



PACIFIC INTERNATIONAL CENTER FOR HIGH TECHNOLOGY RESEARCH
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REQUEST FOR PROPOSAL COMMUNITY BUILDING CONSULTANTS

Posting Date: December 29, 2024

Deadline for Receipt: January 24, 2025 – 2:00 p.m. HST

The Pacific International Center for High Technology Research (PICHTR) is seeking consultants to support Community Building through ongoing engagement with the Waianae Community. The engagement will entail quarterly community meetings and ongoing communications with the community, and regular consultation and project updates with the project team. This effort may require multiple individuals on a part-time basis, and coordination between selected parties will be essential to the success of the project.

Interested parties should send a proposal with cover letter indicating interest in supporting the Waianae Community with resume and at least 3 community references by e-mail to keith.matsumoto@pichtr.org or to the following address:

PICHTR PROGRAMS DIRECTOR
1440 Kapiolani Boulevard, Suite 1410
Honolulu, Hawaii 96814

EVALUATION CRITERIA

The selection of sources will not be based on the lowest bid but a combination of capabilities, fit to the end use cases, and other factors. PICHTR will provide procurement preferences to Minority Business Enterprises and Women-Owned Business Enterprises.

ADDITIONAL REQUIREMENTS

- 1) Compliance with the Environmental Protection Agency General Terms and Conditions Effective October 1, 2024
- 2) Compliance with 2 CFR Part 200 Uniform Administrative Requirements
- 3) Procurement
 - i) All procurement transactions will be conducted in a manner providing full and open competition consistent with 2 CFR § 200.319. In accordance with 2 CFR § 200.324, a cost or price analysis in connection with applicable procurement actions, including contract modifications.

4) Build America, Buy America Act (BABA)

- i) Proposals must comply with the Build America, Buy America Act (BABA). All materials and components utilized in the Climate Controlled Farming Systems must be produced in the United States unless granted a waiver by PICHTR. Respondents must provide a certification of compliance with BABA or indicate any components that may require a waiver, with justification.

5) Insurance Requirements

Respondents must include proof of insurance meeting the following minimum requirements:

- i) General Liability Insurance: Coverage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
- ii) Workers' Compensation Insurance: In compliance with state and federal laws.
- iii) Professional Liability Insurance: Coverage of at least \$1,000,000 per claim (if applicable to design or engineering services).
- iv) Automobile Liability Insurance: Coverage of at least \$1,000,000 combined single limit for all owned, hired, and non-owned vehicles used in connection with the project.

Proof of insurance must be submitted with the proposal. PICHTR reserves the right to request additional coverage if necessary.

For any questions regarding the RFP, please contact Keith Matsumoto at keith.matsumoto@pichtr.org.