



**HAWAII HOUSING FINANCE & DEVELOPMENT CORPORATION**  
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**ADDENDUM NO. 1**

**February 23, 2024**

**IFB NO: 24-002-K85-S**

**IFB TITLE: VILLAGES OF KAPOLEI – TREE SERVICES**

**BIDS DUE: 2/29/2024 NOT LATER THAN: 2:00 PM**

This Addendum modifies or clarifies the solicitation documents only to the extent indicated herein, and all portions thereof not specifically affected by the addendum shall remain in full force and effect. All addenda shall be added to and form a part of the Invitation for Bid (IFB) documents.

**Item #1 Change: General Information and Instructions – 1.5.1 Bid Requirements, Page I-3 (7 of 91):** This section is amended to add “Proof of ISA arborist certification”, as follows:

1.5.1 Bidder shall complete, sign, and submit the forms and items listed below. All required forms shall be submitted to HHFDC through HiePRO on or before the Bids Due date in the Solicitation Schedule above, as amended by any addenda to the IFB. Any bidder failing to meet this requirement may be deemed non-responsive and not considered for award.

- Statement of Bidder Experience (SBCE-1 to SBCE-2)
- Form of Bid (P - 1 to P - 14)
- Non-Default Affidavit (NDA-1)
- Non-Collusive Affidavit (NCA-1)
- Non-Gratuity Affidavit (NGA-1)
- Proof of ISA arborist certification

**Item #2 Change: General Information and Instructions – 1.6.1 Minimum Qualifications, Page I-4 (8 of 91):** This section is replaced in its entirety with the following:

1.6.1 Minimum Qualifications.

1.6.1.1 Bidder must be authorized to conduct business in the State of Hawaii at the time of award. This means that the bidder is registered as a business with the State of Hawaii Department of Commerce and Consumer Affairs and is compliant with all laws governing businesses in the State of Hawaii. The most expedient way to register with the

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State and ensure compliance is through the State’s Hawaii Compliance Express (HCE) system at: <https://vendors.ehawaii.gov/hce/>.

1.6.1.2 Bidders must possess Specialty Contractor License “C-27b” License and a valid State of Hawaii General Excise Tax License to be eligible to bid.

1.6.1.3 Bidder must have an International Society of Arboriculture (ISA) Certified Arborist meeting the minimum qualifications specified in the Technical Specifications. Proof of credentials is required to be submitted with the bid.

**Item #3**      **Change: Mandatory Submittals – Submitted as Part of Bid, Page A-1 (15 of 91):** This section is amended to add “Proof of ISA Arborist Credentials,” as follows:

Submitted as Part of Bid

Statement of Bidder's Experience..... SBCE-1, SBCE-2

Form of Bid ..... P-1 to P-14

Form of Non-Default Affidavit..... NDA-1

Form of Non-Collusive Affidavit..... NCA-1

Form of Non-Gratuity Affidavit ..... NGA-1

Proof of ISA Arborist Certification .....[Provided by Bidder]

\*HCE Certificate of Vendor Compliance or equivalent documentation ..... [Provided by Bidder]

\* Compliance documents must be current (i.e., dated within three (3) months of the contract award date).

It is strongly encouraged, but not required, to include compliance documents with the bid. If HHFDC cannot verify compliance prior to award, then bidder will not be awarded the contract.

**Item #4**      **Change: Statement of Bidder’s Experience, Page SBCE-1 (17 of 91):** This form is amended to add the following statement to the first paragraph:

Please complete ALL information on this form and do NOT alter this form. This statement must be notarized.

This form is further amended to add the following new question 13:

13.      \*For each proposed ISA-Certified Arborist (CA), attach a copy of their certificate and provide a listing of three (3) distinct and separate reference projects where the proposed CA has successfully conducted and/or supervised tree pruning and large tree removal in conformance with industry standards and practices within the past two (2) years.

All questions following 13 on this form are renumbered accordingly.

**Item #5**      **Change: General Requirements – 1.03.C, Page GR-2 (63 of 91):** This section is amended to add the following new subsection C. CERTIFIED ARBORIST:

- C.      CERTIFIED ARBORIST. The pruning and removal of trees shall be performed under the direct supervision of an International Society of Arboriculture (ISA) Certified Arborist. Refer to the Technical Specifications attached to this IFB for the minimum

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qualifications and duties of the ISA-Certified Arborist.

The subsections after C above have been renumbered accordingly.

**Item #6**

**Change: Technical Specifications – 1.02.A.13, Page TS-4 (70 of 91):** This subsection is replaced in its entirety with the following:

13. The pruning and removal of trees shall be performed under the direct supervision of an International Society of Arboriculture (ISA) Certified Arborist possessing the following minimum qualifications:
  - a. Five (5) years of work experience as an ISA-Certified Arborist (CA).
    - 1) As evidence of this experience, the Contractor shall submit one (1) electronic copy of the CA's current certification as an attachment to their Form of Bid. The ISA certificates shall include the arborist's certification number and expiration date. The CA's certification must be current for the duration of the contract period.
    - 2) Failure to submit the certificates as an attachment to the Form of Bid may result in rejection of the bid.
  - b. Knowledge and experience in the pruning and felling practices of the tree species included in this contract.
  - c. Has demonstrated the ability and experience to supervise the Contractor and its employees to ensure the satisfactory completion of operations, including but not limited to, ensuring proper pruning and felling practices, productivity, clean-up, and safety as documented within the three reference projects.
  - d. Has the demonstrated ability and experience in the recognition, diagnosis, and examination of trees for indications of hazardous conditions such as the presence of disease, decayed trunk or cracks, presence of termites, dead or dying trees, poor structure, and other structural stability and safety conditions, necessary prior to allowing personnel to climb and/or enter trees as documented within the three reference projects.

In addition, the Certified Arborist shall:

- a. Represent the Contractor and shall have the authority to act on behalf of the Contractor.
- b. Be on-site at all times when tree felling is being performed, and shall remain within visual and voice communication range, and attentive of the cutting practices and progress of the employees performing the work at all times.
- c. Determine the order of trees to be pruned and removed.
- d. Practice best management practices in conformance with applicable arboricultural

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industry standards and practices.

- e. Maintain certification by the International Society of Arboriculture (ISA) throughout the duration of the contract period.

In the event the Certified Arborist is not present at the work site or adequately attentive during tree pruning operations, the HHFDC Project Manager or his/her designee shall have the right to suspend the work. In addition, the Project Manager or his/her designee shall have the right to terminate the Contract during any phase of the work, for the Contractor's non-compliance with the requirements of the Contract. The work may resume upon approval of the Project Manager or his/her designee following the satisfactory resolution of the Contractor's non-compliant performance issues. Any losses resulting from work delays due to the Contractor's non-compliant performance shall be the sole responsibility of the Contractor.

**Item #7**      **Change: Technical Specifications -3.05.A.1 Trees, Page TS-7 (73 of 91):** This section is replaced in its entirety with the following:

1. Trees: Trees shall be pruned using techniques consistent with recommendations published by the University of Hawaii at Manoa, College of Tropical Agriculture and Human Resources ("CTAHR") and meeting all safety requirements of ANSI A300 and ANSI Z133.1-2006 standards. Structural pruning of all trees shall only be performed after notifying the HHFDC to discuss the type of pruning, percent of canopy reduction (not exceeding 50% unless recommended by the arborist and approved by HHFDC due to tree health concerns), and maximum cut size. The ISA-Certified Arborist shall explain how their proposed pruning plan aligns with both ANSI standards and CTAHR guidelines during the discussion. The CTAHR publication can be accessed at: <http://www.ctahr.hawaii.edu/oc/freepubs/pdf/L-8.pdf>, and is also available at HHFDC.

**Item #8**      The IFB Packet and all sections affected by this addendum have been revised accordingly and uploaded to HiePRO to replace the previous versions.

*Dean Minakami*

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Dean Minakami, Procurement Officer

**END OF ADDENDUM NO. 1**