

Request for Proposal

Preconstruction Professional Services for the Redevelopment of Lahaina Surf

Issued by: Hale Mahaolu
Maui County, Hawaii
Date: September 10, 2026

Item	Description
Project	Comprehensive Preconstruction Services for the Redevelopment of the Lahaina Surf Affordable Housing Community Following the August 2023 Maui Wildfires
Location	Lahaina, Maui, Hawai'i
Funding Sources	Anticipated HUD, CDBG-DR, FEMA, Insurance, HOME, LIHTC, HHFDC, HHRF, County, State and other disaster recovery funding.
RFP Issue Date	Thursday, September 10, 2026
Proposal Due Date	Friday, October 16, 2026
Proposal Submission Method	Electronic Submissions Only
Submission Email	HMSubmittals@halemahaolu.org

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Definitions

For the purposes of this Request for Proposals (RFP), the following definitions shall apply:

Board: The Hale Mahaolu Board of Directors or its authorized representatives.

Consultant: The firm selected by Hale Mahaolu to provide the professional preconstruction services described in this RFP, including its employees, Subconsultants, and authorized representatives.

Contract: The written Professional Services Agreement executed between Hale Mahaolu and the selected Consultant.

Owner: Hale Mahaolu, the owner and contracting entity for the Project.

Owner's Representative: The Consultant, if separately authorized in writing by Hale Mahaolu, to represent and support the Owner during the construction phase in accordance with the optional services described in this RFP. The Owner's Representative shall not assume the responsibilities of the Contractor, Architect/Engineer of Record, inspectors, or governmental agencies.

Project: The Hale Mahaolu Lahaina Surf Redevelopment Project, including all associated demolition, site redevelopment, planning, design coordination, permitting, procurement support, preconstruction services, and any optional construction-phase Owner's Representative services authorized by Hale Mahaolu.

Proposal: The complete response submitted by a Proposer in accordance with the requirements of this RFP.

Proposer: Any firm, team, joint venture, or other legal entity submitting a Proposal in response to this Request for Proposals.

Subconsultant: Any consultant, engineer, architect, or specialty professional retained by the Consultant to perform a portion of the required services.

1. Executive Summary

Hale Mahaolu seeks qualified multidisciplinary consulting firms to provide comprehensive preconstruction services for the redevelopment of the Hale Mahaolu Lahaina Surf affordable housing community following the August 2023 Maui wildfires. The Project will replace housing lost in the disaster with a safe, resilient, code-compliant community that provides long-term affordable housing for individuals and families while promoting resident health, safety, accessibility, emergency preparedness, and long-term sustainability.

The selected Consultant will lead and coordinate the preconstruction phase of the Project. Responsibilities shall include Project planning, architectural and engineering coordination, code compliance, environmental review support, cost estimating, constructability review, permitting, procurement preparation, funding compliance, and coordination of specialty consultants. The Consultant shall work closely with Hale Mahaolu, funding agencies, regulatory authorities, utility providers, insurers, and other Project stakeholders throughout the preconstruction process. The Consultant's efforts shall support timely decision-making and prepare the Project for successful procurement, permitting, and construction.

Because the Project is anticipated to utilize multiple federal, state, county, insurance, and affordable housing funding sources, including disaster recovery funding, the Consultant shall demonstrate experience with HUD, CDBG-DR, FEMA, insurance-funded reconstruction, and other applicable funding programs.

This RFP is issued using the formal competitive proposal method under the federal procurement standards because the anticipated value may exceed the applicable simplified acquisition threshold and because the required services involve professional judgment, technical qualifications, and Project-specific methodology. Federal procurement standards require documented procurement procedures, full and open competition, responsible contractor review, procurement records, and use of applicable procurement methods under 2 C.F.R. §§ 200.318–200.327. [Sources: 2 C.F.R. Part 200 Subpart D; FEMA Procurement Under Grants Fact Sheet, December 2025]

2. Project Background

Hale Mahaolu is undertaking the complete redevelopment of the Lahaina Surf affordable housing community following the August 2023 Maui wildfires. The Project will replace the former community with a modern, resilient, energy-efficient, and code-compliant affordable housing development designed to serve the long-term housing needs of Lahaina residents.

The redevelopment will include demolition of the remaining structures and reconstruction of supporting infrastructure, and construction of a new integrated affordable housing community. The selected Consultant will provide comprehensive preconstruction consulting services to support planning, design coordination, permitting, procurement, funding compliance, and preparation for construction.

3. Existing Site Conditions and Disaster Recovery Context

The Lahaina Surf property experienced extensive damage during the August 2023 Maui wildfires, resulting in the loss of much of the residential community and supporting site infrastructure. While most buildings were destroyed by the wildfire, two buildings remained standing but sustained varying degrees of damage. Since the disaster, these buildings have remained vacant and have experienced continued deterioration due to prolonged exposure, deferred maintenance, and the absence of routine occupancy and facility operations. Hale Mahaolu's redevelopment strategy includes the demolition of these remaining structures and complete site clearance to facilitate comprehensive redevelopment of the property.

The selected Consultant shall evaluate existing site conditions, available documentation, and remaining infrastructure to confirm existing constraints, identify Project risks, and support the development of a coordinated redevelopment strategy. Existing information may include prior architectural and engineering documents, topographic and boundary surveys, utility information, geotechnical reports, environmental studies, insurance documentation, damage assessments, photographs, agency correspondence, and other available Project records.

The Project is anticipated to require complete replacement or significant reconstruction of site infrastructure, including utilities, drainage systems, roadways, parking areas, pedestrian circulation, site lighting, communications infrastructure, landscaping, and other supporting improvements necessary to serve the redeveloped community. The Consultant shall evaluate existing conditions and coordinate recommendations that support resilient, sustainable, and maintainable infrastructure consistent with current codes, regulatory requirements, and long-term operational objectives.

Because the Project is anticipated to utilize multiple funding sources, including federal disaster recovery, affordable housing, insurance, state, county, and other public funding programs, the Consultant shall coordinate technical documentation necessary to support environmental review, permitting, procurement, funding compliance, agency coordination, and construction readiness. The Consultant shall identify potential Project risks, long-lead procurement considerations, permitting constraints, and other factors that may affect Project schedule, cost, or successful implementation.

4. Project Goals and Objectives

The primary goal of the Project is to redevelop the Hale Mahaolu Lahaina Surf property into a safe, resilient, sustainable, and code-compliant affordable housing community that supports the long-term housing needs of Lahaina residents. The selected Consultant shall support Hale Mahaolu in achieving the following objectives:

Restore Affordable Housing: Redevelop the property as a modern affordable housing community that replaces lost housing because of the August 2023 Maui wildfires while supporting the long-term housing needs of individuals and families.

Complete Comprehensive Site Redevelopment: Plan and coordinate the demolition of the remaining site improvements, restoration of critical infrastructure, and complete redevelopment of the property as a single, integrated affordable housing community.

Promote Resident Health, Safety, and Accessibility: Incorporate design solutions that enhance resident safety, accessibility, security, emergency preparedness, and overall quality of life while complying with all applicable buildings, fire, life-safety, Fair Housing, ADA, Section 504, and other accessibility requirements.

Incorporate Resilient and Sustainable Design: Develop recommendations that improve the community's resilience to future natural hazards through the incorporation of wildfire-resistant construction, durable building materials, resilient infrastructure, energy-efficient systems, emergency power considerations, water conservation measures, and sustainable site design.

Restore and Modernize Site Infrastructure: Evaluate and coordinate the replacement or reconstruction of utilities, drainage systems, roadways, parking, pedestrian circulation, communications infrastructure, site lighting, landscaping, and other supporting infrastructure necessary to serve the redeveloped community.

Support Federal, State, and Local Funding Compliance: Ensure that Project planning, environmental review, procurement, permitting, design coordination, and documentation support compliance with applicable funding requirements associated with HUD, CDBG-DR, FEMA, insurance-funded reconstruction, and other federal, state, county, and affordable housing funding programs.

Prepare Construction-Ready Procurement Documents: Develop coordinated plans, specifications, cost estimates, technical exhibits, and procurement documents suitable for permitting, competitive bidding, funding agency review, and construction implementation.

Engage Stakeholders Throughout the Project: Coordinate with Hale Mahaolu leadership, residents, regulatory agencies, funding partners, utility providers, insurers, and other stakeholders to support informed decision-making, transparent communication, and successful Project delivery.

Promote Long-Term Operational Efficiency: Recommend practical design solutions that reduce long-term operating costs, improve maintainability, simplify facility operations, extend asset life, and support the long-term stewardship of the property.

5. Procurement Standards and Funding Compliance

This procurement is intended to obtain a qualified multidisciplinary Consultant capable of leading the preconstruction planning, technical coordination, and procurement preparation for the complete redevelopment of the Hale Mahaolu Lahaina Surf affordable housing community. The selected Consultant shall support Hale Mahaolu throughout the preconstruction phase, including demolition planning, site redevelopment, engineering coordination, environmental compliance, permitting, funding coordination, procurement preparation, and construction readiness.

The procurement and any resulting Contract shall comply with all applicable federal, state, county, and funding-source requirements, including **2 C.F.R. Part 200**, HUD requirements, CDBG-DR requirements, FEMA guidance (where applicable), Davis-Bacon labor standards, the Build America, Buy America Act (BABA), NEPA, Section 3 requirements, environmental review requirements, and all other applicable laws, regulations, and funding conditions. The Consultant shall remain knowledgeable of evolving regulatory requirements throughout the duration of the Project and shall promptly advise Hale Mahaolu of any changes that may affect Project planning, procurement, permitting, funding compliance, or implementation.

The Consultant shall assist Hale Mahaolu in coordinating the technical documentation necessary to support multiple funding sources, including HUD, CDBG-DR, FEMA, insurance proceeds, HOME, LIHTC, HHFDC, HHRF, County, State, and other affordable housing or disaster recovery funding programs. Responsibilities may include coordination of environmental documentation, procurement documentation, cost estimates, permitting information, funding applications, agency responses, reporting requirements, and other supporting documentation necessary to advance the Project.

Hale Mahaolu shall maintain procurement records documenting the rationale for the procurement method, evaluation process, Contract pricing, contractor selection, procurement decisions, meeting minutes, agency correspondence, environmental documentation, funding coordination, and other records required by applicable laws, regulations, funding agreements, and audit requirements. The Consultant shall maintain sufficient documentation to support procurement reviews, funding agency oversight, grant monitoring, environmental compliance, Project audits, and final Project closeout.

All proposers shall avoid actual, potential, or apparent conflicts of interest. Federal procurement standards require recipients and subrecipients to maintain written standards of conduct and prohibit participation in the selection, award, or administration of federally funded contracts where a conflict of interest exists or could reasonably be perceived to exist.

6. Detailed Scope of Services

The selected Consultant shall provide comprehensive multidisciplinary preconstruction services necessary to support the complete redevelopment of the Hale Mahaolu Lahaina Surf affordable housing community. The following Scope of Services establishes the minimum anticipated requirements for the Project and is not intended to be all-inclusive. Proposers are encouraged to recommend additional services, innovations, and best practices that will enhance Project delivery, improve long-term operational performance, strengthen resilience, and support the successful completion of the Project.

The Consultant may perform the required services through its own staff, qualified Subconsultants, or a multidisciplinary team, provided the Consultant remains fully responsible for coordination and delivery of all services required under the resulting Agreement.

A. Overall Project Management

- Serve as Hale Mahaolu's lead preconstruction Consultant.
- Develop and maintain a Project Execution Plan, Master Schedule, Decision Log, Risk Register, and Action Item Log.
- Coordinate architects, engineers, environmental consultants, cost estimators, utility providers, and specialty consultants.
- Coordinate with HUD, CDBG-DR, FEMA, County, State, insurers, and other funding partners.
- Facilitate regular Project meetings and distribute meeting minutes.
- Prepare monthly progress reports identifying schedule, budget, risks, and key decisions.
- Support Board presentations, funding meetings, and stakeholder engagement.
- Advise Hale Mahaolu on Project risks, critical path issues, and recommended corrective actions.

B. Existing Conditions Assessment

- Review existing reports, plans, and documentation.
- Assess remaining buildings and site improvements.
- Evaluate utilities and infrastructure.
- Review fire damage and deferred deterioration.
- Review insurance and FEMA documentation.
- Identify constraints, risks, and code deficiencies.
- Prepare an Existing Conditions Assessment Report.

Geotechnical Investigation:

- Review available geotechnical information and identify any additional investigation required to support the proposed redevelopment.
- Coordinate and manage required subsurface investigations, field testing, laboratory testing, and geotechnical analysis through appropriately licensed professionals.
- Prepare or coordinate preparation of a geotechnical report suitable to support project planning, design, permitting, environmental review, and construction.

C. Demolition and Site Clearance Planning

- Develop demolition sequencing.
- Coordinate utility disconnects.
- Identify hazardous materials and required abatement.
- Develop debris management and recycling recommendations.
- Coordinate demolition permitting.
- Recommend site stabilization measures.
- Coordinate temporary erosion and sediment control.
- Support safe transition to redevelopment.

D. Architectural Services

- Develop architectural concepts supporting complete redevelopment.
- Coordinate resilient building design.
- Evaluate accessibility and Fair Housing compliance.
- Recommend durable, low-maintenance materials.
- Coordinate space planning and resident amenities.
- Incorporate energy-efficient design strategies.
- Coordinate architectural drawings with engineering disciplines.

E. Civil Engineering

- Evaluate grading.
- Evaluate drainage.
- Evaluate utilities.
- Restore site infrastructure.
- Design resilient stormwater systems.
- Coordinate roadway and parking improvements.
- Coordinate pedestrian circulation and ADA routes.
- Coordinate utility providers.

F. Structural Engineering

- Evaluate structural systems.
- Recommend wildfire-resistant construction.
- Recommend corrosion-resistant materials.
- Design for wind and seismic loads.
- Evaluate constructability.
- Minimize lifecycle costs.
- Coordinate with architectural and MEP discipline.

G. Mechanical, Electrical, Plumbing and Fire/Life Safety

- Evaluate HVAC, plumbing, and electrical systems to promote occupant comfort, energy efficiency, reliability, and long-term maintainability.
- Coordinate fire alarm, fire suppression, and other life safety systems in accordance with applicable codes and Project requirements.
- Evaluate emergency power, building controls, communications infrastructure, and other critical building systems necessary to support resilient community operations.
- Develop lighting and water conservation strategies that improve resident safety, sustainability, and operational efficiency.
- Evaluate opportunities for renewable energy integration, including future photovoltaic (PV) systems, battery energy storage systems (BESS), and electric vehicle (EV) charging infrastructure, where appropriate.

- Recommend building systems and equipment that are durable, corrosion-resistant, and appropriate for long-term operation in Maui's coastal environment while minimizing lifecycle maintenance costs.
- Coordinate all mechanical, electrical, plumbing, fire/life safety, and communications systems with architectural, structural, civil, landscape, and other design disciplines to produce a fully integrated, construction-ready design.

H. Environmental Review and Compliance

- Coordinate environmental review and permitting activities required under applicable federal, state, and local regulations.
- Support compliance with NEPA, HUD Environmental Review requirements, Section 106 Historic Preservation, floodplain management, and other applicable regulatory requirements.
- Review and coordinate environmental assessments, hazardous materials investigations, geotechnical studies, archaeological and cultural resource reviews, and other required technical studies, as applicable.
- Coordinate with regulatory agencies and funding partners to support timely environmental approvals and Project implementation.
- Incorporate environmental findings and permit requirements into the overall Project planning, design, permitting, and procurement process.

I. Technology Infrastructure

- Evaluate telecommunications, broadband, fiber optic, Wi-Fi, and structured cabling infrastructure to support current and future resident and operational needs.
- Coordinate technology infrastructure with utility providers, architectural, structural, and MEP systems to ensure a fully integrated building design.
- Recommend smart building technologies, building automation integration, and other systems that improve operational efficiency and long-term facility management.
- Incorporate appropriate cybersecurity considerations, technology resiliency, and future expansion capacity into the overall infrastructure design.

J. Security Systems

- Evaluate security measures, including access control, video surveillance (CCTV), exterior lighting, and emergency communication systems, as appropriate.
- Incorporate Crime Prevention Through Environmental Design (CPTED) principles into the overall site and building design to promote resident safety and security.
- Coordinate security systems with architectural, civil, electrical, fire/life safety, and technology infrastructure to ensure an integrated and reliable design.
- Recommend security solutions that are durable, cost-effective, scalable, and appropriate for the long-term operation and management of the property.

K. Disaster Recovery Coordination

- Coordinate technical documentation and Project information with Hale Mahaolu, funding agencies, insurers, regulatory agencies, utility providers, and other Project stakeholders, as required.
- Support documentation necessary for HUD, CDBG-DR, FEMA, insurance-funded reconstruction, and other applicable funding programs.
- Assist with agency coordination, permitting, environmental compliance, funding reviews, and responses to Requests for Information (RFIs), as requested by Hale Mahaolu.
- Identify potential Project risks, funding constraints, permitting issues, and schedule impacts, and provide recommendations to support timely Project delivery.

L. Cost Estimating and Value Engineering

- Prepare conceptual and detailed cost estimates at appropriate Project milestones and design phases.
- Evaluate cost escalation, market conditions, and long-lead procurement considerations that may affect Project budget and schedule.
- Provide value engineering recommendations that maintain Project quality, resilience, functionality, and long-term operational performance.
- Assist Hale Mahaolu in evaluating funding availability, budget alignment, insurance reconstruction costs, and potential funding gaps.
- Update cost estimates and recommendations throughout Project development to support permitting, procurement, funding applications, and construction readiness.

M. Permitting and Entitlement

- Develop and maintain a permitting matrix identifying required permits, approvals, reviews, and responsible agencies.
- Coordinate with federal, state, county, utility providers, and other authorities having jurisdiction to support timely permitting and Project approvals.
- Monitor permitting progress, identify potential regulatory constraints, and recommend strategies to minimize schedule impacts.
- Incorporate permitting requirements and agency comments into the Project design, procurement documents, and overall Project schedule.
- Support Hale Mahaolu during agency meetings, permit reviews, and responses to Requests for Information (RFIs), as requested.

N. Construction Procurement Readiness

- Prepare coordinated bid packages, technical specifications, drawings, and supporting procurement documents suitable for competitive bidding.
- Develop procurement schedules and identify critical milestones necessary to support Project funding, permitting, and construction implementation.

- Incorporate applicable federal, state, county, and funding-source requirements into the procurement documents, including required Contract provisions and technical exhibits.
- Assist Hale Mahaolu during the bidding process by supporting pre-bid meetings, responding to Requests for Information (RFIs), preparing addenda, and providing technical clarification, as requested.
- Support proposal and bid evaluations by providing technical reviews, responding to procurement questions, and assisting Hale Mahaolu through Consultant or contractor selection, as requested.

O. Commissioning

- Develop commissioning requirements for major building systems, including mechanical, electrical, plumbing, fire/life safety, communications, and other critical infrastructure.
- Coordinate commissioning requirements with the Project design, technical specifications, procurement documents, and construction planning activities.
- Recommend Project closeout requirements, including testing and balancing, system startup, Owner training, operations and maintenance manuals, warranty documentation, and record drawings.
- Develop recommendations that support a smooth transition from construction completion to long-term facility operations and asset management.

P. Optional Construction-Phase Owner's Representative Services

- Represent Hale Mahaolu's interests throughout construction and serve as a primary coordination point among Hale Mahaolu, the Contractor, Architect/Engineer, inspectors, funding agencies, utility providers, and other Project stakeholders.
- Monitor construction progress, schedule, budget, risks, and major Project decisions, and advise Hale Mahaolu of potential delays, cost impacts, compliance concerns, or other issues requiring action.
- Attend preconstruction, progress, coordination, and closeout meetings and prepare or review meeting minutes, action items, and follow-up requirements.
- Conduct periodic site observations and provide written progress reports documenting construction status, schedule, budget, risks, outstanding issues, and recommended corrective actions.
- Review Contractor payment applications, change-order requests, proposed substitutions, Requests for Information (RFIs), submittals, construction schedules, and related documentation, and provide recommendations to Hale Mahaolu.
- Maintain or monitor Project records, including payment, change-order, RFI, submittal, decision, risk, and action-item logs.
- Support construction-phase coordination and documentation required for FEMA, CDBG-DR, HUD, insurance, and other applicable funding or regulatory requirements.

- Monitor construction quality and general conformity with the Contract Documents and prompt report observed deficiencies or nonconforming work to Hale Mahaolu and the Architect/Engineer.
- Coordinate Project commissioning, testing, inspections, Owner training, operations and maintenance manuals, warranties, record drawings, punch-list completion, and final closeout activities.
- Assist Hale Mahaolu with evaluating claims, disputes, schedule impacts, and other construction-related matters, as requested.
- Support the transition of the completed Project to Hale Mahaolu's property management, maintenance, and operations personnel.

The Consultant's Owner's Representative services shall not relieve the Contractor of its responsibility for construction means, methods, sequencing, site safety, supervision, or compliance with the Contract Documents. The Consultant shall not assume the professional responsibilities, contractual duties, or authority of the Architect/Engineer of Record, Contractor, inspectors, or governmental agencies.

7. Consultant Performance Expectations

The selected Consultant shall serve as Hale Mahaolu's primary preconstruction advisor and shall proactively manage the Project through effective communication, coordination, and leadership.

- Maintain regular communication with Hale Mahaolu and promptly identify issues requiring Owner review or decision.
- Coordinate all subconsultants and specialty disciplines to ensure a fully integrated Project approach.
- Maintain Project schedules, action item logs, decision logs, and meeting documentation.
- Identify Project risks, schedule impacts, budget concerns, permitting issues, and funding constraints, and recommend mitigation strategies.
- Provide timely responses to Hale Mahaolu, regulatory agencies, funding partners, and stakeholders.
- Conduct Project meetings and distribute agendas, meeting minutes, and action item summaries.
- Maintain documentation sufficient to support funding compliance, audits, procurement reviews, and Project closeout.
- Perform all services in accordance with applicable professional standards and federal, state, and local requirements.

8. Project Risk Management

The Consultant shall proactively identify, evaluate, and manage risks that may affect Project cost, schedule, funding, permitting, constructability, or successful implementation.

- Identify Project risks throughout the preconstruction phase.
- Evaluate permitting, environmental, utility, funding, procurement, and schedule risks.
- Identify long-lead procurement items and potential supply chain constraints.
- Develop mitigation strategies to reduce Project risk and improve schedule certainty.
- Monitor identified risks throughout Project development.
- Provide regular risk updates and recommendations to Hale Mahaolu.

9. Deliverables

Deliverables identified herein represent the minimum anticipated requirements. The Consultant may recommend additional deliverables where necessary to support the successful planning, funding, permitting, procurement, and implementation of the Project.

The Consultant shall prepare and submit reports, technical documents, drawings, analyses, and supporting information necessary to successfully complete the Scope of Services, including any optional construction-phase services authorized in writing by Hale Mahaolu. Deliverables shall include, at a minimum, those applicable to the authorized Scope of Services:

Project Management

- Project Execution Plan
- Demolition Coordination Plan
- Master Project Schedule
- Monthly Progress Reports
- Decision Log
- Action Item Log
- Funding Agency Response Support

Existing Conditions

- Existing Conditions Assessment Report
- Site Investigation Summary
- Geotechnical Investigation Report and Recommendations
- Existing Infrastructure Assessment
- Utility Assessment

Technical Services

- Architectural and Engineering Coordination Documents
- Environmental Compliance Documentation
- Utility Coordination Matrix
- Permitting Matrix

- Cost Estimates at Design Milestones
- Value Engineering Recommendations

Procurement

- Construction Procurement Schedule
- Bid Packages
- Funding Compliance Matrix
- Technical Specifications
- Procurement Documents
- Pre-Bid Meeting Support
- Addenda Support

Optional Construction-Phase Owner's Representative Services (If Authorized)

- Construction-Phase Services Work Plan
- Construction Progress Meeting Minutes
- Monthly Construction Progress Reports
- Updated Master Project Schedule Reviews
- Budget and Cost Status Reports
- Contractor Payment Application Review Recommendations
- Change Order Review Recommendations and Change Order Log
- RFI and Submittal Tracking Logs
- Construction Risk, Decision, and Action Item Logs
- Site Observation Reports
- Funding and Regulatory Compliance Documentation
- Claims and Schedule Impact Analyses, as requested
- Testing, Inspection, and Commissioning Coordination Records
- Punch-List and Deficiency Tracking Reports
- Owner Training and Operations Transition Documentation
- Warranty, Operations and Maintenance Manual, and Record Drawing Tracking
- Construction Closeout Report

Project Closeout Planning

- Commissioning Requirements
- Owner Training Recommendations
- Operations and Maintenance Documentation Requirements
- Final Preconstruction Report
- Warranty Documentation Requirements
- Record Drawing Requirements

Electronic Deliverables:

Unless otherwise approved by Hale Mahaolu, all reports, drawings, specifications, schedules, cost estimates, and other deliverables shall be submitted in both searchable PDF format and editable electronic format compatible with Microsoft Office and other industry-standard software appropriate to the deliverable.

Electronic files shall become part of the Project record and shall be organized and transmitted in a logical manner suitable for long-term record retention and future Project use.

10. Minimum Qualifications

- Demonstrated experience providing preconstruction and construction-phase Owner's Representative services for comparable multifamily or affordable housing developments.
- Demonstrated experience providing construction-phase oversight, including schedule and budget monitoring, payment application and change-order review, construction documentation, funding compliance, commissioning, and project closeout.
- Experience coordinating federally, state, or locally funded projects, including familiarity with HUD, CDBG-DR, FEMA, LIHTC, HOME, or similar funding programs, as applicable.
- Experience managing multidisciplinary Consultant teams, permitting, environmental compliance, procurement support, and construction readiness.
- Demonstrated capability to deliver projects of similar size, complexity, and funding structure.
- Professional staff are appropriately licensed or qualified in their respective disciplines.
- Demonstrated financial capacity and organizational resources to successfully perform the required services.

11. Proposal Requirements

- Cover Letter.
- Firm Qualifications and Organizational Information.
- Project Understanding and Technical Approach.
- Project Team and Key Personnel.
- Relevant Project Experience and References.
- Project Schedule and Staffing Plan.
- Optional Construction-Phase Owner's Representative Services:
 - ❖ As described in Section 6.P.
- Optional Construction-Phase Fee Information:
 - ❖ Provide hourly billing rates and the proposed fee methodology for optional services, separately from the base preconstruction fee, for evaluation and future negotiations.
- Base Preconstruction Fee Proposal, including a breakdown by task, labor category, hours, subconsultant costs and reimbursable expenses.
- Geotechnical Investigation Fee or Allowance, separately identifying professional services, field investigation, laboratory testing and related reimbursable expenses.
- Conflict of Interest Disclosure.

- Litigation History (past five years).
- Current Workload and Capacity.
- Required Certifications and Forms.

Electronic Proposal Submission:

Proposals shall be submitted electronically only. Hard copy submissions will not be accepted. Proposals shall be sent to:

HMSubmittals@halemahaolu.org

If a Proposal cannot be transmitted in a single email due to file size limitations, the Proposer shall submit the Proposal as compressed (zip) files or in multiple clearly labeled emails (e.g., Email 1 of 3, Email 2 of 3). All Proposal documents must be received by the Proposal Due Date and time to be considered.

Submission of pricing for the optional construction-phase services does not obligate Hale Mahaolu to authorize those services. Any such services shall be subject to satisfactory Consultant performance, funding availability, and a written amendment or separate Notice to Proceed establishing the final scope, staffing, schedule, and fee

12. Pass/Fail & Weighted Selection Criteria

Pass/Fail Threshold Criteria

Proposals must satisfy all the following minimum requirements to be considered responsive.

Requirement	Scoring
Proposal submitted by the deadline and complete.	Pass / Fail
Demonstrates satisfaction of the Minimum Qualifications.	Pass / Fail
Licensed or authorized to conduct business in the State of Hawai'i, or commits to obtaining all required registrations prior to contract execution.	Pass / Fail
No active suspension, debarment, or exclusion from federal contracting.	Pass / Fail
Acknowledges all applicable federal, state, county, and funding-source requirements.	Pass / Fail
Demonstrates the ability to provide or coordinate the required multidisciplinary preconstruction services.	Pass / Fail

Scored Criteria

Responsive proposals meeting all Pass/Fail requirements will be evaluated using the following weighted criteria:

Criterion	Weight
Project understanding and proposed technical approach to the Lahaina Surf redevelopment.	20 points
Experience with Hale Mahaolu or comparable affordable housing owners, including preconstruction and construction-phase Owner's Representative services.	15 points
Experience with federal, state, and affordable housing funding programs (HUD, CDBG-DR, FEMA, LIHTC, HOME, HHFDC, HHRF, etc.).	15 points
Qualifications, experience, and availability of the proposed preconstruction and construction-phase project team.	15 points
Technical approach to resilient design, code compliance, environmental review, permitting, and construction readiness.	15 points
Project management approach, communication, coordination, and schedule.	10 points
Cost reasonableness and clarity of the base fee and optional construction-phase billing rates.	10 points
TOTAL	100 points

*Hale Mahaolu reserves the right to conduct interviews with the highest-ranked Proposers following the initial proposal evaluation. If interviews are conducted, Hale Mahaolu may either:

- (a) use interviews as part of the evaluation process and assign up to ten (10) additional points; or
- (b) use interviews, reference checks, and responsibility reviews to confirm rankings established through the written proposal evaluation.

*Hale Mahaolu reserves the right to award a contract without conducting interviews if determined to be in the best interest of the Project.

13. Proposed Procurement Timeline

Step	Target Date
RFP issued	Thursday, September 10, 2026
Optional pre-proposal conference/site meeting	Friday, September 18, 2026
Deadline for written questions	Friday, September 25, 2026
Responses/addendum issued	Friday, October 2, 2026
Proposals due: Electronic proposals only. Hard copy submissions will not be accepted.	Friday, October 16, 2026
Initial responsiveness and compliance review	Friday, October 16 – Monday, October 19, 2026
Evaluation committee scoring	October 20–23, 2026
Interviews, if conducted	October 26–30, 2026
Reference checks and responsibility review	November 2–6, 2026
Fee negotiation with highest-ranked firm	November 9–13, 2026
Notice of intent to award	Friday, November 20, 2026
Contract finalization	November 23 – December 11, 2026
Board approval, if required	Next scheduled Board of Directors meeting
Notice to proceed	Upon execution of the Contract and receipt of all required funding clearances.

14. Insurance Requirements

The selected Consultant shall maintain insurance coverage appropriate to the services, including:

- **Commercial General Liability Insurance:** \$1,000,000 per occurrence and \$2,000,000 aggregate.
- **Professional Liability (Errors & Omissions) Insurance:** \$2,000,000 per claim and \$2,000,000 aggregate.
- **Workers' Compensation Insurance:** Statutory limits as required by the laws of the State of Hawai'i, including Employer's Liability coverage of not less than \$1,000,000.
- **Automobile Liability Insurance:** \$1,000,000 combined single limit per accident for owned, hired, and non-owned vehicles.
- **Cyber Liability and Privacy Liability Insurance:** \$1,000,000 per claim if the Consultant is responsible for information technology systems, network design, communications infrastructure, security systems, resident data, or other sensitive electronic information.
- **Network Design and Technology Professional Liability Insurance:** \$1,000,000 per claim where technology, communications, cybersecurity, network infrastructure, or related design services are provided.

- **Umbrella / Excess Liability Insurance:** \$2,000,000 per occurrence and aggregate.

* Insurance requirements may be adjusted by Hale Mahaolu, based upon final contract scope, lender requirements, funding source requirements, or project-specific risk considerations. All insurance carriers shall be licensed to conduct business in the State of Hawai'i and maintain an A.M. Best rating acceptable to Hale Mahaolu.

15. Contract Type

- Hale Mahaolu anticipates awarding a professional services agreement using a fixed-fee by task, cost-reimbursable with a not-to-exceed amount, or another Contract structure determined to be in the best interest of the Project and consistent with applicable procurement requirements.
- The selected Consultant shall submit monthly invoices documenting services performed, progress achieved, and deliverables completed. Payment shall be subject to Hale Mahaolu's review and acceptance of completed work.
- The Consultant shall not perform services outside the approved Scope without prior written authorization.
- Hale Mahaolu reserves the right to withhold payment for incomplete, deficient, or non-conforming services until deficiencies have been corrected.
- Optional construction-phase Owner's Representative services may be authorized in writing, subject to satisfactory performance, funding availability, and agreement on the scope and fee. Hale Mahaolu may authorize all, part, or none of these services.

Ownership of Documents:

All reports, studies, drawings, specifications, calculations, estimates, electronic files, models, schedules, and other work products prepared by the Consultant under the resulting Agreement shall become the property of Hale Mahaolu upon payment for the services rendered. The Consultant may retain copies for their records and professional use. Nothing herein shall prevent the Consultant from retaining ownership of its standard instruments of service, methodologies, or intellectual property not developed specifically for this Project.

16. Required Contract Provisions

- The resulting agreement shall incorporate all applicable federal, state, county, and funding-source Contract provisions.
- Required provisions may include, as applicable:
 - ❖ Termination for Cause or Convenience
 - ❖ Equal Employment Opportunity (EEO)
 - ❖ Davis-Bacon and Related Acts (DBRA)
 - ❖ Contract Work Hours and Safety Standards Act (CWHSSA)
 - ❖ Clean Air Act
 - ❖ Federal Water Pollution Control Act

- ❖ Debarment and Suspension
- ❖ Byrd Anti-Lobbying Amendment
- ❖ Build America, Buy America Act (BABA)
- ❖ Telecommunications and Video Surveillance Equipment Restrictions (2 C.F.R. § 200.216)
- ❖ Section 3 of the Housing and Urban Development Act of 1968, as applicable
- ❖ Non-Discrimination and Equal Opportunity requirements
- ❖ Access to Records and Audit Requirements
- ❖ Other provisions required by 2 C.F.R. Part 200, HUD, FEMA, CDBG-DR, and other applicable funding agencies.

17. Reservation of Rights

Hale Mahaolu reserves the right to amend, suspend, cancel, or reissue this RFP; reject any or all proposals; waive minor informalities; request clarifications; conduct interviews; negotiate scope and fees; and award a Contract in the best interest of Hale Mahaolu, subject to applicable laws and funding requirements.

Hale Mahaolu reserves the right to request Best and Final Offers (BAFO) if determined to be in the best interest of the Project.

18. Conflict of Interest and Organizational Conflict of Interest

- Proposers shall disclose any actual, potential, or apparent conflicts of interest, including organizational conflicts that could impair objectivity or create an unfair competitive advantage.
- Failure to disclose known conflicts may be grounds for proposal rejection or Contract termination.

19. Important Compliance Note on Prior Work with Hale Mahaolu

- Hale Mahaolu recognizes that prior successful experience working with the organization may provide familiarity with its standards, procedures, communication protocols, and operational requirements. Accordingly, such experience may be considered as one factor, among many, during the evaluation process, consistent with the evaluation criteria contained in this RFP.
- This provision is intended to recognize relevant institutional knowledge and shall not be interpreted as limiting competition or excluding firms without prior Hale Mahaolu experience. Comparable experience with affordable housing owners, nonprofit organizations, public agencies, or projects of similar complexity will also be considered.

20. Attachments (As Available)

- Project site description and property information.
- Available architectural, engineering, survey, environmental, utility, insurance, damage assessment, and funding documentation.
- Draft Professional Services Agreement.
- Required federal Contract clauses and certifications.
- Proposal forms and evaluation forms.
- Insurance requirements.
- Site visit information and procurement addenda, if issued.

21. Restrictions on Future Procurement Participation

Consultants preparing procurement documents, technical specifications, statements of work, cost estimates or other materials that may influence future procurements may be restricted from participating in subsequent solicitations for construction or other Project-related contracts where such participation would create an actual, potential or apparent organizational conflict of interest or provide an unfair competitive advantage.

Hale Mahaolu reserves the right to determine whether an organizational conflict of interest exists and to impose appropriate restrictions or mitigation measures consistent with applicable federal, state, county and funding-source procurement requirements.

22. Procurement Protest Procedure

Any Proposer believing it has been adversely affected by this procurement may submit a written protest to Hale Mahaolu within five (5) business days following the issuance of the Notice of Intent to Award. The protest shall clearly identify the basis of the protest and the relief requested.

Hale Mahaolu or its designated representative shall review the protest and issue a written determination. If permitted under Hale Mahaolu's procurement procedures, an appeal may be submitted to the Board of Directors in accordance with Hale Mahaolu's established policies and procedures.

The filing of a protest shall not automatically delay or prevent Hale Mahaolu from proceeding with the procurement or Contract award unless Hale Mahaolu determines that a delay is necessary to protect the integrity of the procurement process or to comply with applicable laws or funding requirements.

23. Evaluation and Award Process

Proposals determined to be responsive and responsible will be evaluated in accordance with the evaluation criteria contained in this RFP.

Hale Mahaolu reserves the right to request clarifications or additional information, conduct interviews, verify references, confirm qualifications, evaluate the Proposer's financial and

organizational capacity, negotiate scope, staffing, schedule and fees with the highest-ranked Proposer, proceed to the next-ranked Proposer if negotiations are unsuccessful, request Best and Final Offers (BAFO), or cancel and reissue the solicitation if determined to be in the best interest of the Project.

The Contract, if awarded, shall be awarded to the Proposer whose proposal is determined to provide the best overall value to Hale Mahaolu, considering the published evaluation criteria, qualifications, technical approach and other factors identified in this RFP.

24. Questions and Addenda

All questions regarding this RFP shall be submitted in writing to HMSubmittals@halemahaolu.org no later than the deadline identified in the Procurement Schedule. Questions received after the stated deadline may not be considered.

Responses to questions, interpretations, revisions or clarifications of this RFP will be issued only by written addendum. All addenda shall become part of the RFP and shall be binding upon all Proposers.

Oral statements, informal communications or interpretations by Hale Mahaolu representatives shall not modify, supersede or otherwise affect the requirements of this RFP.

Proposers are responsible for monitoring all issued addenda and incorporating applicable revisions into their proposals before the Proposal Due Date.

END OF REQUEST FOR PROPOSALS