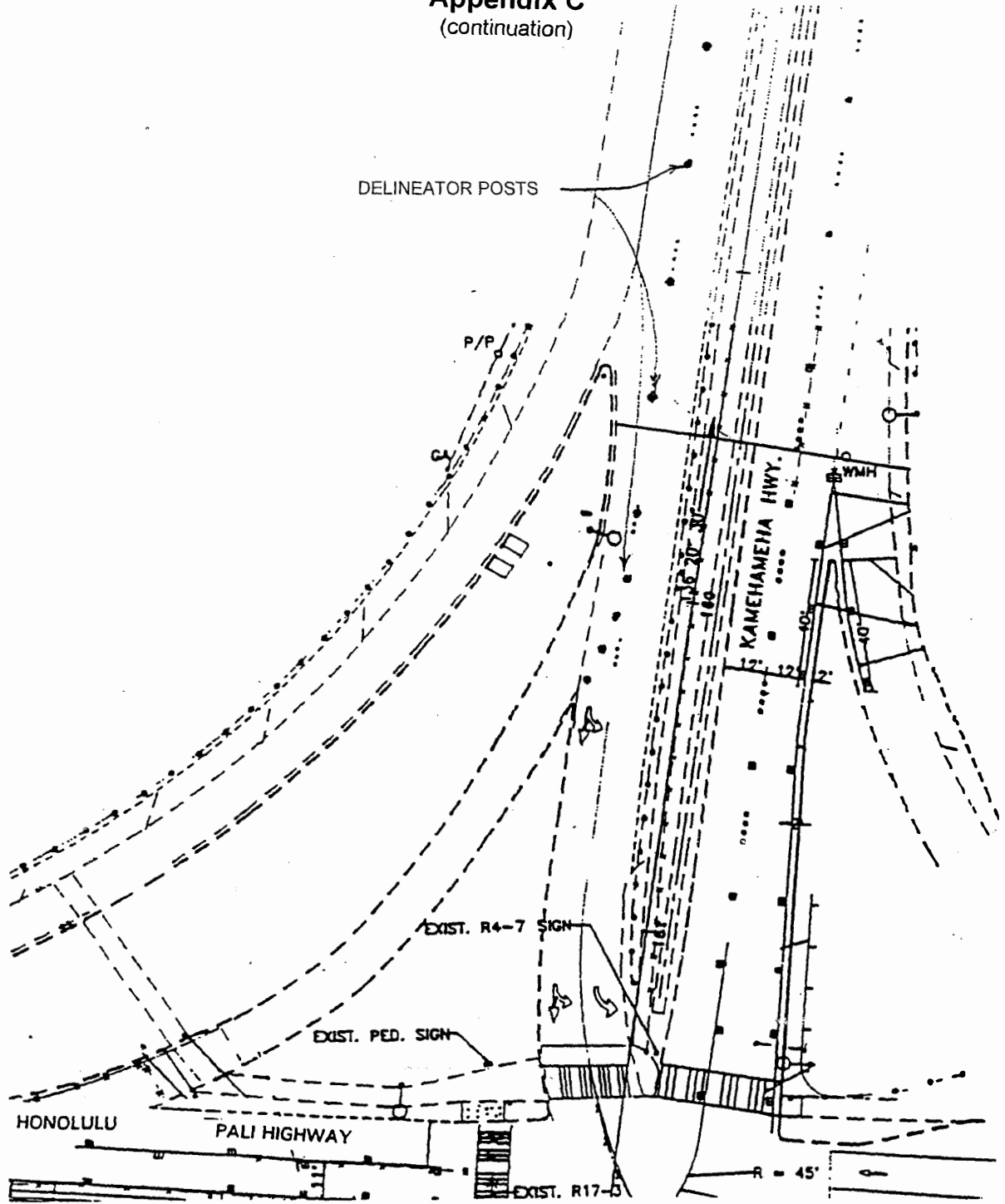
**Appendix C**  
(continuation)



**LOCATION MAP**

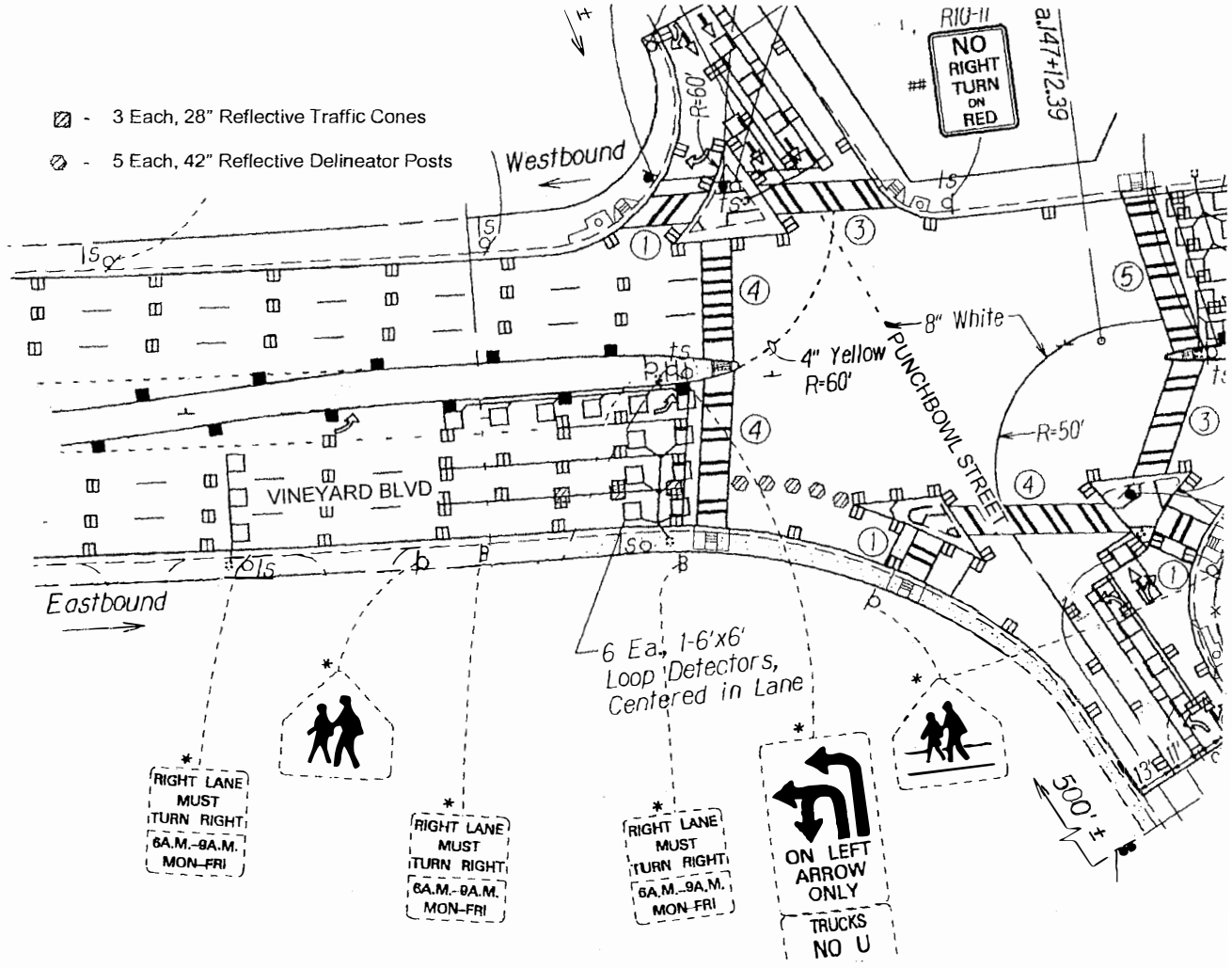
PROJECT NO. HWY-C-33-23  
Kamehameha Highway to Pali Highway, Honolulu Bound  
NOT TO SCALE

**Appendix C**  
(continuation)



**DELINEATOR LAYOUT & SIGNAGE PLAN**  
PROJECT NO. HWY-C-33-23  
Kamehameha Highway to Pali Highway, Honolulu Bound  
NOT TO SCALE  
C-3

# Appendix D



## DELINEATOR & TRAFFIC CONE LAYOUT/SIGNAGE PLAN

PROJECT NO. HWY-C-33-23  
 Vineyard Boulevard to Punchbowl Street, Eastbound, Right Turn Lane  
 NOT TO SCALE

**Appendix H**  
**Sample – Daily Traffic Control Log and Monthly Report**

Project No.: HWY-C-33-23                      Contract No.: \_\_\_\_\_                      Area: \_\_\_\_\_

Project Title: Furnishing and Maintaining Traffic Control, Kamehameha Highway to Pali Highway, Honolulu Bound and Vineyard Boulevard to Punchbowl Street, Eastbound, Right Turn Lane, Districts of Honolulu and Koolaupoko, Island of Oahu.

Contractor: \_\_\_\_\_

Date of Service (mm/dd/yy)	Equipment Damage	Motor vehicle incidents in the contraflow lane	Motor vehicles needed to be towed	Debris or foreign objects in the contraflow lane	Other observations and remarks

Submitted by: \_\_\_\_\_ Printed Name of Signer: \_\_\_\_\_ Date submitted: \_\_\_\_\_  
*Signature*

**Appendix F**  
**Notice to Proceed Letter for Miscellaneous Work (Sample)**

**STATE OF HAWAII**  
**DEPARTMENT OF TRANSPORTATION**  
**HIGHWAYS**  
OAHU DISTRICT  
727 KAKAI STREET  
HONOLULU, HAWAII 96819

Traffic Control Services  
1234 Any Street  
Honolulu, Hawaii 12345

Dear Colleagues:

Subject:           Furnishing and Maintaining Traffic Control, Kamehameha Highway to Pali Highway, Honolulu Bound and Vineyard Boulevard to Punchbowl Street, Eastbound, Right Tum Lane, Districts of Honolulu and Koolauapoko, Island of Oahu, Project No. HWY-C-33-23, Contract No. \_\_\_\_\_

In accordance to Section 10.5(D) Extra Work or Miscellaneous Work, of the Specifications, you are hereby given notice to proceed with miscellaneous work at the agreed upon price of \$2,400.00, including State tax, to work and additional 3 hours per day for one month to maintain and operate the traffic control as specified for Area 1.

The funds will be paid from the "Allowance" for "Miscellaneous Work", Bid Item No.3, of the Proposal Schedule.

Sincerely,

Mike Medeiros  
Oahu District Engineer

Enclosure (attach price quotation, etc.)

**Appendix G**  
**MONTHLY INVOICE (Sample)**

**Traffic Control Services**

1234 Any Street, Honolulu, Hawaii 12345 Phone (808) 123-1234 Fax (808)-123-1234 Email: name@email.com

Bill To: District Engineer – Oahu District  
Highways  
Department of Transportation  
727 Kakoi Street Purchase Order No.:  
Honolulu, Hawaii 96819

Date: \_\_\_\_\_  
Invoice No.: \_\_\_\_\_  
Contract No.: \_\_\_\_\_  
Project No.: HWY-C-33-23 \_\_\_\_\_

Project Title: Furnishing and Maintaining Traffic Control, Kamehameha Highway to Pali Highway,  
Honolulu Bound and Vineyard Boulevard to Punchbowl Street, Eastbound, Right  
Turn Lane, Districts of Honolulu and Koolauapoko, Island of Oahu.

Periods Covered: (full pay period, head-to-tail format, first pay period from the NTP date to following month similar to this sample): **December 1, 2022, through December 31, 2022.**

Bid Item No.	Description	Qty	Unit	Unit Price	Amount
1	Furnishing and Maintaining Traffic Control, <b>Area 1 only</b> ( <i>Kamehameha Highway to Pali Highway, Honolulu Bound</i> )	1	Month	\$ _____	\$ _____
2	Furnishing and Maintaining Traffic Control, <b>Area 2 only</b> ( <i>Vineyard Boulevard to Punchbowl Street, Eastbound, Right Turn Lane</i> )	1	Month	\$ _____	\$ _____
3	Miscellaneous Work (i.e. work for additional 3 hours per day for one month, etc.)	1	Month	\$ _____	\$ _____
Subtotal					\$ _____
Less charge if the Contractor is required to work less hours.					\$ _____
Less charges if the Director may employ a working force and equipment as specified in Section 4.2 Performance of Work, of the Special Provisions					\$ _____
Less Liquidated Damages per Section 8.6 of the Special Provisions					\$ _____
Subtotal					\$ _____
Less 5% Retainage Per Section 9.2 of the <i>Specifications</i> . <b>Refer to Section 9.2 Retainage/Deductions from Payments, of the Special Provisions for information on how to obtain payment for the total retainage amount.</b>					\$ _____
<b>Total Amount Due</b>					<b>\$ _____</b>

I certify that services requested under the contract have been performed by *Traffic Control Services* in accordance with the contract.

\_\_\_\_\_  
Signature  
First J. Name  
President  
Traffic Control Services

**Appendix H**  
**Sample – Daily Traffic Control Log and Monthly Report**

Project No.: HWY-C-33-23                      Contract No.: \_\_\_\_\_                      Area: \_\_\_\_\_

Project Title: Furnishing and Maintaining Traffic Control, Kamehameha Highway to Pali Highway, Honolulu Bound and Vineyard Boulevard to Punchbowl Street, Eastbound, Right Turn Lane, Districts of Honolulu and Koolaupoko, Island of Oahu.

Contractor: \_\_\_\_\_

Date of Service (mm/dd/yy)	Equipment Damage	Motor vehicle incidents in the contraflow lane	Motor vehicles needed to be towed	Debris or foreign objects in the contraflow lane	Other observations and remarks

Submitted by: \_\_\_\_\_ Printed Name of Signer: \_\_\_\_\_ Date submitted: \_\_\_\_\_  
*Signature*

## Appendix I CERTIFIED PAYROLL REPORT (SAMPLE)

STATE OF HAWAII		CERTIFIED PAYROLL REPORT										DAGS.ECP v1.0_06/10									
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES												REPORT SUBMISSION DATE: <b>26-Aug-05</b>									
Public Works Division																					
Name is of: Contractor: <input type="text"/> Subcontractor: <input type="text"/>												THIS IS AN AMENDED FORM PAYMENTS MADE ON SAME DAY TO ALL EMPLOYEES									
NAME: <input type="text"/>																					
PAYROLL NO. <b>34</b>	FOR WEEK ENDING <b>June 29, 2005</b>			PROJECT AND LOCATION <b>CHERRY COURTHOUSE, FIX ROTTEN TREES</b>						PROJECT NO. <b>99-99-9999</b>	VENDOR CODE <b>000003-98</b>										
<b>NAME, NO ADDRESS, AND LAST 4 DIGITS OF SOCIAL SECURITY NUMBER OF EMPLOYEE</b>	NO. OF WITHHOLDING EXEMPTIONS	WORK CLASSIFICATION	OT OR ST.	DAY AND DATE							TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED	TOTAL DEDUCTIONS					NET WAGES PAID FOR WEEK	DATE PAID TO EMPLOYEE	
				S	M	T	W	TH	F	S				FICA	FED. WITH- HOLDING TAX	STATE WITH- HOLDING TAX	MEDICARE	OTHER DEDUC.			TOTAL DEDUCT
				HOURS WORKED EACH DAY																	
Jack Sprat XXX-XX-9999		Runner	S	7.00	7.00	7.00	7.00	8.00	8.00	9.00	53.00	\$30.00	\$1,590,000	\$3.00	\$2.00	\$2.00	\$1.00	\$2.00	\$10.00	\$4,100.000	17-Jun-05
			O	8.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00	\$45.00	\$2,520,000								
			T	15.00	15.00	15.00	15.00	16.00	16.00	17.00	109.00		\$4,110,000								
Leap Frog xxx-xx-5678		Jumper	S	2.00			6.00			4.00	12	\$20.00	\$240,000	\$4.00	\$5.00	\$6.00	\$6.00	\$3.00	\$24.00	\$216,000	
			O								0	\$30.00	\$0,000								
			T	2.00	0.00	0.00	6.00	0.00	0.00	4.00	12.00		\$240,000								
			S								0		\$0,000						\$0.00	\$0,000	
			O								0	\$0.00	\$0,000								
			T	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		\$0,000								
			S								0		\$0,000						\$0.00	\$0,000	
			O								0	\$0.00	\$0,000								
			T	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		\$0,000								
			S								0		\$0,000						\$0.00	\$0,000	27-Jan-05
			O								0	\$0.00	\$0,000								
			T	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		\$0,000								
			S								0		\$0,000						\$0.00	\$0,000	
			O								0	\$0.00	\$0,000								
			T	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		\$0,000								

**Appendix J**

**Sample – Satisfactory Evidence by Affidavit for Final Payment**

**Traffic Control Services**

1234 Any Street, Honolulu, Hawaii 12345

Phone: (808) 123-1235

Email: name@email.com

Date:

State of Hawaii  
Department of Transportation  
869 Punchbowl Street  
Honolulu, Hawaii 96813-5097

Dear Colleagues:

Pursuant to Section 9.5.B, of the Specifications, I hereby certify that all debts resulting from Contract No \_\_\_\_\_, Project No. HWY -C-33-23, Project Title: Furnishing and Maintaining Traffic Control, Kamehameha Highway to Pali Highway, Honolulu Bound and Vineyard Boulevard to Punchbowl Street, Eastbound, Right Turn Lane, Districts of Honolulu and Koolaupoko, Island of Oahu, have been fully paid or satisfactorily secured.

Cordially,

\_\_\_\_\_  
First J. Name  
President  
Traffic Control Services

Subscribed and sworn to me  
This \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public, First Judicial Circuit,  
State of Hawaii

My Commission Expires: \_\_\_\_\_



*The bidder shall refer to Sections 10.2(B)1 Schedule of Submitting Required Documents, of the Specifications **and be familiar with the requirements** prior to submitting their bid. The bidder, starting with the lowest bidder, is required to submit specific documents.*

***Failure by the bidder to submit:** The bidder may be considered non-compliant with the requirements of the Specifications if the bidder fails to submit the specified documents no later than seven (7) working days from the date of receipt of the written request from the State. This failure may result in bid rejection.*

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HONOLULU, HAWAII

PROPOSAL

PROPOSAL TO THE STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION

PROJECT: FURNISHING AND MAINTAINING TRAFFIC CONTROL, KAMEHAMEHA HIGHWAY TO PALI HIGHWAY, HONOLULU BOUND AND VINEYARD BOULEVARD TO PUNCHBOWL STREET, EAST BOUND, RIGHT TURN LANE, DISTRICTS OF HONOLULU AND KOOLAUPOKO, ISLAND OF OAHU

PROJECT NO.: HWY-C-33-23

CONTRACT TIME: Twelve (12) months from date indicated in the Notice to Proceed from the Department with options to extend as provided for in Section 10.14 of the Specifications.

LIQUIDATED DAMAGES: Refer to Section 8.6 Liquidated Damage, of the Special Provisions and Section 10.16 Basis of Payment, of the Specification for applicable deductions.

ELECTRONIC SUBMITTAL: The bidder shall submit the proposal in HiePRO. The proposal shall be UPLOADED to HiePRO prior to the bid opening date and time. See SPECIAL PROVISIONS - Section 2.4 DELIVERY OF PROPOSALS - for additional information.

**NOTE: BID AND PAYMENT BONDS ARE NOT REQUIRED FOR THIS PROJECT.**

Director of Transportation  
AliiAIMOKU Hale  
869 Punchbowl Street  
Honolulu, Hawaii 96813

Dear Sir:

The undersigned bidder declares the following:

1. It has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.
2. It has not been assisted or represented on this matter by any individual who has, in a State capacity, been involved in the subject matter of this contract within the past two years.
3. It has not and will not, either directly or indirectly offered or given a gratuity (i.e. an entertainment or gift) to any State or County employee to obtain a contract or favorable treatment under a contract.

The undersigned bidder further agrees to the following:

1. If this proposal is accepted, it shall execute a contract with the Department to provide all necessary labor, machinery, tools, equipment, apparatus and any other means of construction, to do all the work and to furnish all the materials specified in the contract in the manner and within the time therein prescribed in the contract, and that it shall accept in full payment therefore the sum of the unit and/or lump sum prices as set forth in the attached proposal schedule for the actual quantities of work performed and materials furnished and furnish satisfactory security in accordance with Section 103D-324, Hawaii Revised Statutes, within 10 days after the award of the contract or within such time as the Director of Transportation may allow after the undersigned has received the contract documents for execution, and is fully aware that non-compliance with the aforementioned terms will result in the forfeiture of the full amount of the bid guarantee required under Section 103D-323, Hawaii Revised Statutes.

Matls. & Serv.  
r12/2020

2. That the quantities given in the attached proposal schedule are approximate only and are intended principally to serve as a guide in determining and comparing the bids.
3. That the Department does not either expressly or by implication, agree that the actual amount of work will correspond therewith, but reserves the right to increase or decrease the amount of any class or portion of the work, or to omit portions of the work, as may be deemed necessary or advisable by the Director of Transportation, and that all increased or decreased quantities of work shall be performed at the unit prices set forth in the attached proposal schedule except as provided for in the specifications.
4. In case of a discrepancy between unit prices and the totals in said Proposal Schedule, the unit prices shall prevail.
5. Agrees to begin work within 10 working days after the date of notification to commence with the work, which date is in the notice to proceed, and shall finish the entire project within the time prescribed.
6. The Director of Transportation reserves the right to reject any or all bids and to waive any defects when in the Director's opinion such rejections or waiver will be for the best interest of the public.

Receipt is hereby acknowledged and complete examination is hereby expressly guaranteed of the following listed items: the specifications, the notice to bidders, the special provisions, if any, the proposal, the plans, if any, and the contract form.

The undersigned acknowledges receipt of any addendum, issued by recording in the space below the date of receipt.

Addendum No. 1 \_\_\_\_\_ Addendum No. 3 \_\_\_\_\_  
Addendum No. 2 \_\_\_\_\_ Addendum No. 4 \_\_\_\_\_

The undersigned hereby certifies that the bid prices contained in the attached proposal schedule have been carefully checked and are submitted as correct, final and are net prices.

\_\_\_\_\_  
Bidder (Company Name)

By \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Business Telephone      Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Person (If different from above)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Hawaii General Excise Tax License No. \_\_\_\_\_

NOTE:

If bidder is a CORPORATION, the legal name of the corporation shall be set forth above, the corporate seal affixed, together with the signature(s) of the officer(s) authorized to sign contracts on behalf of the corporation. Please attach to this page current (not more than six months old) evidence of the authority of the officer(s) to sign on behalf of the corporation.

If bidder is a PARTNERSHIP, the true name of the partnership shall be set forth above with the signature(s) of the general partner(s) authorized to sign contracts on behalf of the partnership. Please attach to this page current (not more than six months old) evidence of the authority of the partner(s) to sign on behalf of the partnership.

If bidder is an INDIVIDUAL, the bidder's signature shall be placed in the space provided therefore on page PF-4.

If signature is by an agent, other than an officer of a corporation or a partner of a partnership, a POWER OF ATTORNEY must be on file with the Department prior to the opening of bids or submitted with the bid; otherwise, the bid may be rejected as irregular and unauthorized.

\*Bidder will be considered an out-of-state vendor if Hawaii General Excise Tax License No. is not indicated. See Section 2.8 Out-of-State Bidders of the Specifications.

PROPOSAL SCHEDULE  
 FOR  
 KAMEHAMEHA HIGHWAY TO PALI HIGHWAY, HONOLULU BOUND  
 AND  
 VINEYARD BOULEVARD TO PUNCHBOWL STREET,  
 EASTBOUND, RIGHT TURN LANE  
 PROJECT NO. HWY-C-33-23  
 DISTRICTS OF HONOLULU AND KOOLAUPOKO,  
 ISLAND OF OAHU

Bid Item No.	Item Description	Qty (Months) (A)	Unit Price (B)	Amount (A x B)
1	Furnishing and Maintaining Traffic Control, <b>Area 1 only</b> <i>(refer to section 10.5(A), (B), (C), and 10.16 Basis of Payment of the Specifications)</i>	12	\$ _____	\$ _____
2	Furnishing and Maintaining Traffic Control, <b>Area 2 only</b> <i>(refer to section 10.5(A), (B), (C), and 10.16 Basis of Payment of the Specifications)</i>	12	\$ _____	\$ _____
3	Miscellaneous Work <i>(refer to section 10.15(A)2 of the Specifications)</i>	Allowance	Allowance	\$5,000.00
TOTAL AMOUNT FOR COMPARISON OF BIDS..... (Sum of Bid Item Nos. 1 through 3)				\$ _____

**Notes:**

1. Bids shall include all Federal, State, County and other applicable taxes and fees.
2. The TOTAL AMOUNT FOR COMPARISON OF BIDS will be used to determine the lowest responsible bidder.
3. Bidder must complete all unit price and amounts. Failure to do so shall be grounds for rejection of bid.
4. In case of a discrepancy occurs between unit bid price and the bid price, the unit bid price shall govern.

PROPOSAL SCHEDULE  
FOR  
KAMEHAMEHA HIGHWAY TO PALI HIGHWAY, HONOLULU BOUND  
AND  
VINEYARD BOULEVARD TO PUNCHBOWL STREET,  
EASTBOUND, RIGHT TURN LANE  
PROJECT NO. HWY-C-33-23  
DISTRICTS OF HONOLULU AND KOOLAUPOKO,  
ISLAND OF OAHU

5. The Bidder shall make no changes to the items. Bid submitted with changes to the item(s) are considered rejectable bids.
6. This project required a Safety Plan in accordance with Section 10.9(C) Safety Plan, of the Specifications.
7. Prior to commencing with the work, the successful Bidder is required to submit a Certificate of Insurance. *Reference Section 7.9 Insurance, of the Specification for more information.*
8. **By submitting a proposal, the bidder acknowledges he/she has read and understands all the provisions of the Special Provisions, Specifications and is fully aware of all the conditions to be encountered in performing the work.**
9. The bidder shall submit the proposal in HiePRO. The proposal shall be UPLOADED to HiePRO prior to the bid opening date and time. Proposals received after said due date and time shall not be considered. Original (wet ink) proposal documents are not required to be submitted. The award will be made based on proposals uploaded in HiePRO. Any and all other additional documents explicitly designated and labeled as CONFIDENTIAL OR PROPRIETARY shall be UPLOADED SEPARATELY to HiePRO.

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION  
HONOLULU, HAWAII

FORMS

Contents:

Sample Contract

Certificate of Performance Services

SAMPLE

C O N T R A C T

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, by and between the STATE OF HAWAII, by its Director of Transportation, hereinafter referred to as “STATE”, and << CONTRACTOR >>, <<STATE OF INCORPORATION>> whose business/post office address is <<ADDRESS>>, hereinafter referred to as “CONTRACTOR”;

WITNESSETH: That for and in consideration of the payments hereinafter mentioned, the CONTRACTOR hereby covenants and agrees with the STATE to furnish, perform and/or deliver and pay for all labor, supplies, materials, equipment and services called for in “<<PROJECT NAME AND NO>>”, or such a part thereof as shall be required by the STATE, the total amount of which labor, supplies, materials, equipment and services shall be computed at the unit and/or lump sum prices set forth in the attached proposal schedule and shall be the sum of <<BASIC>>----- DOLLARS (\$<<BASIC\_NUMERIC>> ) as follows:

TOTAL FOR COMPARISON OF BIDS.....\$<<BASIC\_NUMERIC>>

which sum shall be provided from State funds, all in accordance with the specifications, the special provisions, if any, the notice to bidders, the instructions to bidders, the proposal and plans, if any, for << PROJECT NO ONLY >> on file in the office of the Director of Transportation. These documents, together with all alterations, amendments, and additions thereto and deductions therefrom, are attached hereto or incorporated herein by reference and made a part of this contract.

The CONTRACTOR hereby covenants and agrees to furnish, perform and/or deliver all labor, supplies, materials, equipment and services as provided herein for a period of <<WORKING DAYS>> from the date indicated in the Notice to Proceed from the State, with an option to extend for FOUR (4) additional ONE (1) YEAR periods subject to the terms specified in Section <<SECTION REFERENCING OPTION YEAR>> of the Specifications. The total term of this contract shall not exceed FIVE (5) YEARS.

For and in consideration of the covenants, undertakings and agreements of the CONTRACTOR herein set forth and upon the full and faithful performance thereof by the CONTRACTOR, the STATE hereby agrees to pay the CONTRACTOR the sum of <<BASIC>>----- DOLLARS (\$<<BASIC NUMERIC>>) in lawful money, such payment to be made, subject to such additions hereto or deductions therefrom heretofore or hereafter made, in the manner and at the time prescribed in the specifications and this contract.

An additional sum of <<EXTRAS>>-----DOLLARS (\$<<EXTRA NUMERIC>>) is hereby provided for extra work and shall be provided from State funds.

The CONTRACTOR further agrees to execute the attached Certification of Compliance for Final Payment form prior to payment of the final payment by the STATE.

All words used herein in the singular shall extend to and include the plural. All words used in the plural shall extend to and include the singular. The use of any gender shall extend to and include all genders.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed the day and year first above written.

STATE OF HAWAII

\_\_\_\_\_  
Director of Transportation

CONTRACTOR

(Seal)

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Title

\*Signature must be acknowledged by a notary public.

CERTIFICATE FOR PERFORMANCE OF SERVICES

The undersigned bidder does hereby certify that in performing the services required for FURNISHING AND MAINTING TRAFFIC CONTROL, KAMEHAMEHA HIGHWAY TO PALI HIGHWAY, HONOLULU BOUND AND VINEYARD BOULEVARD TO PUNCHBOWL STREET, EAST BOUND, RIGHT TURN LANE, DISTRICTS OF HONOLULU AND KOOLAUPOKO, PROJECT NO. HWY-C-33-23, ISLAND OF OAHU, it will fulfill the following conditions:

1. All applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with; and
2. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work, with the exception of professional, managerial, supervisory, and clerical personnel who are not covered by Section 103-55, HRS.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the Director of Transportation. Payment in the final settlement of the contract or the release of bonds, if applicable, or both shall not be made unless the Director of Transportation has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by Section 103-55, HRS.

DATED at Honolulu, Hawaii, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Corporation, Partnership, or Individual

\_\_\_\_\_  
Signature and Title of Signer

NOTARY ACKNOWLEDGEMENT

Subscribed and sworn before me this  
\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary signature  
Notary public, State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

Doc. Date: \_\_\_\_\_ #Pages: \_\_\_\_  
Notary Name: \_\_\_\_\_ Circuit  
Doc. Description: \_\_\_\_\_

\_\_\_\_\_  
Notary signature  
Date \_\_\_\_\_

NOTARY CERTIFICATION