# Information and Requirements

## I. Bidder's Requirements

A. Bidders shall thoroughly review the As-Built Drawings and perform a job site visit and become familiar with existing conditions, extent of removal work and new work prior to submitting a proposal Submission of proposals shall be considered evidence that the bidder has visited the job site and has all discrepancies and questions, and no extra payment shall be allowed on account of work made necessary by bidder's failure to visit the site and/or failure to resolve all discrepancies and questions.

B. Preconstruction Conference: Contractor and SLD shall schedule a preconstruction conference no later than 14 days before the Project Start date. The conference shall be held at the SLD and the agenda shall include items of significance that could affect progress including the following:
1. Tentative construction schedule.
2. Phasing.
3. Critical work sequencing and coordination.
4. Designation of responsible personnel.
5. Use of the premises.
6. Parking availability.
7. Work and storage areas.
8. Equipment deliveries and priorities.
9. Progress cleaning.
10. Working hours.

## II. General Information

A. This Request for Proposal (RFP) focuses on addressing specific infrastructure needs within the Kamu'le'ule Building. The primary objective is the removal and replacement of HVAC ductwork insulation and the sealing of air leaks within specified areas. These measures are necessary to prevent condensation buildup and leakage, thereby ensuring the continued functionality of essential testing equipment.

B. Please be aware that the contract award is subject to the availability of funds.

## III. Hours of Operation, Use of Premises and Work Restrictions

A. Business Hours State Laboratories Division
Monday-Friday 7:45a.m.-4:30p.m. Hawaii Standard Time, excluding weekend and State Holidays.

B. Security Gate Hours of Operation
Sunday-Saturday 6:00a.m.-6:00p.m. Hawaii Standard Time, excluding State Holidays.

C. Contractor's use of premises is restricted as follows:
1. Construction Times and Schedule:
a. Work hours will be coordinated with the SLD Building Manager to provide minimum interruption to facility operations while performing work.
b. Weekend work shall be coordinated and scheduled at least ONE (1) week in advance with the Building Manager.

2. Utilities

The Contractor will be responsible for providing water and electricity beyond what is available on-site. The Contractor is responsible for costs associated with providing utilities beyond what is provided by the State and will be included in the bid price for this project.

2. Site Access and Parking:

a. Parking: Parking for the Contractor's employees (or Subcontractors) will be limited to the available areas within the designated by the Building Manager. Unauthorized vehicles parked in stalls outside of the designated project construction site will be subject to towing at the Contractor's expense.

b. Maintain access to the Loading area as defined by the Building Manager.

3. Sanitation:

a. Use of facility toilet facilities will be as directed by the Building Manager. Facilities shall be kept clean. Abuse of this condition may result in the Contractor providing their own toilet facilities at no additional cost to the State.

4. Noise and Dust Control:

a. Schedule construction activities that create excessive noise and dust problems, such as concrete coring, drilling, hammering, trenching, and demolition, for the weekends, holidays or non-business hours. Overtime costs for the Contractor's employees and work force are the Contractor's responsibility.

5. Protection of Existing Structures and Improvements

a. The Contractor shall preserve and protect all structures, equipment, and vegetations on/or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this Contract.

b. The Contractor shall protect from damage all existing improvements and utilities at/or near the work site.

6. Temporary Construction Signs

The Contractor shall install temporary construction signs where the presence of planned construction areas will obstruct the existing signage or cause the closing of an existing method of egress or ingress and /or as directed by the Building Manager. The Contractor will be responsible to fabricate and install such signs. costs related to this activity will be considered as incidental to and included in the bid price for the various items of work in this project.

7. Cleaning Up

a. Arrange for construction debris and trash to be removed from project site daily

b. The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. Before completing the work, The Contractor shall remove from the work and premises any rubbish, tools, scaffolding, equipment, and materials that are not the property of the State. The contractor is responsible for properly disposing of any existing equipment

that is de-installed and not reused on site or materials and debris created by performance of this project. Upon completing the work, the Contractor shall leave the work area in clean, neat and orderly conditions satisfactory to the State.

c. The Contractor is responsible for all costs related to proper handling and disposable of such waste and included in the bid price of this project.

8. Other Conditions:

a. Operate machinery and equipment with discretion and with minimum interference to driveways and walkways. Do not leave machinery and equipment unattended on roads and driveways.
b. Store materials in the areas as designated by the Building Manager. Locate construction equipment, machinery, equipment and supplies within areas designated by the Building Manager
c. Keep access roads and service roads, to the project site free of dirt and debris. Obey facility traffic and safety regulations.
d. All smoking and vaping activities within construction limits, indoor or outdoor, are prohibited. Violations will be considered a contractual noncompliance by the general contractor.

9. Other Submittals Required Before Start of Project

a. The Contractor shall submit the following items prior to or at the pre-construction meeting:
   i. Name and cell phone number of the Superintendent or on-site supervisor
   ii. Contractor's authorized representative to sign documents.
   iii. Two (2) additional person who can be contacted during non-working hours for emergencies.

10. Shop Drawings

The Contractor shall produce shop drawings and submit them to the STATE for approval prior to the start of construction work.

11. Construction Meetings

Constructions meetings to go over planned work and any outstanding issues shall be conducted by the Contractor at the start of each week of active construction work (prep, demo, installation, or clean-up). Contractor shall generate minutes for the meeting to document the items discussed and submit the minutes to the STATE with in 10 (TEN) business days.