

PRE-BID CONFERENCE MEETING MINUTES

Installation of 3 Parcel Locker Pads – Kaupea Subdivision

RFQ-19-LDD-007

9:00 a.m., Wednesday January 30, 2019

A pre-bid conference and site visit was held on Wednesday, January 30, 2019 at 9:00 am on Kamaaha Avenue between Peekaua Street and Kahanalei Street. The attendees of the meeting are included on the sign-in sheet attached to these minutes.

Kehau Quartero, of the DHHL conducted the meeting. The purpose of this pre-bid conference was to provide the following information.

- 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
- Request for clarifications and any questions after this meeting shall be made in writing on HlePRO no later than 4:00 p.m., on February 4, 2019.
- Written responses to clarifications and questions will be published on HlePRO no later than 4:00 p.m., February 5, 2019.

Kehau Quartero reviewed the scope of work and identified the location of the 3 pads to be installed.

- Provide labor, materials, and equipment to install 3 Parcel Locker Pads (pads only) with anchor bolts in the Kaupea Subdivision.
- The USPS will be installing the parcel mail boxes, the contractor will only be responsible to install the concrete pad and the anchor bolts.
- Contractor will be responsible to restore the area around the worksite to its original condition.
- Contractor shall ensure safety to their workers and the community while performing the work.

The following procurement reminders were reviewed with the potential bidders.

- This project is not tax exempt. Your proposal must be inclusive of GET.
- This project is subject to Chapter 104 HRS, State prevailing wages. Requirements of Chapter 104 HRS are included as an attachment on HlePRO.
- State Wage Bulletin No. 493 is included as an attachment on HlePRO

- An updated State Wage Bulletin will be published sometime in mid-February. If the wages increase for the classifications performing the work the contractor will be responsible to increase pay their labors and mechanics on the job.
- Certified payroll will be required.
- No bid security is required for this project.
- No performance and payment bond will be required unless the Total Base Offer Amount exceeds \$50,000.
- Contractor must be compliant on Hawaii Compliance Express at time of award.

Kehaulani reminded the potential bidders that the attachment titled “2. RFQ-19-LDD-007 Bid Offer Form” must be completed and uploaded to HlePRO as an attachment along with their bid offer. Failure to submit the Bid Offer Form with the offer may be grounds for rejection of the Bid Offer.

The award will go to the lowest responsive, responsible offeror and will be posted through HlePRO.

The Bidders were informed that the time to complete this project is 30 consecutive calendar days from the written Notice to Proceed issued by DHHL.

The meeting minutes will address any questions asked during the meeting. All questions after the pre-bid meeting shall be addressed on HlePRO through the Questions & Answers tab. All questions are due on HlePRO no later than 4:00 pm on February 4, 2019. Responses to questions on HlePRO will be published by 4:00 pm on February 5, 2019.

Below is a table of the deadlines for this RFQ:

Submittal	Deadline
Written Questions due on HlePRO	4:00 pm February 4, 2019
Response to Written Questions on HlePRO	4:00 pm February 5, 2019
Issuance of Meeting minutes on HlePRO	4:00 pm February 5, 2019
Bid Offer Due on HlePRO	2:00 pm February 8, 2019

The following questions were asked at the meeting. The responses are also addressed below.

1. Question: Will there be compaction testing and cylinder testing?

Response: The project manager will be out at the site before the pour, and DHHL will inspect the work. The compaction must be

95% or greater. Cylinder testing will be done by contractor and verified by DHHL and must meet the standards set forth in the Technical Specifications attached to the RFQ.

2. Question: Is there an Engineers Estimate?

Response: There is no Engineers Estimate for this job.

3. Question: Will DHHL allow the contractor to apply hand mix?

Response: Yes, the contractor may use hand mix, as long as the standards noted in the specifications are met. Contractor is responsible to ensure technical specifications are met.

4. Question: Does this job require a B license or C license?

Response: C-31 license is required.

5. Question: The technical specifications show the anchor bolts attached in the center of the concrete pad, but the existing cluster mail boxes are placed at the back edge of the concrete pad. Do we match the existing placement?

Response: Yes, match the placement of the existing Cluster Mail Boxes.

6. Question: Will the contractor be responsible to install the Parcel Box?

Response: No, the Parcel Box will be provided and installed by the United States Postal Service. The Contractor is only responsible to install the concrete pad and anchor bolts.

Pre-bid Meeting & Site Visit

RFQ-19-LDD-007

Installation of 3 Parcel Locker Pads - Kaupea Subdivision

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