

Request for Proposals (“RFP”)

Lahaina Jodo Mission (“Owner” or “Mission”)

RFP Number: 02 – Rev. A

RFP Name: Feasibility Study and Master Plan (“Proposal”)

Site Address: 12 Ala Moana Street, Lahaina, HI 96761

Issue Date: **May 1, 2025.**

Proposal Due Date: **May 30, 2025, 5:00 p.m. HST**

Selection of Applicant: **June 30, 2025**

Applicants interested in submitting a proposal are encouraged to contact Maya Hara, Executive Director (mhara@lahainajodominion.org)

CONTENTS

Section 1.	Solicitation Overview	3
(a)	Project Summary:	3
(b)	Background Information.....	3
(c)	Description of Organization	3
(d)	Project Description.....	3
(e)	Solicitation Requirements.....	4
(f)	Solicitation Timeline.....	4
(g)	Site Visit/Interview.....	4
(h)	Registration and Questions.....	5
Section 2.	Scope of Work	5
(a)	Project Background	5
(b)	Objectives	5
(c)	Components of Proposals:	6
(d)	Additional Services (Example Tasks).....	6
Section 3.	Proposal Format and Instructions	7
(a)	Cover Page, including	7
(b)	Technical Proposal, including.....	7
(c)	Proposal, including	7
(d)	Past Performance, including	7
(e)	References, including.....	7
(f)	Price (Fixed Fee and/or Hourly rate sheet).....	8
(g)	Proposed Contract:	8
(h)	Proposal Submission.....	8
Section 4.	Proposal Evaluation & Award.....	8

(a)	Competitive Procedures	8
(b)	Evaluation Criteria	8

Section 1. **Solicitation Overview**

(a) **Project Summary:** The Lahaina Jodo Mission was mostly destroyed in the Lahaina fires on August 8, 2023. Among the structures destroyed were the historically significant Temple and Pagoda, which were built with traditional Japanese features and elements. The Mission is now looking to rebuild—using multiple sources of funding, including federal grant funds—and is accepting proposals for a feasibility study, master plan, and detailed designs for rebuilding the Mission compound.

(b) **Background Information:**

Owner: Lahaina Jodo Mission

Point of Contact: Maya Hara, Executive Director

Email: mhara@lahainajodominion.org

Cell: 650-417-1022

(c) **Description of Organization:**

(i) Lahaina Jodo Mission, a 501(c)(3), is a historic Buddhist temple, which has been long cherished by Maui residents and visitors alike. Founded in 1912 to support the spiritual needs of Japanese immigrants in Lahaina, the Mission has grown to serve the diverse community of Lahaina through its cultural, educational, and religious activities and programs and its welcoming spirit. Over the years, its dedicated board of directors, led by resident minister Rev. Gensho Hara, has managed the grounds of the Mission.

(ii) In 1968, a fire destroyed the original plantation-style temple structure. In response, members at the time envisioned a new Buddhist cultural park to commemorate the arrival of the first Japanese contract workers to Hawaii in 1868. This resulted in the construction of a new temple and three-tiered pagoda built in traditional Japanese-style architecture and completed in 1970. The Mission has provided a serene gathering place and functioned as a venue for workshops, free public concerts, and movie nights. Its inclusive approach can also be seen through its engagement with the community in such events as its bi-monthly farmers market, which was created to bring together the community in an outdoor space during the pandemic lockdown.

(d) **Project Description:**

(i) Lahaina Jodo Mission (Maui County parcel: TMK 450040050000) is situated on a 2.824-acre site that fronts Baby Beach in Lahaina. The Mission had several historically significant structures with traditional Japanese features and elements. The most notable structures consist of the Temple and the three-tiered Pagoda, both completed in 1970. The other 11 structures at the time of the fire, included the Social Hall (which also included the minister's parsonage (approx. 900 sq. ft.), communal kitchen, two bathrooms, and storage spaces); 8 rental units (each approx. 700 sq. ft.); a multivehicle carport/storage space; and a garage/storage building behind the Pagoda. All structures listed in the immediately preceding sentence were destroyed in the Lahaina fires on August 8, 2023. In addition to the structures, there are significant features including an open-air park space, the bronze Temple Bell on a concrete and stone platform, the Large Buddha also on a concrete and stone platform, and a prominent Main Temple Entrance (a stone wall and framed wooden gate off Ala Moana Street) that incurred some damage but survived the fire.

(ii) FEMA has approved funding to replace the Temple, Social Hall, portions of the Pagoda, Temple Bell structure, Main Temple Entrance, and two public bathrooms;

(iii) Owner has the drawings used to build the Temple and Pagoda;

(iv) Owner will need to provide its own funds to replace: (a) portions of the Pagoda; (b) certain structures located in the Social Hall (e.g., the minister's parsonage, and storage spaces); (c) 8 rental units; (d) a multivehicle carport/storage space; and (e) a garage/storage building behind the Pagoda;

(v) Additional Considerations: The Mission is located in a Maui County Special Management Area ("SMA"). Portions of the Mission grounds are in the shoreline setback and a flood zone. The Social Hall will need to be relocated because it was located within the current shoreline setback. The Mission may not be able to replace three (3) of the rental units in their previous locations because they are within the current shoreline setback;

(vi) Lahaina Jodo Mission is looking to rebuild and is now accepting proposals for a feasibility study, master plan, and detailed designs for replacing the structures and landscaping destroyed in the fire.

(e) Solicitation Requirements:

(i) The Owner is seeking partial reimbursement for costs to replace certain structures using the Federal Emergency Management Agency ("FEMA") Public Assistance funds. Therefore, all companies shall comply with FEMA procurement requirements outlined in FEMA's Public Assistance Program and Policy Guide and 2 C.F.R. Part 200.

(ii) Please identify any services that will be subcontracted. For subcontracted services, the Applicant must follow FEMA procurement guidelines. Applicant will be required to provide three complete proposals for Owner to review and select.

(iii) All contracts and subcontracts are required to have federally required contract provisions in addition to FEMA-recommended provisions applicable to Public Assistance applicant contracts. See, Procurement Disaster Assistance Team ("PDAT") Field Manual ("FEMA, FM-207-21-0002"), Chapter 12.

(iv) Owner will consider proposals to any or all of the Components of the Project delineated in Section 2(c) below.

(v) Owner reserves the right to change or cancel this RFP, including making multiple awards and/or partial awards based on the needs of the Owner.

(vi) Either party, with or without cause, may terminate the contract by providing 30 days written notice to the other party. Termination may be for convenience.

(f) Solicitation Timeline:

(i) Changes to Timeline: Owner reserves the right to amend or revise the RFP timetable without prior written notice when it is in the best interest of the Owner. Owner may issue any addendum that materially changes this solicitation before the proposal deadline.

(g) Site Visit/Interview:

(i) A site visit is by appointment only at: 12 Ala Moana Street, Lahaina, HI 96791. Please schedule a site visit by contacting Maya Hara.

(ii) Interview: If Owner elects to interview Applicants, any interview shall be at mutually agreed date and time,

(h) Registration and Questions:

(i) Applicants are encouraged to register their interest to: mhara@lahainajodominion.org

(ii) Deadline for Questions: Any questions must be submitted by **May 15, 2025, 5:00 PM HST** by email to Maya Hara. It is the Applicant's responsibility to ensure the email has been received by Maya Hara.

Section 2. **Scope of Work**

Owner is seeking proposals from architects, engineers, or other qualified service providers.

(a) Project Background:

(i) Lahaina Jodo Mission is situated on Maui County parcel TMK 450040050000 and in a Maui County Special Management Area (SMA). The property is a 2.824-acre site located on the beachfront of Puunoa Point, south of Mala Wharf and Pu'upihā Cemetery. The Lahaina fires destroyed most of the Mission structures. The park area remains intact. The bronze Temple Bell and Large Buddha statue survived but the foundations and hardscape features may need to be realigned to facilitate redevelopment. The Main Temple Entrance on Ala Moana Street was a stone framed wooden gate that will also be restored.

(ii) FEMA Funded Restorations: FEMA has assessed the site and all buildings on the Mission property and an inventory of damages has been made. FEMA has approved providing funding to replace the Temple, the Social Hall, and portions of the Pagoda; and to restore portions of the Temple Bell structure and Main Temple Entrance. As a result, plans for these structures will require incorporating FEMA mitigation requirements for the Owner rebuild per FEMA guidelines against future wildfires, storm conditions, flooding, and other events. Each of these structures will need to be aligned with new landscaping and hardscape to provide access to the facilities.

(iii) Private Funded Restorations: The Mission will need to provide private funds to replace or repair structures FEMA will not fund. Private funding will be needed to fund replacing structures such as the minister's parsonage, storage spaces, 8 rental units (each approx. 700 sq. ft.), a multivehicle carport/storage space, and a garage/storage building behind the Pagoda.

(b) Objectives:

(i) Determine the physical needs required to rebuild the Mission.

(ii) Establish a plan for rebuilding/replacing the Mission structures destroyed in the fire.

(iii) Provide a plan for determining future expansion beyond replacing the destroyed structures.

(iv) Establish a plan for prioritizing rebuilding or replacing structures.

(v) Integrate physical planning with financial planning, including considerations of the FEMA funded and private funded restorations.

(c) Components of the Project:

(i) Phase I – Feasibility Study: Applicant will provide three (3) or more alternative concepts for restoring the Mission structures and grounds, including recommendations for short-term and long-term solutions.

(ii) Phase II – Master Plan: In the event Owner selects one of the concepts prepared by Applicant, provide a detailed Master Plan showing the replacement structures and new structures to be added where destroyed structures cannot (or will not) be replaced. The Master Plan will show the interaction of the proposed new construction with existing structures and will include factors, without limitation, such as FEMA requirements and limitations; climate and weather; elements of historical significance; environmental review; geotechnical requirements; and identification and consideration of federal, state and local codes, zoning ordinances, setbacks, drainage, and open space requirements. Applicant shall provide an initial estimate of the construction costs for the selected concept.

(iii) Phase III – Detailed Design Development: Applicant shall: (A) refine the Master Plan by incorporating more detailed plans, elevations, and sections; (B) select specific materials, finishes, and fixtures for both interior and exterior spaces; (C) develop detailed designs for structural, mechanical, electrical, and plumbing systems; (D) ensure the Master Plan complies with applicable building codes, regulations, and standards; (E) coordinate with other consultants, including structural, mechanical, electrical, plumbing, and civil engineers; (F) produce detailed drawings that accurately represent the Master Plan intent, including dimensions, notes, and specifications; (G) finalize the Master Plan and obtain Owner approval before moving to the construction documents phase; and (H) conduct a more detailed cost analysis to ensure the project is feasible.

(iv) Schedule and Methodology: For each phase, develop a tentative project schedule identifying services and activities necessary to complete each phase, including the recommended sequence, estimated time for completion, and estimated cost for each service.

(d) Additional Services (Example Tasks):

(i) The Applicant may be asked to coordinate with FEMA/State of Hawaii/County of Maui and meetings on behalf of the Owner as their authorized representative as needed.

(ii) Proactively identify and resolve issues that may arise related to the work completed or to be completed.

(iii) Applicant invoicing shall meet all the requirements of Public Assistance grant regulations. Such Federal Programs include, but are not limited to, FEMA Public Assistance (PA), FEMA 404 Hazard Mitigation Grant Program (HMGP), HUD Community Development Block

Grant Disaster Recovery, Federal Highway Emergency Relief Program, Federal Transit Administration, and Small Business Administration.

(iv) Assist in the development of hazard mitigation proposals under Sections 406 and 404 of the Stafford Act.

(v) Evaluate alternate and/or improved projects.

(vi) Respond to audit findings, as required.

Section 3. **Proposal Format and Instructions**

Submittal Requirements: Each submission must provide the requested information in the following order:

(a) Cover Page, including:

(i) RFP Number and RFP Name on the front page

(ii) Company Name, Address, Phone Number

(iii) Proposal POC: Name, Telephone, E-mail

(b) Technical Proposal, including:

(i) The Applicant's project approach plan to execute the Scope of Work, as delineated above, and how it meets the Owner's and FEMA and other grant requirements.

(ii) Proposed schedule based on your capacity.

(c) Proposal, including:

(i) Applicant's Information: 1) Name and all the business' DBA names (If no DBAs, affirm as such); 2) all business owners and officers to confirm that the Applicant is not suspended or debarred to receive a federal award or contract; and 3) all DBA's, business owners and officers for each subcontractor to confirm that the subcontractors are not suspended or debarred to receive a federal award or contract (If no DBAs, affirm as such). Applicants can go to the SAM Website (<https://sam.gov/>) to conduct a search.

(ii) Project team members (include name, role, education, and experience)

(iii) Affirm Applicant agrees to abide by all FEMA requirements related to this contract to allow the Owner to receive Public Assistance funding.

(d) Past Performance, including:

(i) Provide description of 3 projects that demonstrate the company is qualified to perform the scope of work (include name of project, location, company's role and scope of work, year of contract completion, and any experience complying with FEMA grants management requirements).

(e) References, including:

(i) 3 current or past clients within the past two years, at least 1 working with the same proposed lead team member (include name, role, company, project, telephone, e-mail, list proposed company team members that worked on the project)

(f) Price (Fixed Price and/or Hourly rate sheet):

(i) The Price shall be a firm-fixed price.

(ii) The Price shall be the all-inclusive cost, including General Excise Tax.

(iii) Any unit price shall be all-inclusive, including General Excise Tax.

(iv) Hourly rates for additional services.

(v) All subcontracted work is required to have a minimum of three complete proposals from qualified firms. Provide copies of all proposals and the recommended subcontractor team.

(g) Proposed Contract: Applicant to submit a draft contract for the proposed services offered.

(h) Proposal Submission:

(i) Proposal Due Date: **May 30, 2025, 5:00 PM HST**. Proposals received after the due date and time will be disqualified and not reviewed. Applicants responding to more than one RFP issued by Owner must submit a separate proposal for each RFP. Proposals should be labeled.

(ii) Proposals should be sent to the address specified in this RFP.

Section 4. **Proposal Evaluation & Award**

(a) Competitive Procedures and Award:

This procurement will be conducted utilizing full and open competition. Competitive proposals will be requested in accordance with 2 C.F.R. Part 200. The objective of the selection process is to select a proposal that represents the best value to the Owner. The award will be made to the responsible Applicant whose proposal conforms to the solicitation and offers the best value to the Owner, considering the price and non-price factors. The award will be made using the tradeoff process. For this solicitation, the technical factors will be substantially more important than price. Owner reserves the right to make no award upon evaluation of proposals. Award is contingent upon the continued availability of FEMA funding to support the Project.

(b) Evaluation Criteria:

The technical factors will include:

(i) Factor 1 – Technical Capability & Management Approach

The Applicant's proposal will be evaluated on the extent to which its approach and plan to complete the work demonstrate that the Owner's requirements will be met. The Owner will also evaluate how the Applicant plans to assess difficulties and risks it may encounter, and how the Applicant plans to deal with them while still successfully performing the work. Such risks may include matters that jeopardize performance within budget and schedule limitations,

subcontractor performance, building occupancy, and/or site access. The Proposal shall identify key personnel to support the project throughout its entire duration, outline their duties, and provide detail on how the Applicant will staff the project. Key personnel are considered qualified when their experience shows them to have performed successfully in comparable positions on similar projects. The Proposal should include, but may not be limited to, scheduling and cost control methods, change order management, subcontractor management, and goals for meeting or exceeding performance criteria. Owner prefers applications with knowledge, experience, and technical competence in working with Federal regulations.

(ii) Factor 2 – Past Performance

Past performance will be evaluated as a predictor of the Applicant's compliance with contract requirements and overall quality of performance. This factor will measure the quality of the Applicant's experience in performing projects similar in size, scope, and complexity to those described in the solicitation. The quality of the work associated with past projects will be evaluated. The Owner will utilize the project information submitted in the Applicant's proposal and other available sources to assess the relevance and quality of work performed on similar projects.

(iii) Factor 3 – Small Business Participation

The Owner is committed to assuring that opportunity is provided to certified small, HUBZone small, small disadvantaged, women- owned, veteran-owned, and service-disabled veteran owned small businesses in the performance of this contract. Under efficient performance, the Owner will evaluate an Applicant's Small Business Subcontracting Plan if submitted.

(iv) Factor 4 – Past Experience

One consideration for Applicants responding to this RFP will be evaluating their experience with managing recovery efforts for other non-profit PA applicants of similar size and scope as the Mission. Applicants responding to this RFP must have direct and relevant experience in performing all responsibilities listed in the Scope of Work section of this RFP. Preference will be given to Applicants with experience obtaining funding for and managing projects designed and constructed under government or FEMA funded relief or grant programs. Please limit any supplemental information to a maximum of 3 pages in the main submission PDF file. You may submit additional PDF files.