



**City and County of Honolulu and the
Hawaii Department of Health Clean Water Branch**



July 30, 2012

**REQUEST FOR PROPOSALS for a
LUALUALEI WATERSHED MANAGEMENT PLAN
SOLICITATION NO. CCH-CWB 12-01**

PROPOSALS DUE ON OR BEFORE, August 31, 2012

State of Hawaii
Department of Health
Clean Water Branch
919 Ala Moana Boulevard, Room 301
Honolulu, Hawaii 96814-4920

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Section 1: Overview and Purpose

1.1 Background and Overview

The City and County of Honolulu (CCH) and the State of Hawaii (State), Department of Health (DOH), Clean Water Branch (CWB) is seeking a Watershed Management Plan (WMP) for the Lualualei Watershed (Appendix 1) to address land-based nonpoint-source pollution and identify solutions to restore and protect water quality and aquatic resources in the watershed.

The WMP shall consist of four (4) separate documents that will be merged at the end of the project period to form the Final WMP. A detailed description of the four (4) documents, apportioned into separate deliverable tasks, can be found in Section 2.3.1., below. A critical aspect of an effective WMP is stakeholder participation: proposals shall be evaluated based on evidence demonstrating local partner and stakeholder support, collaboration, and assistance. See Section 2.3.3., below.

This WMP shall satisfactorily meet the U.S. Environmental Protection Agency's (EPA's) nine (9) key components for Watershed-Based Plans (Appendix 2). Applicants may elect to consult the Hawai'i Watershed Guidance described in Section 1.3., below, for technical assistance in meeting the nine (9) components.

Once completed and approved, the Final WMP shall be used as the cornerstone for funding projects in the Lualualei Watershed to reduce nonpoint-source pollution.

1.2 Source of Funding

Funding is provided through a Supplemental Environmental Project (SEP) settlement agreement between the CCH and the DOH. **This is a reimbursement contract**, in which the awarded Contractor will be reimbursed by the State for legitimate funds expended on the project on a monthly basis.

1.3 Hawai'i Watershed Guidance

Hawaii's Coastal Zone Management (CZM) Program, along with the State Coastal Nonpoint Pollution Control Program and the CWB, jointly developed the Hawai'i Watershed Guidance (HWG). Applicants may use the HWG to develop the WMP. Should the awarded Contractor follow the HWG, the Contractor shall be required to provide feedback to the PRCP regarding the HWG's effectiveness at the conclusion of the WMP development process. A .PDF of the HWG can be found at:

<http://hawaii.gov/dbedt/czm/initiative/nonpoint/HI%20Watershed%20Guidance%20Final.pdf>

1.4 Eligibility and Award Limitations

All proposals meeting this RFP's requirements and submission guidelines, and properly received on or before the deadline, shall be considered.

Organizations including colleges and universities, State agencies, non-profit entities, watershed groups, for-profit organizations, and environmental groups can submit proposals.

There is no minimum dollar amount of funds that can be requested. The total project cost for the WMP shall not exceed four hundred thousand and no/100 dollars (\$400,000.00). The amount quoted should be reflective of the level of effort, the applicant's educational and/or institutional competence, and be within the preferred project period of eighteen (18) to twenty-four (24) months.

The contract term should be targeted for completion within eighteen (18) months but can take up to a maximum period of twenty-four (24) months (date on the State's Notice to Proceed (NTP) to date of submitting the Final WMP). The project schedule shall include two (2) months at the end of the project period to submit to the CCH and the State a Draft WMP, to allow the State sufficient time to review and comment, and for the applicant to implement any feedback into the Final WMP.

The contract term shall commence on the date specified on the State's NTP by the State to the Contractor. The contracting process can take up to eight (8) months from award to NTP. Requests for extensions from the original contract termination date may be approved at the sole discretion of the State, with input from the CCH.

SECTION 2: PROPOSAL

2.1 Proposal Format

Proposals must be typed (not handwritten) using twelve (12) point font, one (1) inch margins, and be single-spaced. The length of the proposal shall not exceed eighteen (18) pages, including the transmittal letter, cover sheet, and all attachments.

2.2 Proposal Submission Requirements

One (1) hard copy marked "Original," stapled and printed one-sided, three (3) additional hard copies, stapled and printed single or double-sided, and one (1) digital copy of the proposal on compact disc (CD) shall be submitted in a sealed envelope that is prominently marked "Proposal Submitted in Response to RFP No. CCH-CWB 12-01 (Name of Applicant)." A single electronic document (formatted for Microsoft Word or Adobe .PDF), rather than separate digital attachments, shall be submitted to meet the digital copy requirement. Any materials the applicant deems confidential shall be marked "Confidential" and submitted separately, in the quantities and formats listed above. See Section 4.7, below, for more information on Confidential Information.

To facilitate review, documents, attachments, and other items should be organized in the following order (applies to both hard copies and digital copy submitted):

-  Transmittal Letter with contact information and original signature (Attachment 1);
-  Cover Sheet (Attachment 2);
-  Proposal (formatted per Section 2.1) and meeting all of the requested elements described in Section 2.3 (including "Project Budget," Attachment 3, and "Project Timeline," Attachment 4); and
-  Additional relevant attachments, including resumes, letters of support from landowners, project partners, community groups, etc. as applicable.

2.3 Proposal Elements

1. **Scope of Work or Schedule of Activities:**
Provide a reasonable estimate of the length of the project and estimated completion date. Address in detail all tasks outlined below, and any additional activities necessary to complete drafting the WMP. These tasks shall also be briefly outlined in Attachment 4, "Project Timeline." Applicants can request an electronic copy of the Project Timeline via email from the CWB Grants Management Specialist (Michael Burke, michael.burke@doh.hawaii.gov).

Delivery of the WMP shall be broken into separate tasks, with deliverables due over the course of the project. The applicant shall allocate one (1) month for submission of a task deliverable, to allow for the CCH and the CWB to review and comment, and return to the

applicant for revisions and integration into the Final WMP. All four (4) tasks shall be synthesized to form the WMP, and a draft WMP submitted at least two (2) months before the end of the contract, likewise to allow for the CCH and the CWB to review and comment, and return to the applicant for revisions and integration into the Final WMP.

Task 1: Watershed Characterization and Assessment Plan

The applicant shall utilize existing watershed planning and water-quality related work in the Lualualei Watershed, summarize these previous efforts, and synthesize the available information to characterize and assess current conditions in the watershed (if other documents are available). In addition to this synthesis, the watershed characterization and assessment plan shall include characterization information such as physical and natural features, land use, zoning, population characteristics, and waterbody conditions. This plan shall also identify pollutant causes and sources (to the greatest extent possible based on existing information) and transport of land-based pollution that will need to be controlled or mitigated to achieve the load reductions estimated in Task 2, below. Gaps in data and knowledge bases, and suggestions for additional information needs and priorities for the future, shall also be included. Applicants may elect to utilize generally accepted watershed modeling to assist in fulfilling this task, such as Nonpoint-Source Pollution and Erosion Comparison Tool (N-SPECT), Watershed Analysis Risk Management Framework (WARMF), or Revised Universal Soil Loss Equation (RUSLE).

Task 2: Identify and Detail Pollution Control Strategies

The applicant shall identify pollution control strategies to address the priority polluted runoff problems in the watershed. These strategies shall prescribe general pollution control measures as well as specific management practices to address the causes, pollutant sources, or groups of pollutant sources identified through the Watershed Characterization task outlined above. The applicant shall utilize Hawaii's Coastal Nonpoint Pollution Control Program management and implementation plans, the HWG, the Guidance Specifying Management Measures for Sources of Nonpoint Pollution in Coastal Waters (EPA 840-B-92-002, January 1993), as well as National Management Measures to Control Nonpoint-Source Pollution produced by the EPA as initial sources of information for strategy development.

Pollution control strategies shall include, but not be limited to:

-  Identification of general pollution control measures and specific management practices to address pollutant sources in the watershed;
-  Identification of mapping of critical areas where the recommended pollution control measures and/or Best Management Practices (BMPs) should be implemented;
-  Estimates of the anticipated pollutant load reductions from implementing the recommended pollution control measures and/or BMPs; and
-  An estimate of the costs to implement the recommended actions.

Task 3: Implementation Plan

An implementation plan shall be developed to provide appropriate details concerning recommended pollution control strategies to facilitate the implementation of the recommendations.

The Implementation Plan shall include, but not be limited to:

-  An estimate of the technical and financial resources necessary to implement the WMP;

- ☞ A schedule for implementing the pollution control measures identified in the plan;
- ☞ Identification of the entity/entities responsible for implementing specific plan recommendations;
- ☞ Measurable milestones to aid in determining if pollution control measures are being implemented and if load reductions and load targets are being achieved; and
- ☞ An adaptive management mechanism should the WMP recommended load reductions and load targets not be achieved.

Task 4: Evaluation and Monitoring Plan

An evaluation and monitoring plan shall be developed to determine the effectiveness of implemented pollution control measures over time and to assess the overall progress and success of water-quality improvement efforts in the Lualualei Watershed. Estimated load reductions from previous studies, comparables from other areas, and performance records should be used in the development of an acceptable evaluation and monitoring plan. Generally accepted watershed modeling is also acceptable.

2. **Public Information, Education, and Participation Activities:**
Describe the strategy and activities planned to educate and involve the public and build partnerships necessary for developing an effective WMP.
3. **Personnel and Partners:**
Identify the project manager and contact person for this RFP. This should include information concerning the educational background, relevant work history, and experience with similar projects to facilitate the completion of all components of drafting an effective WMP. Resumes, prior experience in watershed plan development, professional licenses, and any other relevant documents that demonstrate the ability of the applicant to successfully draft this WMP are critical. Also identify additional support staff, with documentation that demonstrates the capacity to assist in the development of an effective WMP.

Identify partners and associated stakeholders who will assist in the successful completion of the WMP. Include a brief statement of the role or contribution the partner will provide and appropriate contact information. A letter of support from each of these organizations should be submitted with the project proposal. Letters shall confirm any additional services being provided by the organization.

4. **Budget:**
Clearly outline costs to be met by this award. Budget information should include either a narrative or bullet-points explaining costs, cost categories, and appropriate justifications as well as tables consistent with information found in the budget (Attachment 3, "Project Budget"). **Provide justification that the proposed cost of drafting the WMP is reasonable.** Applicants can request an electronic copy of the Project Budget via email from the CWB Grants Management Specialist (Michael Burke, michael.burke@doh.hawaii.gov).

SECTION 3: EVALUATION

3.1 Introduction

The review of proposals received in response to this RFP shall be conducted comprehensively, fairly, and impartially. Quantitative scoring techniques shall be utilized to maximize the objectivity of the evaluation.

3.2 Evaluation Process

An Evaluation Committee (EC) selected by the Procurement Officer will review and evaluate all sealed proposals submitted by the August 31, 2012 deadline. The EC will be comprised of individuals with experience and knowledge of the contemplated service.

Upon initial eligibility review by the Procurement Officer to insure that all attachments and elements of the proposal have been submitted, the eligible proposals will next be evaluated by the EC based on the evaluation criteria indicated below (Appendix 3). The State reserves the right to accept or reject any or all proposals, and to waive any defect in any proposal when in the opinion of the State such rejection or waiver will be in the best interest of the State. Once all proposals have been reviewed, the EC will then determine the list of Priority-Listed Offerors (PLOs).

The EC reserves the right to award a contract to a PLO in this phase without further discussions. However, if the EC wishes to engage in discussions with the PLOs to allow a better understanding of their proposals, such discussions will take place after the list is generated. A date and time shall be set for the PLOs to submit their Best and Final Offers (BAFOs), if required. PLOs shall be permitted to submit a new or amended proposal and budget as a BAFO based on discussions with the EC. If no BAFO is submitted, the original submitted proposal will be construed by the EC as the final offer.

BAFOs shall be submitted by an identified date and time, and date stamped following the same procedures as outlined in Section 4.6 for the original proposal submission (sealed envelope shall be marked "BAFO for RFP No. CCH-CWB 12-01 (*Name of Applicant*)". BAFOs shall also be formatted per Section 2.1, and submitted per Section 2.2. Submitting page-by-page revisions to the proposal is not acceptable; however, duplicative Certification Forms, sample Watershed Plans, Letters of Support (if applicable), etc. are not required unless requested by the DOH.

The State reserves the right to accept or reject any or all proposals, and to waive any defect in any proposal when in the opinion of the State such rejection or waiver will be in the best interests of the State. The award will depend upon the availability of funds through the SEP and as further determined solely by the State.

3.3 Evaluation Categories and Thresholds

The evaluation process is designed to award a contract to the applicant with the best combination of attributes based upon the evaluation criteria and as outlined in this RFP. The EC will prepare a final ranking and will make the final recommendations for award.

SECTION 4: RFP AND ADMINISTRATIVE OVERVIEW

4.1 Overview and Authority

This RFP is issued under the provisions of Chapter 103D, Hawaii Revised Statutes (HRS). All applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a validly executed proposal by any applicant shall constitute admission of such knowledge on the part of such applicant.

Any contract arising out of this offer is subject to the approval of the Department of the Attorney General as to form, and to all further approvals including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

4.2 Significant RFP Dates

The schedule set out herein represents the State's best estimate of the schedule that will be followed. If a component of this schedule, such as Deadline for Submittal of Proposal's date is delayed, the rest of the schedule may be shifted as deemed necessary by the State. The approximate schedule is as follows:

RFP Solicitation Date	July 30, 2012
RFP Registration Deadline	August 24, 2012
Inquiry Deadline	August 29, 2012
Deadline for Submittal of Proposals	3:00 p.m., HST August 31, 2012 919 Ala Moana Blvd., Room 301 Honolulu, Hawaii 96814-4920
Completion of Proposal Evaluations	September 12, 2012
Discussions and Presentations	September 20 & 21, 2012 (if necessary, with PLOs only)
Best and Final Offer Deadline	3:00 p.m., HST September 28, 2012 (if necessary, for PLOs only)
Written Notification to Successful and Unsuccessful Applicants	October 5, 2012
Contract Commencement Date	Specified date on the State's NTP

Provided that all required documents have been submitted, the DOH anticipates issuing an NTP by February 2013.

4.3 Procurement Officer and Contact Information

The Procurement Officer, who also serves as the Contract Administrator, is responsible for overseeing the contracts from the date of release of the RFP to the project's completion. The Procurement Officer is also responsible for monitoring and assessing Contractor performance. The State's Clean Water Branch Procurement Officer is:

Mr. Alec Y. Wong, P.E., Chief
Clean Water Branch
Department of Health
919 Ala Moana Boulevard, Room 301
Honolulu, Hawaii 96814-4920
Ph: (808) 586-4309
Fax: (808) 586-4352
CleanWaterBranch@doh.hawaii.gov

All communication and mail shall be addressed to the Procurement Officer, except in the specific instances outlined in this RFP.

4.4 RFP Registration and Inquiries

Applicants intending to respond to this RFP are encouraged to register with the CWB Grants Management Specialist (michael.burke@doh.hawaii.gov) via email, providing contact person's name and a valid email address.

Applicants who do not register will not receive notification of potential changes to this RFP prior to the deadline, and risk rejection of award over an easily curable defect. Registration does not commit the applicant to submit a proposal, but rather is used as a notification tool while the RFP is open. The deadline to register is **3:00 p.m., HST, August 24, 2012**.

Inquiries regarding the RFP must be made by **email** to the Grants Management Specialist (michael.burke@doh.hawaii.gov) by **3:00 p.m., HST, August 29, 2012** (no telephone calls will be allowed). In order to facilitate a meaningful response, questions should reference the page and section number to which the question relates. Should inquiries, or responses to inquiries serve to clarify the RFP in a way that would benefit all interested applicants, the inquiry and response shall be distributed to all registered parties via blind carbon-copy, to ensure anonymity but also facilitate the RFP process for all applicants. Inquiries received after the stated date and time will not be reviewed. DOH will not be responsible for delays or non-receipt of responses.

4.5 Notification of RFP Amendments or Cancellation

The State reserves the right to amend this RFP at any time prior to the closing date. Furthermore, the State reserves the right to cancel this RFP and to reject any and all proposals in whole or in part, when it is determined to be in the best interests of the State. The State shall not be liable for any costs, expenses, loss of profits or damages incurred by an applicant in the event this RFP is cancelled or a proposal is rejected. Amendments or cancellation will be communicated through an Addendum to the RFP, distributed to registered applicants via email.

4.6 Submission of Proposals

Proposals must be **received and time stamped** by the Procurement Officer (whether mailed or hand delivered) no later than **3:00 p.m., HST, August 31, 2012** (see Section 4.3 for contact and mailing information). Any proposals received after the deadline shall be rejected.

Faxed or e-mailed proposals shall not be accepted or considered.

The outside cover of the sealed envelope containing the proposal shall be clearly marked: **"Proposal Submitted in Response to RFP No. CCH-CWB 12-01 (Name of Applicant)."** Failure to properly mark the envelope in this manner may lead to the unintended opening of the proposal before the deadline, and will invalidate the submission.

Proposals submitted in response to this RFP shall be valid for a minimum of twelve (12) months from the deadline set for submittal of proposals and may not be withdrawn without the written consent of the Procurement Officer.

Proposals shall not be opened publicly, but shall be opened in the presence of two (2) or more State and/or CCH officials. Applicants' proposals shall be open to public inspection after award of the contract.

4.7 Confidential Information

All information, data, or other material provided by the applicant or the Contractor to the State shall be subject to the Uniform Information Practices Act, Chapter 92F, HRS (UIPA). The applicant shall designate in writing to the Procurement Officer those portions of its proposal or any subsequent submittals that are trade secrets or other proprietary data that the applicant desires to keep confidential, subject to Chapter 3-122-58, HAR. The applicant shall state in its

communication to the Procurement Officer, the reason(s) for designating the material as confidential. The applicant shall submit the material designated as confidential in such manner that the material is readily separable from the proposal in order to facilitate inspection of the non-confidential portion of the submission.

Pursuant to Chapter 3-122-30, HAR, the head of the purchasing agency or designee shall consult with the State's Attorney General and make a written determination in accordance with UIPA. If the request for confidentiality is denied, such information shall be disclosed as public information, unless the applicant appeals the denial to the Office of Information Practices in accordance with Section 92F-15.5, HRS.

Unless identified as confidential, the information submitted under the RFP may be used by the State for informational purposes and will also be open for public inspection once the RFP process is concluded and a contract is awarded.

4.8 Disqualification of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and capacity to satisfactorily complete the task. The CWB reserves the right to reject any proposal, in whole or in part, which is not in the best interests of the State. Any proposal not meeting the guidelines and requirements outlined, or offering terms and conditions contrary to those included in the RFP, may be rejected without further consideration. Additional grounds for disqualification include:

-  The applicant's being in arrears on existing contracts with the State or having defaulted on previous contracts;
-  Delivery of the proposal after the deadline (**3:00 p.m., HST August 31, 2012**);
-  The proposal does not comply with applicable laws, or contains provisions contrary to the applicable law;
-  The proposal is conditional or incomplete;
-  The applicant's lack of responsibility and cooperation as shown by past work;
-  The proposal has provisions reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the RFP.

4.9 Award Notification, Required Award Documents, and Compliance

An award shall be made to the responsive, responsible applicant with a proposal determined by the EC to be the most advantageous to the State based on the evaluation criteria (Section 3, above). The successful applicant, and all unsuccessful applicants, shall receive written notification of the evaluation outcome. The written notification of award does not serve as the State's NTP, which will be issued separately once all award documents and contract approvals have been met. Should the applicant commence work prior to being issued a NTP by the State, the State shall not be held liable for any work, costs, expenses, loss of profits, or any damages incurred by the awarded applicant. Please note that due to a shortage in staffing, contract execution and an issuance of a NTP can take six (6) to eight (8) months.

Prior to award, the applicant shall be registered with the Hawaii Compliance Express (HCE) website and possess a valid Certificate of Vendor Compliance (CVC). The HCE website is: <http://vendors.ehawaii.gov/hce/splash/welcome.html>. Noncompliance with the CVC requirement shall disqualify an award.

Additionally, the awarded applicant shall submit evidence of authority that the contact person or signatory has the authority to enter into a contract on behalf of the vendor and can bind the vendor to the contract.

It is the responsibility of the awarded applicant to meet all State rules, regulations and compliance requirements for their proposal. This includes obtaining appropriate permits and environmental assessments related to proposed activities, and access and permission to conduct on-the-ground activities (if applicable). In addition, applicant shall meet State insurance requirements for general liability insurance limits (no less than \$1,000,000.00 per occurrence; \$2,000,000.00 in the aggregate), as well as automobile insurance (no less than \$1,000,000.00 per accident). Please note that automobile insurance is mandatory, irrespective of whether the applicant owns an automobile.

4.10 Quality of Work and Performance and Return of Funds

The CWB and the CCH reserves the right to cancel any contract, and re-solicit for new proposals if the CWB and/or the CCH is not satisfied with the awarded contractor's performance, provided that the CWB shall first give the Contractor written notice specifying any such deficient performance and give the contractor a reasonable opportunity to cure the defect(s) under the circumstances, which shall not in any event be less than thirty (30) days. Should corrective action not be taken as required by the CWB, it will be considered as non-performance of the contract.

The Contractor shall immediately notify the CWB of developments that have significant impact on the contract and the ability to fulfill the expected terms and scope of services. The Contractor shall not be allowed additional compensation in the event of delays in performance. Failure to meet awarded deliverables (excluding causes out of the Contractor's control) may also be used in evaluation of future submitted proposals.

Should the Contractor be unable to complete the provisions of the award, all monies provided by the State which prove to be cancelable obligations or unallowable or unused in accordance with the approved, awarded budget shall revert to the State. Any portion of the award not expended by time or performance deadlines shall automatically be reverted to the State.

4.11 Record Keeping

The Contractor and any subcontractors shall retain documents and records that relate to the contract and any cost or pricing data for three (3) years from the date of final payment under the contract.

4.12 Invoicing and Payment

Reimbursement for services under the contract is subject to the receipt of funds from the CCH SEP Settlement Agreement, and subject to allotments made by the State Director of Finance pursuant to Chapter 37, HRS. Invoices and payment schedules shall be outlined in the contract.

Payment is usually conducted based on a reimbursement basis; however the State may allow the Contractor to request an initial advance payment as determined by the State. All submitted invoices must be certified as an original by the Contractor and contain expenditures incurred for the performance of services and/or purchase of goods for the invoiced period and contain an original signature in blue ink. Reimbursement of invoiced expenditures shall be withheld by the State if contract deliverables are not current or if documents are not submitted in the required format as provided by the State under the contract.

Final invoices shall be submitted within forty-five (45) days of project completion and accompanied by a tax clearance document current within two (2) months. Alternatively, a current Certificate of Vendor Compliance from HCE shall be a sufficient substitution for the tax clearance document. For non-governmental agencies, final payment requests shall be accompanied by a Certification of Compliance for Final Payment (see the State SPO website,

Forms for Vendors, Form 22) and a current Certificate of Insurance (COI). The State may withhold five percent (5%) of the total awarded contract amount until final settlement and the State deems that the Contractor has satisfactorily completed all services of the contract.

4.13 Information Use and Deliverables

Information submitted to the State may be used for other purposes (i.e., reports to the EPA and/or the State legislature, CWB websites featuring projects, etc.). Confidential information included in proposals or reports shall be marked "Confidential" to prevent disclosure and shall not be disclosed. Additionally, all photos submitted shall become the property of the State. Work product funded by this award (i.e., water quality monitoring data, GIS information collected, outreach materials produced, educational workshops developed, new technology tools or methods created, etc.) shall be available for use by the CCH and the CWB, should either agency request such product.

Attachment 1

**Transmittal Letter
RFP No. CCH-CWB 12-01**

State of Hawaii
Department of Health
Clean Water Branch
919 Ala Moana Boulevard, Room 301
Honolulu, Hawaii 96814

Dear Mr. Wong:

The undersigned has carefully read and understands the terms and conditions specified in this Request for Proposals No. CCH-CWB 12-01 and in the General Conditions (Form AG-008 Rev. 4/15/09), included by reference and made a part hereof and available upon request, and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

It is understood and agreed that the State of Hawaii (State) reserves the right to accept or reject any or all proposals, and to waive any defect in any proposal when in the opinion of the State such rejection or waiver will be in the best interest of the State.

By submitting this proposal, the applicant understands and agrees that:

1. The applicant shall be responsible for meeting and complying with the terms and conditions in the RFP;
2. The applicant is submitting the RFP in good faith for the completion of the work for which the award may be made;
3. The applicant certifies that the application is true and correct to the best of their knowledge; and
4. Should a Best and Final Offer (BAFO) be necessary, this transmittal letter shall also apply to the BAFO proposal submitted.

Sincerely,

Applicant Signature and Date

Print Name and Title

Name of Organization, Agency, or Entity

Contact information (Including Phone, Fax, Email, and Mailing Address)

Contact information (Cont.)

Attachment 2

Cover Sheet

Project Title: Lualualei Watershed Management Plan

Watershed: Lualualei Watershed

Name of Organization: _____

Legal Status of the Organization
(i.e., For-profit Corporation; Non-profit
Organization, Limited Partnership, etc.): _____

Federal Tax Identification Number: _____

State Tax Identification Number: _____

Total Project Cost: \$ _____

Project Duration (Months): _____

Attachment 3

Project Budget

No.	Expense	Total Number of Hours/Trips/Units	Hourly Rate/ Unit Cost	Total
A.	Personnel Services			
	Project Manager	_____ hours	\$ _____/hr	\$ _____
	Project Assistant	_____ hours	\$ _____/hr	\$ _____
	Full-Time Employees	_____ hours	\$ _____/hr	\$ _____
	Part-Time Employees	_____ hours	\$ _____/hr	\$ _____
	Volunteers	_____ hours	\$ _____/hr	\$ _____
B.	Travel			
	Airfare (Inter-Island)	_____ R/Ts	\$ _____/RT	\$ _____
	Car Mileage	_____ miles	\$ _____/mile	\$ _____
	Car Rental	_____	\$ _____/rental	\$ _____
	Per Diem	_____	\$ _____/day	\$ _____
C.	Operating Expenses			
	Office Supplies	12 months	\$ _____/mo	\$ _____
	Postage	12 months	\$ _____/mo	\$ _____
	Printing	12 months	\$ _____/mo	\$ _____
	Utilities	12 months	\$ _____/mo	\$ _____
D.	Equipment			
		_____	\$ _____/hr	\$ _____
E.	Professional Services			
		_____ hours	\$ _____/hr	\$ _____
F.	Construction Materials, Supplies			
		_____ feet	\$ _____/ft	\$ _____
		_____ ea	\$ _____/ea	\$ _____
G.	Other Misc. Expenses			
	Insurance	12 months	\$ _____/mo	\$ _____
TOTAL				\$ _____

Attachment 4

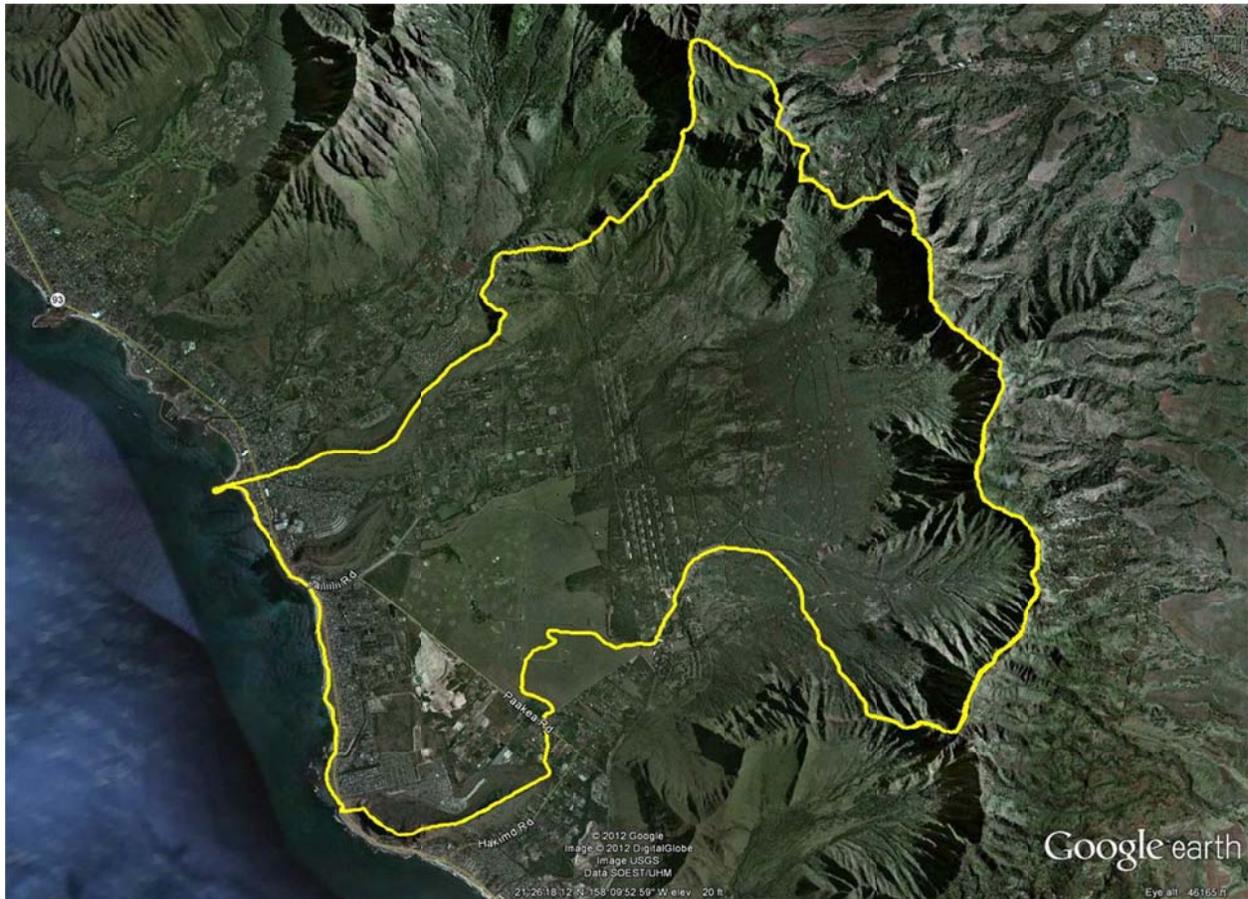
Project Timeline

The CONTRACTOR shall accomplish the following activities within the timeline indicated from the date on the State's NTP.

Timeline:	Activity:
NTP + __ month	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit Draft Watershed-Management Plan (WMP)
NTP + __ months	Submit Final WMP

Appendix 1

The Lualualei Watershed



Appendix 2

The EPA's Nine (9) Key Components for Effective Watershed-Based Plans

The WMP shall meet all nine (9) components for it to be considered complete:

Component 1:

An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in this WMP;

Component 2:

An estimate of the load reductions expected for the management measures described under Component 3, below;

Component 3:

A description of the nonpoint-source management measures that will need to be implemented to achieve the load reductions estimated under Component 2, above, and an identification (using a map or a detailed description) of the critical areas in which those measures will need to be implemented;

Component 4:

An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon to implement this WMP;

Component 5:

An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the nonpoint-source management measures that will be implemented;

Component 6:

A schedule for implementing nonpoint-source management measures identified in this plan that is reasonably expeditious;

Component 7:

A description of interim, measurable milestones for determining whether nonpoint-source management measures or other control actions are being implemented;

Component 8:

A set of criteria that can be used to determine whether load reductions are being achieved over time and substantial progress is being made towards attaining water-quality standards. If progress is not being made, the criteria for determining whether the WMP needs to be revised; and

Component 9:

A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under Component 8, above.

Appendix 3

RFP No. CCH-CWB 12-01 Evaluation Criteria Worksheet

Evaluation Criteria Worksheet - 100 Total Points

No.	Category	Points
1	Scope of Work or Schedule of Activities	40
	<p><u>Does the scope of work:</u></p> <ul style="list-style-type: none">  Provide a reasonable estimate of the length of the project and completion date?  Address in detail all tasks outlined in Section 2.3 above?  Convey a clear methodology that is well thought out and easily understood?  Describe all project phases and deliverables?  Describe how each activity and task will be planned, managed, monitored and completed?  Include a timeframe for implementation of each specific task? 	
2	Public Information, Education, and Participation Activities	10
	<p>Are public information, education, and participation activities sufficient for educating, informing, and/or involving the interested and affected public, to encourage partnerships, and to provide a means for obtaining public input in relation to drafting an effective WMP?</p> <p>Are public information, education, and participation activities clearly described?</p>	
3	Personnel and Partners	25
	<p>Does the project manager have the educational background, relevant work history, and experience with similar projects to facilitate the completion of all contract items, including all project activities, deliverables, fiscal reports, and the Final WMP?</p> <p>Are key personnel and the roles of key positions in the project clearly defined and the personnel identified sufficiently qualified to perform the specified tasks?</p> <p>Does the proposal include information for each organization and stakeholder group with an active role in the project, a brief statement of the role or contribution the organization, and letter(s) of support?</p>	
4	Budget	25
	<p>Does the budget clearly outline costs to be met by this award?</p> <p>Is there sufficient information in a narrative or other method to fully explain all costs?</p> <p>Is the proposed cost reasonable, and is there adequate justification for the costs?</p>	
	Total Score (Maximum Points)	100
	<p>Each of the criteria will be scored based upon the clarity and quality of the information provided, and how that information correlates with the goals of the RFP for an effective WMP. Actual points awarded will follow these general ranges:</p> <p>Fully Addressed Criteria: 35-40 points for 40 point criteria; 22-25 points for 25; 9-10 for 10 Partially Addressed Criteria: 15-34 points for 40 point criteria; 8-21 points for 25; 2-8 for 10 Criteria Not Addressed: 0-14 points for 40 point criteria; 0-7 points for 25; 0-1 for 10</p>	