



## HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION

### MINUTES

#### WAIAHOLE VALLEY AGRICULTURAL PARK AND RESIDENTIAL LOTS SUBDIVISION – LANDSCAPE AND GENERAL MAINTENANCE

#### PRE-BID CONFERENCE IFB NO. 23-002-N90-S

June 28, 2023, 10:00am

#### I. INTRODUCTION

Inform attendees that meeting minutes will be posted on HlePRO for access by all bidders.

#### II. ATTENDEES:

HHFDC – Lauren Young, David Partin, Jonathan Rapoza, Norman Jimeno Jr.  
Tree Concepts Hawaii, LLC – Marcus Starkey Cano  
Kukui Restoration LLC – Na'i Widner Cano, Koa Kano  
Sunshine Landscape Company, Inc. – Mark Leon  
Island Landscaping and Maintenance, Inc. – Eric Onuma  
Alatini Landscape, Inc. – Helu Alatini

#### III. PROJECT OVERVIEW

a. **Registration required to receive IFB updates.**

Prospective bidders must register on HlePRO to submit questions and bid on the solicitation.

b. **Solicitation Schedule**

- |      |  |   |
|------|--|---|
| i.   | Deadline for Questions and Clarifications      | June 30, 2023   |
| ii.  | State Response to Questions and Clarifications | July 7, 2023  |
| iii. | <b>Proposals Due</b>                           | <b>July 14, 2023</b><br><b>No later than</b><br><b>2:00PM</b> |
| iv.  | Notice of Intent to Award                      | TBD   |
| v.   | Anticipated Contract Start Date                | August 10, 2023   |

c. **Bidders must review IFB and all attachments, including contract terms and conditions.**

#### IV. SCOPE OF WORK

Scope of work consist of furnishing all labor, parts, materials, tools, equipment, transportation, supervision, and services to provide complete maintenance and repairs for the Waiahole Valley Agricultural Park and Residential Lots Subdivision – Landscape and General Maintenance for an initial term of two (2) years and may be extended for an additional two (2) year term at the sole discretion of HHFDC.

Please read bid documents carefully and thoroughly. Landscape and general maintenance work shall include, but are not limited to the following:

- a. Roadside Landscape Maintenance Waiahole Valley Road (including North Branch and South Branch) and Waiahole Homestead Road (Monthly)
  - i. Grass cutting along both sides of road approximately twenty (20) feet from edge of asphalt roadway, sidewalk and into HHFDC's property.
  - ii. Trimming vegetation and branches up to ten (10) feet high.
  - iii. Removal of vegetation and/or debris around storm drain inlets and grates.
  - iv. Clear and remove debris and rubbish on the shoulder area including sidewalks.
- b. Lot 131 Landscape Maintenance (Monthly)
  - i. Trim back overgrown vegetation, branches, and trees encroaching into roadway up to ten (10) feet high and approximately twenty (20) feet from edge of asphalt roadway, sidewalk and into HHFDC's property.
- c. Lots 102 and 103 Landscape Maintenance (Bimonthly)
  - i. Trim back overgrown vegetation, branches, and trees encroaching into roadway up to ten (10) feet high and approximately twenty (20) feet from edge of asphalt roadway, sidewalk and into HHFDC's property.
- d. Lots 25 and 30 Landscape Maintenance (Monthly)
  - i. Maintain vegetation and provide a ten (10) foot setback from adjacent existing property perimeter walls.
- e. Lots 32 and 33 Landscape Maintenance (Monthly)
  - i. Maintain vegetation on both sides of the driveway from the edge of the asphalt roadway to the adjacent existing property perimeter chain link fence.
- f. Lot 33 Landscape Maintenance (Monthly)

- i. Maintain vegetation for the existing dirt/grass road up a hill to an open field on the upper area of the property. Keep the driveway clear of vegetation or obstructions. Trees, branches, grass, and vegetation that are encroaching into the driveway area shall be cut away up to ten (10) feet high.
- g. Lot 59 Landscape Maintenance (Monthly)
  - i. Maintain vegetation within the perimeter fence of the booster pump station.
- h. Lot 77 Landscape Maintenance (Monthly)
  - i. Maintain vegetation from the Waiahole Valley South Branch Road fence line approximately twenty (20) feet into the lot, both sides of the access road, approximately fifteen (15) feet around the water tank perimeter fencing, and any vegetation growth inside the water tank perimeter fencing.
- i. Lot 108 Landscape Maintenance (Monthly)
  - i. Maintain vegetation and provide thirty (30) feet setback from the sidewalk into Lot 108.
- j. State Well Site Landscape Maintenance (Monthly)
  - i. Maintain vegetation on both sides of the unpaved dirt access road. Keep the access road clear of vegetation or obstructions. Trees, branches, grass, and vegetation that are encroaching into the access road area shall be cut away up to fifteen (15) feet high.
  - ii. Maintain vegetation and provide ten (10) feet around the surge tank. Remove debris and vegetation growing inside of the perimeter fence of the surge tank.
  - iii. Maintain vegetation and provide ten (10) feet around the well pump site. Maintain vegetation growing inside the perimeter well site, on the shed roof, and keep area clean of debris.
- k. Tree-trimming and/or tree removal
- l. Removal and disposal of abandoned vehicles
- m. Repair and/or replace deteriorated fencing and gates
- n. Contingency Allowance

## **V. BID OPENING DATE**

BIDS will be received electronically up to **2:00pm July 14, 2023**, on the State HlePRO Website.

#### **VI. BIDDING REQUIREMENTS**

- a. Comply with HHFDC General Conditions
- b. Comply with Labor Laws
- c. Submit required forms and documents with BID

#### **IV. QUESTIONS**

Questions, requests, or discoveries relating to this bid solicitation must be submitted in writing through HlePRO.

#### **V. CLOSING COMMENTS**

Pre-bid Conference adjourned at 11:06am.