

EAST HAWAII HILO DISTRICT OFFICE IMPROVEMENTS
HILO, ISLAND OF HAWAII, HAWAII
IFB-26-HHL-009

Pre-bid Conference and Site Visit
9:00 a.m., Tuesday May 19, 2026
162 Baker Ave,
Hilo, Island of Hawaii 96720.

1. **Introductions**

- Joshua Takano, Project Manager, DHHL
- Kehaulani Quartero, Homestead Land Development Specialist, DHHL
- Ather Dar, Hawaii Engineering Group, Inc.

2. **Purpose of Pre-Bid Conference**

- To provide potential bidders with a project overview and job site visit.
- To review procurement requirements and allow potential bidders to ask questions and obtain clarification on the bid documents. A written summary of this pre-bid conference will be issued to all plan holders as an Addendum.
- Requests for clarifications and any questions after this meeting shall be submitted in writing and uploaded on HlePRO no later than 4:00 pm, May 22, 2026, responses to all questions received will be posted on HlePRO no later than 4:00 pm, May 28, 2026.

3. **Scope of Work**

General

- All work must be performed in accordance with the Technical Specifications and Plans included in the IFB.
- All work and responsibilities listed on the plans are incidental to the bid proposal and are part of this contract.

Site Work

- **Mobilization and Demobilization**
This includes but is not limited to the preparatory work and operations necessary for the supply and installation of project signs, movement of equipment, materials, manpower, and incidentals to the project and not to exceed 6% of the total bid sum less allowances and force account.

- **Install Good Housekeeping BMPs**
The scope of services is to include but not limited to the work as stated in the Notes and Details on the contract plan and providing ESCP coordinator for the project)

Civil

- Replace existing water line & backflow preventor
- New water usage sub meters for all three entities
- Provide a closed system to connect rain gutter down spouts & discharge into the dry wells
- Resurface parking lot, provide ADA stalls
- Snake lines for entire site & provide sewer line condition report
- Provide CCTV to garage area

OHA Building:

- Replace carpet with VCT
- Replace plumbing fixtures
- Replace HVAC systems
- Repair telecom closet doors
- Replace/Add instant hot water heater
- Replace exterior doors

DHHL Building:

- Remove partitions & columns in conference room area
- Replace all light fixtures with LED
- Upgrade kitchen cabinets, sink & appliances
- Replace existing electric water heater with new instant water heater in kitchen & garage
- Upgrade men's & women's restroom to be ADA compliant
- Address roof leaks
- Paint all interior spaces
- Move lights switch near entrance doors
- Power wash and paint, exterior DHHL office building only
- Add guards to windows
- Provide covers for split A/C units servicing DHHL office building
- Remove existing wall mounted shelves in garage
- Evaluate & replace A/C system
- Change entrance gate height to 6'-0"
- Change chain link fence height to 6'-0" only around the perimeter of DHHL side of the compound
- Enclose space between DHHL & the maintenance shed
- Move existing antenna to northeast of maintenance building
- Add cell phone amplifier in DHHL office
- Test and replace damaged receptacles

4. Procurement reminders

- This project is not tax exempt. Your bid proposal must be inclusive of General Excise Tax.
- This project is subject to Chapter 104 HRS, Department of Labor and Industrial Relations (DLIR) prevailing wages and salaries. Please note that Wage Rate Bulletin No. 508 can be found in the IFB attachments.
- After offer is due and prior to award of the contract, the Department shall verify compliance with Sections 103D-310 and 103D-328 HRS via Hawaii Compliance Express (HCE) for the bidder and all subcontractors. Therefore, the bidder and all subcontractors are encouraged to register with HCE. Instructions for registration are at the HCE website: <http://vendors.ehawaii.gov>.
- Failure by the bidder and/or any subcontractor to rectify a non-compliant status on HCE within ten business days of notification will be considered as sufficient for the disqualification of the bidder and rejection of its proposal.
- Bid security is required for this solicitation.
- The Bid Offer Form in the IFB shall be uploaded to HlePRO as an attachment when submitting a bid. The winning bidder must mail in the original signed Bid Offer Form at the time of the award.

5. Completion Schedule and Liquidated Damages

- Time to complete: 270 Calendar Days from Notice to Proceed
- Liquidated damages: \$1,000.00 per day.

6. Questions/Answers issued by Addenda

- All questions shall be asked via HlePRO in writing by 4:00 pm May 22, 2026
- The answers to those questions will be answered via HlePRO by 4:00 pm May 28, 2026

7. Deadlines

- See attached Submittals and Deadlines Table.

8. Questions and Answers

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Submittals and Deadlines Table

SUBMITTAL	DEADLINE
Questions due on HlePRO	4:00 pm, May 22, 2026
Responses to questions released	4:00 pm, May 28, 2026
Notice of Intention to Bid	2:00 pm, June 1, 2026
Standard Qualification Questionnaire <ul style="list-style-type: none"> • SQQ submittals are to be uploaded on HlePRO with the bid offer form 	3:30 pm, June 1, 2026
Bid Opening <ul style="list-style-type: none"> • Bid offer form shall be uploaded on HlePRO 	2:00 pm, June 12, 2026
Award of contract will be made to the lowest responsible and responsive “Total Sum Bid”, approximately two weeks following bid opening and after certification of the bid tabulation.	