

**Family Housing Office Project at MCBH
INSTRUCTIONS TO BIDDERS
October 12, 2009**

1. OVERVIEW

- A. The Navy PPV, also known as the Department of the Navy - Hawaii Regional Housing Privatization Project, Phases II & III, is located at various Navy and Marine military housing locations: Manana-Marines, Camp Smith, Waikulu, Kapoho, Camp Stover, Catlin Park, Doris Miller, Ford Island (Kamahamaha Loop, Luke Field, Nob Hill, PPV North and PPV South), Halawa, Hale Alii, Hale Moku, Hospital Point, Makalapa, Maloelap, Manana-Navy, Marine Barracks, NCTAMS, Pearl City Peninsula, Red Hill and PMRF Kauai (The Project). The Project is owned by The Department of the Navy (DoN) and is built through a joint development agreement between the DoN and Hawaii Military Communities, LLC., a partnership known as Ohana Military Communities, LLC. The Construction Manager, FC Hawaii CM, LLC, is tasked with execution of the program.
- B. FC Hawaii CM, LLC will receive bids from pre-selected General Contractors for the construction of a Family Housing Office at Marine Corps Base Hawaii (MCBH), Kaneohe Bay, Kaneohe, Hawaii.
- C. The work to be performed in this construction package consists of furnishing and installing materials, labor, equipment, services and appurtenances to construct a two-story 4,000 sf office building and site improvements as described in the drawings and specifications.
- D. The work is being performed under a project labor agreement with various unions titled Ohana Stabilization Agreement (OSA). The contractor awarded this work will need to be signatory to the OSA.
- E. The contract form will be Lump Sum.
- F. Award will be made based on the best value offer considering price, time of performance, qualifications and experience, past performance, and financial strength and stability of the offeror.

2. BID DOCUMENTS

A. Bid Documents

The bid documents consist of the following:

- 1. Instructions to Bidders
- 2. Bid Breakdown

3. Drawings
4. Specifications
5. MCBH Office Geotechnical Engineering Exploration
6. Owner-Controlled Insurance Program (OCIP) Manual
7. Davis Bacon Wages (January, 2006)
8. Government Clauses
9. Project Procedures Manual
10. Pesticide Soil Management Plan
11. Ohana Stabilization Agreement (PLA – Project Labor Agreement)

B. Availability of Bid Documents

Documents are made available by the Construction Manager for the sole purpose of obtaining bids; any other use is not permitted.

Documents are available in electronic format at the Forest City Office. Contact Henry Guerrero at 839-8777 (henryguerrero@forestcity.net) at Forest City Office if you have any questions.

3. **BIDDING SCHEDULE**

- A. Bid Proposal Due Date: December 10, 2009 at 2:00 p.m.
- B. Proposals are to be submitted at Forest City Office, 5173 Nimitz Road, Honolulu, HI 96818.
- C. A pre-bid conference will be held at Forest City Office on November 24, 2009 at 10:00 a.m.

4. **INTERPRETATION AND BID ADDENDA**

- A. Oral interpretations will not be made to any bidder as to the meaning of the Bid Documents or any part thereof. Every request for such an interpretation shall be made in writing to FC Hawaii CM, LLC.
- B. The Construction Manager will issue written responses to questions presented during the bid period via addenda issued to all prospective bidders. Written acknowledgement of receipt of addenda will be required as a condition of bid.

5. **INSPECTION OF SITE**

- A. Each bidder is required to tour the site of the proposed work to fully acquaint itself with the existing conditions relating to construction and labor, to fully inform itself as to the facilities involved, and the difficulties and restrictions pertaining to the performance of the Contract. Each Bidder is required to thoroughly examine and familiarize itself with the Drawings, Technical Specifications, and all other Bid Documents, including familiarizing itself with the logistics and the DoN and

Hawaii Military Communities LLC work requirements. Each Bidder shall request clarification of any ambiguity, inconsistency, discrepancy, etc., he believes are contained in the plans or specifications. The Bidder, by the execution of a Contract, shall not be relieved of any obligation in the plans or specifications due to its failure to visit the site and acquaint itself with the existing conditions there.

- B. FC Hawaii CM, LLC disclaims any and all responsibility for injury to contractors, their agents, or others while visiting the Project site or at any other time.
- C. The scheduling of a jobsite visit is **TBD** (to be determined). Passes will be required to get on the Marine Base, and bidders should contact Leah Risko, Forest City's Administrative Assistant, at 839-8712 (leahrisko@forestcity.net).

6. **BID PROPOSAL**

- A. Each bid must be submitted on the prescribed Bid Breakdown form provided. All blank spaces must be filled in as noted in ink. Erasures and other changes in the bid must be explained or noted over the initials of the bidder.
- B. The bidder shall sign its bid in the blank spaces provided for this purpose. If a partnership or corporation makes the bid, the name and address of the partnership or corporation shall be indicated, together with the names and addresses of the partners or officers. If the bid is made by a partnership, it must be acknowledged by one of the partners; if made by a corporation, by one of the officers.
- C. FC Hawaii CM, LLC may consider any bid non-responsive if not prepared and submitted in exact accordance with the provisions hereof, and may reject any, or all, such bids. Each bidder is responsible to fully and accurately submit all information requested by these bid documents.
- D. The Base Bid shall include each and every item required to provide the complete Scope of Work as indicated or reasonably implied in the Bid Documents.
- E. This is a closed bid and bids will not be opened publicly.
- F. Requests for Information (RFI) – All RFIs will be submitted in writing (emails acceptable) to Mr. Henry Guerrero, Senior Estimator, FC Hawaii CM, LLC. Henry Guerrero's contact information is phone (direct): 839-8777, or email: henryguerrero@forestcity.net. RFIs will not be accepted if submitted later than 12:00 PM, December 4, 2009.
- G. Each bidder shall guarantee its bid for ninety (90) days after the actual date of the bid submission.

7. OPTIONS AND VALUE ENGINEERING

- A. Value Engineering and any other cost savings ideas are encouraged and are to be priced separately, and not included in the base bid.

8. CONSTRUCTION SCHEDULE

- A. Bidders shall state the construction duration in their proposal.

9. BID PRESENTATION / INTERVIEW

- A. FC Hawaii CM, LLC reserves the right as part of award determination to request a presentation/Interview with each bidder. This is intended to allow FC Hawaii CM, LLC the opportunity to confirm the completeness and accuracy of the bidders proposal and provide each bidder the opportunity to privately review its bid with FC Hawaii CM, LLC, present its proposed project team, review in detail it's Construction Schedule, and provide for discussion a Site Logistics Plan detailing site access, fencing, staging areas, trailer locations, etc.
- B. At a minimum, the General Contractor's proposed Project Manager and personnel providing Pre-Construction Services shall be present at the Bid Presentation/Interview.

10. AWARD OF CONTRACT / REJECTION OF BIDS

- A. It is the intent of FC Hawaii CM, LLC to award the Contract to the bidder who submits the most responsive Bid and whose Bid Proposal complies with the conditions of the Bid Documents.
- B. FC Hawaii CM, LLC reserves the right to reject any or all bids, regardless of price or information submitted.

11. TAX

- A. FC Hawaii CM, LLC has obtained an exemption from the State of Hawaii's General Excise Tax and Use Tax and therefore, this tax will be excluded from the Contract Price.

12. BONDS

- A. General Contractor shall provide, at its sole cost, 100% Performance and Payment Bonds covering faithful performance under the Agreement and payment of all obligations hereunder in the full amount of the Contract Price. All bonds shall include Owner, Construction Manager, DON, Master Trustee, and Bondholder Representative (the "Obligees") as obligees pursuant to dual obligee riders in form acceptable to the Obligees. All such Bonds, including the dual obligee riders, shall be in a form approved by the Obligees and issued by a

Ohana Military Communities, LLC (Owner)
Hawaii Regional Housing PPV

treasury listed surety approved by the Obligees, such approval not to be unreasonably withheld, conditioned or delayed. All Bonds shall be (i) delivered to Construction Manager within fourteen (14) days following the date the Agreement is signed; (ii) at General Contractor's sole cost, and (iii) cover the faithful performance under the Agreement and the payment of all obligations hereunder for the entire Scope of Work in the penal sum of 100% of the Contract Price sheet.