



**Kualapu'u Public Charter School  
260 Farrington Highway, #260  
Kualapu'u, Moloka'i, Hawai'i**

**REQUEST FOR PROPOSALS FOR Renovation of Library/Conference Room**

**Posted: January 1, 2025**

**A Kualapu'u Public Charter School (KUU) BACKGROUND**

Kualapu'u (KUU) is a public charter school that currently serves approximately 310 students in grades PreK-6. Kualapu'u Public Charter School is located at:

260 Farrington Highway  
Kualapu'u, Molokai, Hawaii 96757

**B RFP OBJECTIVE**

Through this RFP, KUU seeks a qualified office space contractor to design and convert our library space (38 ft x 29 ft) into a mixed-use library, office, and private meeting and space. The space will be a modular space including condensed storage for books that can be easily spread out for student access. A conference/meeting space for up to 12 people. Private office working area. Private meeting space for virtual health appointments. This will be completed by using furniture only and there will be no type of construction or modification to the physical structure of the room.

**C SCOPE OF SERVICES**

The Scope of Services required for this RFP is detailed below.

- Conduct a physical, on-site of review of the current space
- Propose various design options including furniture and internal structural (non-construction) components to divide the space
- Arrangement of delivery of materials and installation
- The Contractor must properly remove and dispose of any trash related to the project and maintain a clean and organized work area.

- Installation may be conducted during school hours, depending on the work tasks. Otherwise, work will be done during non-school hours, when children are NOT in school or NOT present on campus.
- Date of installation estimated to be during Summer 2025, June-July.
- Customer support through the length of Furniture Warranties (arranging for repair or replacement of furniture under warranty. If warranties are held directly with furniture manufacturer, project contractor will act as liaison between Kualapu'u School and manufacturer for repair or replacement of furniture under warranty.)

**D. Proposal Process**

1. Potential Vendors may participate in a site visitation, & question & answer session with the school representative on Friday, January 10<sup>th</sup>, 2025, at 3:30pm . A virtual platform (such as Zoom) will be available for vendors/bidders who are not able to attend a physical site visitation. Potential vendors will need to verify their attendance by Wednesday, January 8<sup>th</sup>, 2025. A Zoom link will be provided for those participating in the virtual visit.
  - a. Potential interested vendors/bidders who are NOT participating in the site visit, but may be submitting a proposal, should also let us know of your intent by Wed, January 10<sup>th</sup>, 2025. This will allow us to communicate any responses to questions.
2. Questions will be accepted by Tuesday, January 21<sup>st</sup>, 2025. All responses will be made public to all interested vendors by Friday, January 24<sup>th</sup>, 2025

**E PROPOSAL FORMAT**

The following information shall be required in the RFP submittal:

1. Company name, address and telephone number of the company submitting the proposal.
2. Name, title, address, e-mail address and telephone number of the person(s) to contact who is authorized to represent the company and to whom correspondence should be directed.
3. Federal and state taxpayer identification numbers and applicable licenses of the company.
4. A brief statement of the company's understanding of the services to be performed and a positive commitment to provide the services as specified.
5. A statement that indicates "proposal and cost schedule shall be valid and binding for thirty (30) days following the proposal due date and will become part of the contract that is negotiated with KUU".

6. General Vendor Information that includes:
  - a. Length of time in business
  - b. Length of time in business providing proposed services
  - c. Total number of clients
  - d. Number of full-time personnel
  - e. Location of headquarters and any field offices
  - f. Location of office which would service this account
  - g. Proof of Insurance (Minimum \$1,000,000)
7. Proposal Summary that includes:
  - a. Summary of your company's qualifications
  - b. Cost of services that includes
    1. Design Consultation
    2. Furniture
    3. Delivery
    4. Installation
8. Include and define any additional charges (i.e. for parts, travel expenses, etc.).
9. At any stage of a project, estimated work and scope of effort may unexpectedly change. How does your company typically handle these situations.

## **F SELECTION CRITERIA**

Listed below are criteria that will be utilized in our selection process. Please note that this is not an exclusive list and that other relevant criteria may be used.

Understanding of services to be provided

1. Expertise and qualifications of your company
2. Professionalism
3. Compatibility with Kualapu`u School
4. Satisfaction of clients/end users (pictures, previous work experience, encouraged)
5. Proposed Fee
6. References

## **G DEADLINES**

Proposals must be submitted via email by Friday, January 31<sup>st</sup>, 2025.

Any questions regarding this proposal are to be submitted to:

- [Micael Haskins@kualapuu.k12.hi.us](mailto:Micael.Haskins@kualapuu.k12.hi.us), Vice Principal
- [Lydia Trinidad@kualapuu.k12.hi.us](mailto:Lydia.Trinidad@kualapuu.k12.hi.us), Principal

## **H OTHER INFORMATION**

- 1. Modifications:** In the event modifications, clarifications or additions to the RFP become necessary as determined by KUU, all interested vendors/bidders will receive via e-mail the addenda to the RFP.
- 2. Communication:** Project information, answers to all questions, and any changes will be made available to all interested vendors/bidders via email.
- 3. Proposal Preparation Costs:** All costs incurred in the preparation and presentation of the proposal response will be paid entirely by the Bidder.
- 4. Final Selection & Award:** Proposals received by KUU are subject to the following:
  - a.** KUU reserves the right to reject any or all proposals and to award them to more than one bidder and to other than the lowest-priced bidder.
  - b.** KUU at its sole discretion may decide to take no procurement action because of the RFP and/or may re-bid all or portions of the RFP.
  - c.** KUU reserves the right to accept or reject without consideration proposals that do not address the full requirements of the RFP or that do not reach the designated address and contact before the proposal due date and time identified.
  - d.** Proposal responses and contents provided by the Bidder will be considered contractual obligations. Any existing agreements with the selected Bidder are construed as representative of minimum terms and conditions between KUU and the Bidder. Any new or unique requirements as a result of the RFP response can be added or amended, at KUU's option, to the existing agreements. Obligations of confidentiality will be an important condition of any resulting contractual arrangement. The selected bidder and all employees performing duties on this project will be required to keep all aspects of this project in confidence.