



Hawai'i State Department of Health | Clean Water Branch

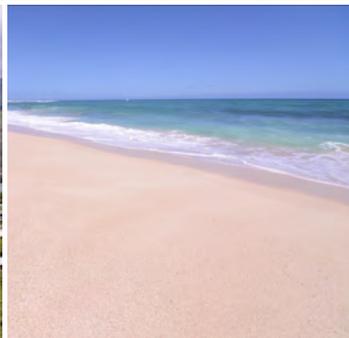
# Polluted Runoff Control Program

[hawaii.gov/doh/pollutedrunoffcontrol](http://hawaii.gov/doh/pollutedrunoffcontrol)

## 2015 Request for Proposals for Watershed Implementation Projects

Solicitation No. CWB-PRC 15-01 | January 15, 2016

### Proposals Due on or Before February 25, 2016



## RELEVANT DATES AND DEADLINES

Solicitation Date	<b>January 15, 2016</b>
Registration & Inquiry Deadline	<b>February 23, 2016</b>
Proposal Submittal Deadline	<b>February 25, 2016</b> <b>2:00 p.m., HST</b> 919 Ala Moana Blvd., Room 301 Honolulu, Hawai'i 96814-4920
Best and Final Offer Discussions (If applicable)	<b>March 15-16, 2016</b>
Best and Final Offer Submittal Deadline (If applicable)	<b>March 31, 2016</b> <b>2:00 p.m., HST</b> 919 Ala Moana Blvd., Room 301 Honolulu, Hawai'i 96814-4920
Award Notification	<b>April 8, 2016</b>
Contract Commencement Date	<b>Specified on the State's Notice to Proceed</b>

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## SECTION 1: OVERVIEW AND PURPOSE

### 1.1 Background and Overview

The State of Hawai'i (State) Department of Health (DOH) Clean Water Branch (CWB) Polluted Runoff Control (PRC) Program's mission is to protect and improve the quality of water resources by preventing and reducing nonpoint source pollution. To achieve this goal, the PRC Program funds implementation projects that control polluted runoff.

This Request for Proposals (RFP) shall fund implementation projects to prevent or reduce polluted runoff in He'eia watershed on the island of O'ahu (see Appendix 1), as described in the approved 2007 Ko'olaupoko Watershed Restoration Action Strategy (WRAS). Proposals for implementation projects in other locations arising out of approved watershed based plans (WBPs) or Total Maximum Daily Load (TMDL) Implementation Plans will be considered, but there is a preference for implementation projects located in He'eia watershed. Other eligible watersheds are listed in Table 1.

### 1.2 Purpose of this RFP

In accordance with the State's Nonpoint Source Management Plan (<http://health.hawaii.gov/cwb/site-map/clean-water-branch-home-page/polluted-runoff-control-program/prc-hawaiis-implementation-plan/>), the purpose of this RFP is to reduce or eliminate nonpoint source pollution in State priority watersheds by awarding proposals that achieve **measurable water quality improvements** (see Appendix 2). This RFP shall focus on implementation projects in He'eia watershed on the island of O'ahu.

#### He'eia Watershed

All proposed projects located in He'eia watershed shall address Total Phosphorous and/or Nitrate + Nitrite, which are known water quality impairments for He'eia Stream (see the State of Hawai'i's Water Quality Monitoring and Assessment Report: <http://health.hawaii.gov/cwb/site-map/clean-water-branch-home-page/integrated-report-and-total-maximum-daily-loads/>). The Ko'olaupoko WRAS also identifies Total Phosphorous and/or Nitrate + Nitrite as pollutants of concern in He'eia watershed. The PRC Program has identified potential projects, including proposed locations, that address these pollutants in He'eia watershed. Interested applicants may submit proposals that include one or more of these following projects and/or other projects, provided that they address the identified pollutants of concern.



#### He'eia Stream Wetland Restoration (Makai of Kamehameha Highway)

This project shall focus on reducing Total Phosphorous, with the added benefit of improving Dissolved Oxygen levels and reducing Turbidity and Total Suspended Solids (TSS). The awarded contractor shall secure access and remove mangroves makai of Kamehameha Highway and restore the mouth of He'eia Stream to a naturally functioning wetland. Makaloa (*Cyperus laevigatus*), loulou (*Pritchardia hillebrandii*), and other appropriate native estuarine riparian plants should be used in this remediation project. Proposals for this project shall include an education and outreach component for volunteers to learn about nonpoint source pollution and for landowner or lessee maintenance staff to maintain the area after restoration.



#### He'eia Stream Wetland Restoration (Mauka of Kamehameha Highway)

This project shall focus on reducing Total Phosphorous, with the added benefit of improving Dissolved Oxygen levels and reducing Turbidity and TSS. The awarded contractor shall secure access and remove mangroves mauka of Kamehameha Highway to develop a naturally

functioning wetland. Makaloa (*Cyperus laevigatus*), loulou (*Pritchardia hillebrandii*), and other appropriate native wetland and riparian plants should be used in this remediation project. Proposals for this project shall include an education and outreach component for volunteers to learn about nonpoint source pollution and for landowner or lessee maintenance staff to maintain the area after restoration.



City and County of Honolulu (CCH) Board of Water Supply (BWS) Baseyard Retrofit

This project shall focus on reducing Total Phosphorous and Nitrate + Nitrite, with the added benefit of reducing Turbidity, TSS, and Hydrocarbon residue. The awarded contractor shall secure access to the CCH BWS baseyard (located at 46-231 Kamehameha Highway) to implement best management practices (BMPs). Potential BMPs include installing roofing over fill material depots, replacing existing pavement with pervious pavement where applicable, and installing grassed swales, waterways, vegetated barriers, and vegetated fencing to manage stormwater flow. **Proposals will not be awarded if the BMPs are required as part of CCH's National Pollutant Discharge Elimination System (NPDES) permit.** Proposals for this project shall include education and outreach to CCH maintenance staff to continue proper maintenance of BMPs after implementation.



S.W. King Intermediate School and/or He'eia Elementary School Retrofit

This project shall focus on reducing Total Phosphorous and Nitrate + Nitrite, with the added benefit of reducing Turbidity and TSS. The awarded contractor shall secure access to the school(s) to implement BMPs. Potential BMPs include installing raingardens, replacing existing pavement with pervious pavement where applicable, and installing detention basins or implementing other BMPs to manage stormwater flow. **BMPs will not receive funding if they are required as part of the State Department of Education's NPDES permit.** Proposals located at these schools shall include an education and outreach component for students to learn about nonpoint source pollution and to encourage staff to continue maintenance of the BMPs after implementation.



Ungulate Removal in the Urban Core of He'eia Watershed

This project in the urban core of the watershed shall focus on reducing Total Phosphorous and Nitrate + Nitrite. The awarded contractor shall partner with various landowners to remove feral ungulates, cats, birds, and other animals that are not threatened or endangered to decrease nonpoint source pollutant loading from fecal inputs and riparian disturbance. Due to the close proximity to residential housing, the use of firearms is not allowable. The awarded contractor shall secure the necessary wildlife control permits prior to project implementation. Proposals for this project shall include an education and outreach component that informs local residents before, during, and after project implementation about the project, the benefits of feral ungulate removal, and steps residents can take to reduce the feral ungulate population in He'eia watershed.



Streambank & Riparian Restoration in the Middle and Lower Sections of He'eia Watershed

This project shall focus on reducing Nitrate + Nitrite and Total Phosphorous, with the added benefit of reducing Turbidity and TSS. The awarded contractor shall secure access and implement streambank and riparian restoration BMPs along He'eia Stream. Appropriate native plants should be used in this project. Proposals for this project shall include an education and outreach component for volunteers to learn about nonpoint source pollution and to encourage landowners to maintain BMPs after restoration.



### Stormwater Retrofits and Nutrient Management in the Urban Core of He'eia Watershed

This project shall focus on reducing Nitrate + Nitrite and Total Phosphorous, with the added benefit of reducing Turbidity and TSS in residential areas of the urban core of the watershed. The awarded contractor shall secure access to large residential complexes, including apartments or townhomes, to implement BMPs to reduce urban stormwater runoff from residential areas. The applicant also shall consider developing nutrient management plans for residential landscapers to reduce fertilizer usage and encourage the use of controlled-release fertilizers. Proposals for this project shall include an education and outreach component for residents and homeowner associations to maintain BMPs after implementation and to encourage the adoption and application of nutrient management plans.

## 1.3 Other Eligible Watersheds

This RFP focuses on polluted runoff control projects in He'eia watershed; however, proposals to implement projects located in other State watersheds documented in **effective and approved WBPs or TMDL Implementation Plans** (see Table 1) will also be considered. Copies of these approved plans can be found at: [www.hawaii.gov/doh/pollutedrunoffcontrol](http://www.hawaii.gov/doh/pollutedrunoffcontrol). Some examples of projects that may receive funding include, but are not limited to, the following:



Implementation of management measures or BMPs that minimize excessive nutrients and sediment delivered to surface and/or coastal waters;



Restoration of native vegetation in critical watershed areas such as streambanks and/or riparian corridors, provided that there is a demonstrated improvement in water quality;



Ungulate control, where ungulates can be directly linked to water quality problems;



Invasive species removal, where invasive species can be directly linked to water quality problems;



Expanding the size and scope of an existing U.S. Environmental Protection Agency's (EPA) Clean Water Act (CWA) Section 319(h)-funded implementation project, if the existing project measurably demonstrates an improvement in water quality, and the expansion will significantly increase water quality improvements; and/or



A watershed coordinator to manage a watershed's restoration projects, update existing watershed plans, and coordinate with other watershed groups and/or volunteers to address nonpoint source pollution problems.

**Table 1**

**RFP CWB 15-01 ELIGIBLE WATERSHEDS\***

**Kaua'i**

-  *Nawiliwili Bay watersheds. Includes: Puali, Hule'ia, and Nawiliwili Stream watersheds*
-  *Hanalei Bay watersheds. Includes: Hanalei, Waikoko, Waipa, and Waioli watersheds*

**O'ahu**

-  *Ala Wai watersheds. Includes: Manoa-Palolo, Makiki, and Ala Wai watersheds*
-  *Ko'olaupoko watersheds. Includes: Windward O'ahu watersheds from Kualoa to Makapu'u*
-  *Honouliuli watershed*
-  *Kapakahi Stream watershed*
-  *Ma'ili'ili watershed*
-  *Wailupe watershed*

**Maui**

-  *West Maui watersheds. Includes: Honokowai and Wahikuli watersheds*

**Kaho'olawe**

-  *Hakioawa watershed*
-  *Kaulana watershed*

**Big Island**

-  *Waikoloa/Wai'ula'ula watershed*
-  *Pelekane Bay watershed*

Proposals may include the entire watershed or focus on particular subwatersheds within these areas. The above-listed WBPs can be found at: [www.hawaii.gov/doh/pollutedrunoffcontrol](http://www.hawaii.gov/doh/pollutedrunoffcontrol)

**\*Proposals for projects in watersheds not on this list shall not be considered.**

## 1.4 Source of Funding

Funding is provided through the EPA's CWA Section 319(h) Nonpoint Source grants. Awarded projects will be funded via a **reimbursement contract**, in which the awarded contractor will be reimbursed by the State for eligible costs expended on the project on a quarterly basis.

## 1.5 Eligibility and Award Limitations

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

Organizations including counties, colleges and universities, State agencies, non-profit entities, watershed groups, for-profit organizations, and environmental groups may submit proposals. Federal agencies can participate in the proposed project, but may not apply for grant funds. Other federal funding or in-kind services from federally funded sources shall not be used for the purpose of matching the grant award, but can be used as evidence of federal support for the project.

There is approximately \$600,000 available for awards from this RFP. The amount requested in any proposal budget shall reflect the level of effort, clearly demonstrate anticipated water quality benefits, not exceed 36 months, and shall include mandatory, non-federal matching funds and/or in-kind funds. There is no minimum dollar amount of funds that can be requested. All projects funded by the 319(h) grant program require a cost-sharing component. For this RFP, the required (non-federal) contribution

shall be **1:0.25 (i.e., 25%)**. For example, a request for \$400,000 in grant funding requires a minimum of \$100,000 of non-federal match.

The contract term for any project should be targeted for completion by thirty-six (36) months (date on the State's Notice to Proceed (NTP) to submittal date of a Final Report). The project schedule shall include two (2) months at the end of the project period for drafting, reviewing and finalizing a Final Report. The contract's term will commence on the date specified on the State's NTP by the State to the contractor. Please note that the contracting process requires a significant approval route and 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.

**Projects that shall NOT be considered for award include:**

-  Standalone studies, research, education, and data collection projects that are not otherwise a minor component of an implementation project;
-  Activities undertaken pursuant to any regulatory requirement, including those associated with NPDES permits; and
-  Projects located in a watershed that is not listed in Table 1.

## SECTION 2: PROPOSAL

The primary purpose of any proposal shall be to prevent and reduce nonpoint source pollution. Proposals shall clearly show that project implementation will result in measurable water quality improvements. Proposals also shall clearly link the proposed project with an approved WBP.

### 2.1 Proposal Format

Proposals must be typed (not handwritten) using 11-point Arial font, with 1-inch margins and be single-spaced. The proposal shall not be longer than thirty-five (35) pages, including attachments (an attached WBP or conservation plan, if applicable as a supporting document, shall not count against the page limit). The proposal shall be written with the intent of providing the State with a clear understanding of the project's purpose, activities, and anticipated outcomes. **Evaluation criteria may be found in Section 4 and Appendix 4.**

### 2.2 Proposal Submission Requirements

One (1) hard copy marked "Original," stapled and printed one-sided, four (4) additional hard copies, stapled and printed double-sided, and one (1) digital copy of the proposal on compact disc (CD) or digital versatile disc (DVD) shall be submitted in a sealed envelope that is prominently marked "**Proposal Submitted in Response to RFP No. CWB-PRC 15-01**" on the front. The digital copy shall be merged into a single electronic document (Microsoft Word file or Adobe .PDF), as opposed to a collection of separate digital documents. 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.

The applicant shall also meet all EPA requirements, including Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Certification Regarding Drug-Free Workplace Requirements, Certification Regarding Lobbying, and Certification Regarding Environmental Tobacco Smoke (Attachments 5 through 8). Applicants shall be provided electronic copies of these attachments upon registration.

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

-  Transmittal Letter with original signature (Attachment 1);
-  Cover Sheet (Attachment 2);
-  Proposal (formatted per Section 2.1), including all requested elements described in Section 2.3; and
-  Additional relevant attachments, including Certification Forms with original signatures (Attachments 5 through 8), resumes, and letters of support from landowners, project partners, and community groups as applicable.

### 2.3 Proposal Elements

1. Overview (2-3 paragraphs):  
Provide a concise description of the proposed project and how it will address nonpoint source pollution and achieve water quality improvements.

2. Project Site Description (3-4 paragraphs and 1-2 map pages):  
Briefly describe the project site location(s). This should include a description of the watershed, the size of the project area(s), a list of major land owners, existing land cover and usage, physical features of the project area(s), and any other information to explain the watershed and location(s) of the proposed project. Provide an explanation for the proposed project location(s) and link the proposed location(s) to the projects listed in Section 1.2 or the relevant WBP or TMDL Implementation Plan (see Table 1).

**Clear maps of the project area(s) and project location(s) in relation to the entire watershed shall be included.**

3. WBP or TMDL Implementation Plan Context (3-4 paragraphs):  
Identify a project listed in Section 1.2 or propose a project that is included in an approved WBP or TMDL Implementation Plan (see Table 1). **Applicants shall provide a specific citation from an approved WBP or TMDL Implementation Plan that describes the recommended project or activity and shows that the proposed project is a priority per the respective WBP or TMDL Implementation Plan.**

4. Scope of Services (5-6 pages):  
All proposals shall include a water quality rationale for the selected technology or BMP, using the approved WBP or TMDL Implementation Plan as the basis for the rationale and expected water quality improvements. Provide a detailed Scope of Services that identifies and outlines the proposed project activities. Describe in detail all tasks that are necessary to complete the project and clearly link the tasks or activities to the overall project purpose. Describe in detail how these tasks or activities will be planned, managed, monitored, and completed. Identify appropriate project deliverables. Applicants shall ascertain any permitting requirements, property access permissions, and other potential bottlenecks. Provide a reasonable estimate of the length of the project.

If the proposed project is a continuation of an existing project (e.g., Phase II), the applicant shall include evidence that the previously funded project was a success, show how funding the proposed follow-up project will build upon the prior project's successes, clearly demonstrate a link between the two projects, and provide evidence that there is a need for the project's continuation.

The Scope of Services shall include the development of a monitoring plan and the development of either a Quality Assurance Project Plan (QAPP) or a Sampling Analysis Plan (SAP) to demonstrate the project's effectiveness in controlling polluted runoff. Existing monitoring plans, QAPPs, and SAPs can be used if they are applicable to the proposed activities. More information on monitoring is provided in the "Project Effectiveness Monitoring" section below and in Appendix 3.

The proposed project shall address climate change in Hawai'i and provide a brief description of ways in which the project activities will mitigate the impacts of climate change.

5. Anticipated Outcomes (4-5 paragraphs):  
Applicants shall identify which pollutant(s) will be addressed and clearly explain how the proposed project will reduce these pollutant(s) and improve water quality. **Applicants shall**

**provide estimates of current pollutant loads and anticipated load reductions arising as a result of the proposed project implementation. Describe how pollutant load reduction estimates were calculated (i.e., formula, model, etc.).** Provide a detailed description of how the anticipated outcomes meet restoration and water quality improvement goals in the watershed, as outlined in the respective WBP or TMDL Implementation Plan. See Appendix 2 for details.

6. Project Effectiveness Monitoring (1-2 pages):

**Monitoring and assessment are keys to demonstrating a project's effectiveness.** Applicants shall describe the approach for monitoring (or modeling) pre- and post-project implementation. This approach should include the development of a monitoring plan that identifies the pollutants that the monitoring activities will target and the timing and frequency of monitoring. A QAPP or SAP should also be developed in addition to the monitoring plan. The proposal should clearly show how the applicant will demonstrate the project's beneficial impact on water quality. More information on project monitoring can be found in Appendix 3. Inquiries regarding monitoring plans should be made to the PRC Program's Environmental Health Specialist ([greg.takeshima@doh.hawaii.gov](mailto:greg.takeshima@doh.hawaii.gov)).

7. Education and Outreach (4-5 paragraphs):

Public outreach and education are required components of Section 319(h)-funded projects. Briefly describe the strategy and activities planned to educate and involve the public. **Outreach and education should promote the proposed project activities, inform the public on nonpoint source pollution problems, and encourage nonpoint source pollution reduction and prevention in the affected watershed. In addition, outreach and education should aim to develop a long-term community investment in the project beyond the contract term.** More information on public outreach can be found in Appendix 3.

8. Personnel and Partners (4-5 paragraphs):

Identify the project manager and contact person for this project. Include relevant educational background, work history, and experience with similar projects. Identify partners who will assist in the successful completion of the proposed activities. Include a brief statement of the role or contribution each partner will provide and each partner's contact information. In addition, a letter of support from each partner should be submitted with the project proposal to confirm any matching funds, access rights, or services being provided by the partner.

9. Budget (1-2 pages):

Clearly outline the costs to be met by the grant and matching funds. Budget information should include either a narrative or bullet-points that fully explain costs, cost categories, and appropriate justifications, as well as tables consistent with information submitted in the budget (see Attachment 3, "Project Budget"). **Provide justification that the cost of implementing the project is reasonable for the anticipated water quality benefits.**

Grant funds may not be used to pay for out-of-state travel or for food and/or refreshments, in addition to those specified in EPA 40 CFR Ch.1 (7-1-06 Edition), Part 31.22: Allowable Costs. Inter-island travel funds shall be calculated using the State's travel rates (\$20/day per diem for a single day or \$40/day per diem plus lodging when staying overnight). Registered applicants shall receive an electronic copy of a blank Project Budget to facilitate their proposal submission. State General Excise Tax (GET) is reimbursable, as are insurance premiums necessary for the applicant to meet minimum State insurance requirements (see Section 4.9). For this year, the State's

Indirect Rate is 15.4% and the State's Fringe Rate is 42.99%. Applicants do not need to adhere to the State's percentages, but any rate in excess of the State's shall be accompanied by an explanation justifying the overage. Also outline matching funds and identify the sources of matching funds. **Do not round your budget numbers.**

10. Schedule of Activities (1-2 pages):

Using Attachment 4, "Project Timeline," sufficiently outline all tasks and deliverables described in the Scope of Services. Registered applicants shall receive an electronic copy of a blank Project Timeline form to facilitate their proposal submission.

## SECTION 3: EVALUATION

### 3.1 Evaluation Process

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. An EC appointed by the Procurement Officer will review and evaluate all sealed proposals submitted by the February 25, 2016 deadline. The EC will be comprised of individuals with experience and knowledge of the contemplated proposals.

Upon initial eligibility review by the Procurement Officer to ensure that all attachments and elements of the proposal have been submitted properly, the eligible proposals will next be evaluated by the EC based on the evaluation criteria in Appendix 4. 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 draft a list of Priority-Listed Offerors (PLOs).

The EC reserves the right to award a contract to a PLO in this phase without further discussion. However, if the EC wishes to engage in discussions with a PLO to clarify their proposals, such discussions shall take place after the list is generated. A date and time shall be set for PLOs to meet with the EC and to submit a Best and Final Offer (BAFO), if required. PLOs should make themselves available during the time allotted for BAFO discussions. PLOs shall be permitted to submit an 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. The sealed envelope shall be marked "**BAFO for RFP No. CWB-PRC 15-01.**" 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, Resumes, Letters of Support (if applicable), etc. are not required unless requested by the DOH.

The EC shall reevaluate the BAFOs using the same evaluation criteria as the initial proposals. The evaluation process will then be concluded with final award recommendations determined based on evaluation criteria scoring.

The State reserves the right to accept or reject any or all BAFOs and to waive any defect in any BAFO when in the opinion of the State such rejection or waiver will be in the best interests of the State. The actual number of awards will depend on the availability of funds through the CWA Section 319(h) program grant from the EPA and as further determined solely by the CWB.

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 ADMINISTRATIVE OVERVIEW & FORMAT

### 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 the 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 RFP schedule outlined herein represents the State's best estimate of the schedule that will be followed. If a component of this schedule, such as the Deadline for Submittal of Proposal's date is delayed, the rest of the schedule may be shifted as deemed necessary by the CWB. Should a change in the schedule be made, the list of applicants who have registered with the Procurement Officer shall be notified and an Addendum shall be posted on the PRC Program's website (<http://hawaii.gov/doh/pollutedrunoffcontrol>). The approximate schedule is as follows:

RFP Solicitation Date	<b>January 15, 2016</b>
RFP Registration & Inquiry Deadline	<b>February 23, 2016</b>
Deadline for Submittal of Proposals	<b>February 25, 2016</b> <b>2:00 p.m., HST</b> 919 Ala Moana Blvd., Room 301 Honolulu, Hawai'i 96814-4920
BAFO Discussions and Presentations (If applicable)	<b>March 15-16, 2016</b>
Deadline for Submittal of BAFOs (If applicable)	<b>March 31, 2016</b> <b>2:00 p.m., HST</b> 919 Ala Moana Blvd., Room 301 Honolulu, Hawai'i 96814-4920
Award Notification	<b>April 8, 2016</b>
Contract Commencement Date	<b>Specified on the State's NTP</b>

Provided that all required documents have been submitted, the DOH anticipates issuing an NTP by September 2016.

### 4.3 Procurement Officer and Contact Information

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

Mr. Alec Y. Wong, P.E., Chief  
Department of Health Clean Water Branch  
919 Ala Moana Boulevard, Room 301  
Honolulu, Hawaii 96814-4920

Phone: (808) 586-4309  
Fax: (808) 586-4352  
Email: [CleanWaterBranch@doh.hawaii.gov](mailto:CleanWaterBranch@doh.hawaii.gov)

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

### 4.4 RFP Registration and Inquiries

Applicants intending to respond to this RFP are required to register with Michael Burke, the PRC Program Specialist ([michael.burke@doh.hawaii.gov](mailto:michael.burke@doh.hawaii.gov)) via email, specifying the contact person's name and a valid email address. Registration does not commit the applicant to submit a proposal, but will be used as a notification tool while the RFP is open. The deadline to register is **2:00 p.m., HST, February 23, 2016**.

Inquiries regarding this RFP shall be made by **email** to the PRC Program Specialist ([michael.burke@doh.hawaii.gov](mailto:michael.burke@doh.hawaii.gov)) by **2:00 p.m., HST, February 23, 2016** (no telephone calls will be allowed). In order to facilitate a meaningful response, questions should reference the page and section number to which the questions relate. Should inquiries or responses to inquiries serve to clarify the RFP in a way that would benefit all applicants and assist in the RFP process, the inquiries and responses shall be distributed to all registered parties via blind carbon-copy email to ensure anonymity. Inquiries received after the stated date and time will not be reviewed. The 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 in the best interests of the State. The State shall not be liable for any 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, and uploaded to the PRC website.

### 4.6 Submission of Proposals

**Proposals must be received AND time stamped by the CWB (whether mailed or hand delivered) no later than 2:00 p.m., HST, February 25, 2016** (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. CWB-PRC 15-01.**” 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 will not be opened publicly, but shall be opened in the presence of two or more State officials. Proposals may be publicly inspected after award.

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

#### **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 the 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.

#### **4.8 Disqualification of Proposals**

The CWB reserves the right to reject any proposal, in whole or in part, when that proposal 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 (**2:00 p.m., HST February 25, 2016**);
-  The proposal does not comply with applicable laws, or contains provisions contrary to applicable laws;
-  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**

Award(s) shall be made to the responsive, responsible applicant(s) with a proposal determined by the Evaluation Committee (EC) to be the most advantageous to the State based on specific evaluation criteria (Section 3 and Appendix 4). All applicants shall receive written notification of the evaluation outcome. **Unsuccessful applicants are encouraged to meet with a representative of the EC to review their applications after award notification(s).**

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 made. 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 up to eight months after award.**

Prior to receiving an 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 may disqualify an award.

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

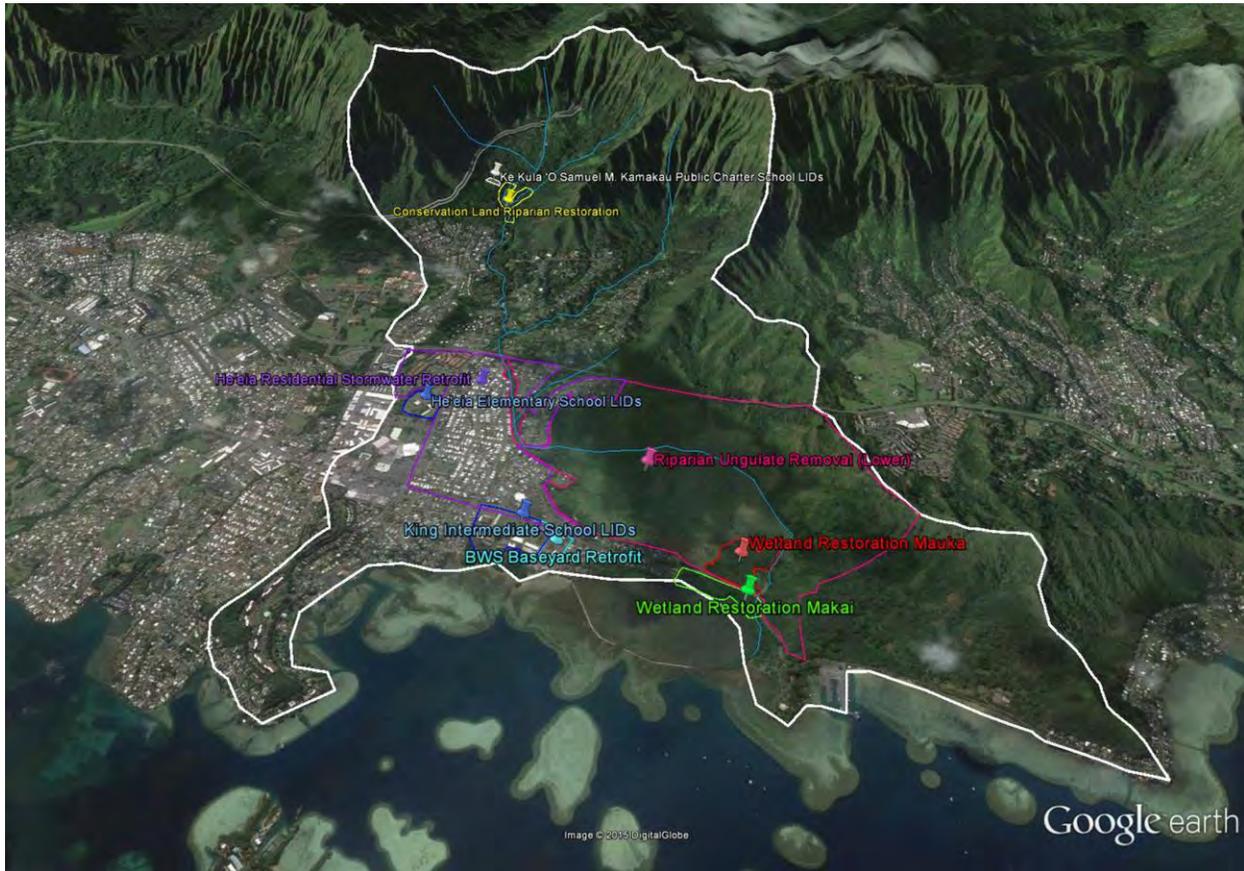
**Awarded vendors shall submit to the CWB a signed U.S. Internal Revenue Service (IRS) Form W-9.**

#### **4.10 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, the CWB, PRC, and EPA websites, 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 CWB, should the agency request such product.

## Appendix 1

# PROPOSED PROJECT LOCATIONS in HE'EIA WATERSHED on the ISLAND of O'AHU



Based on the 2007 Ko'olaupoko Watershed Restoration Action Strategy, the Polluted Runoff Control (PRC) Program has identified several potential projects to address nonpoint source pollution problems in He'eia watershed. The approximate location of these projects are shown in this map.

## Appendix 2

### ANTICIPATED OUTCOMES

In order to be awarded a contract, the applicant must demonstrate how the implementation of the proposed project will achieve water quality improvements. There should be sufficient detail included in the proposal to show that an improvement in water quality can be accomplished. Anticipated outcomes shall be used to determine and guide the proposed project's efforts and provide a means for measuring success.

Proposals shall include sufficient detail to determine if these outcomes can be achieved through the use of a monitoring plan, water quality or BMP monitoring tasks, and/or educational efforts coupled with an evaluation component. Appropriate milestones shall be outlined to document short-, intermediate-, and long-term progress in reducing nonpoint source pollutants.

The following list of anticipated outcomes should be considered and included in the proposal to evaluate and determine project effectiveness:

-  Water quality improvements (quantified with monitoring information);
-  Habitat improvements (enhancement or restoration); and/or
-  Behavior changes or actions taken (produced as a part of educational and/or training efforts).

#### Water quality improvements:

The purpose of the PRC Program's RFP is to improve water quality by targeting pollutants of concern identified by the CWB, WBP, and TMDL implementation plans. Specifically, this RFP was developed to address Total Phosphorous and/or Nitrate + Nitrite. Other pollutants that the State is currently focused on include Bacteria (*Enterococcus*), Total Nitrogen, Orthophosphate, Ammonia, Turbidity, Total Suspended Solids (TSS), and Chlorophyll *a*. Successful applicants will demonstrate water quality improvements by addressing this RFP's pollutants of concern, using the following guidelines:

-  Reduction in concentration or total loadings of priority pollutants measured in their respective units (e.g., pounds/year) as a result of implementing the project (determined using pre- and post-project effectiveness monitoring, modeling, and/or other evaluation methods);
-  Attainment of water quality standards for a targeted pollutant or all pollutants, or progress towards meeting water quality standards;
-  Reduction in the number of beach postings for elevated bacteria counts;
-  Improvement in water clarity;
-  Decrease in the event mean concentration of pollutants (as determined by stormflow water quality sampling); and/or
-  Biological assessments of aquatic organisms, such as fish, invertebrates, algae, and plants, that indicate water quality improvement.

#### Habitat Improvements:

-  Area of habitat restored and/or enhanced (e.g., linear feet of stream or riparian corridor restored and replanted, acres of invasive plant species removed and native species planted, acres of wetlands restored and enhanced, etc.); and/or
-  Habitat quality (as defined by the United States Department of Agriculture Natural Resources Conservation Service (NRCS) Hawai'i Visual Stream Assessment Protocol, wetland habitat assessment, and species counts).

## Appendix 2 (Continued)

### Behavior changes:

Provisions to maintain behavior changes **beyond the project's timeframe** as evidenced by:

-  The targeted audience's behavior changed in a way that is expected to improve or maintain water quality (e.g., increase in the number or percentage of people implementing appropriate practices in a priority area);
-  Continued BMP implementation;
-  Securing additional funding to support nonpoint source pollution control efforts;
-  Continued polluted runoff control efforts by stakeholders and community members;
-  Continued project or water quality monitoring;
-  Sponsored or established ordinances to help control nonpoint source pollution;
-  Trends in pollutant load reductions;
-  Additional BMPs implemented; and/or
-  WBP updated through adaptive management and community support.

## Appendix 3

# GENERAL GUIDELINES ASSOCIATED WITH COMMON TASKS & ACTIVITIES

To help prepare proposals, here are general guidelines for common project tasks or activities. This list of potential tasks or activities is not intended to be complete, and an appropriate scope of services may require efforts beyond those outlined here.

### Best Management Practices (BMPs):

A BMP is a practice, or combination of practices, that are effective and practicable for controlling nonpoint source pollutants at levels compatible with environmental goals. See <http://www.epa.gov/owow/nps/MMGI/> or the NRCS electronic Field Office Technical Guide at [http://efotg.nrcs.usda.gov/efotg\\_locator.aspx?map=HI](http://efotg.nrcs.usda.gov/efotg_locator.aspx?map=HI)). **For this RFP, appropriate BMPs are listed in Section 1.2 or are identified in the applicable WBP for the respective watershed.**

In the Scope of Services, include a description and location of the BMPs to be used; a description of the type and extent of nonpoint source pollution reduction anticipated as a result of the BMPs; a timeframe for BMP planning, design, and installation; how BMP effectiveness will be monitored; and the life expectancy of the BMPs. Specific coordinates (latitude and longitude) of the BMPs will be required upon BMP implementation. **It is critical that appropriate access or permits for BMPs be considered and addressed prior to submission of the proposal. The DOH will not provide guidance, nor be held accountable, for this responsibility of the contractor.** Additional permit requirements and appropriate partners should be considered when developing the timeframe mentioned above.

If using BMPs, the contractor shall work with appropriate entities to insure that appropriate BMPs are selected and implemented correctly. The NRCS, the local Soil and Water Conservation District(s), the University of Hawai'i's Cooperative Extension Service, and/or other agencies and organizations should be consulted, as appropriate, for technical assistance with BMP planning and design. Two (2) months prior to the start of any construction activities, the contractor shall submit construction plans, job sheets, construction schedules, and operation and maintenance (O&M) plans to the DOH. The DOH shall have one (1) month to comment on the information submitted. The DOH's comments shall be incorporated into the final documents prior to the work commencing.

A copy of the as-built drawings (drawings that show the actual BMP locations and construction details), if applicable, shall be included in the Final Report. Photo documentation of BMPs, if applicable, should be included in each Quarterly Status Report (QSR) and submitted in total with the Final Report. Upon completion of BMP implementation, the contractor shall notify the DOH and a joint site visit may be scheduled. The contractor shall document the pollutant load reductions and habitat and/or water quality improvements achieved as a result of the BMPs in the QSRs and Final Report.

### Operation and Maintenance (O&M) Plans:

An O&M Plan is important to ensure that the BMPs will function properly for their expected lifetime and can extend the functional life of the BMP. The O&M Plan shall include both short- and long-term information on the O&M of each BMP. Operational information shall include the administration, management, and performance of non-maintenance actions needed to keep the BMP safe and functioning as planned. Maintenance information shall include all maintenance activities or necessary schedules to ensure that the BMPs continue to operate as intended. Information regarding the personnel or community groups that will perform maintenance activities, along with potential costs, should also be included. For physical measures, the life expectancy shall be a minimum of ten (10) years unless a lesser period of time is determined to be appropriate for the type and purpose of the measure installed using the NRCS or other appropriate federal, state, or local standards.

## Appendix 3 (Continued)

A draft O&M Plan shall be submitted to the DOH one (1) month prior to the implementation of any BMP or installation of any physical measures covered by the Plan. The DOH shall have one (1) month to comment on the information submitted. Where possible, the DOH's comments shall be incorporated into the Final O&M Plan. Final O&M Plans shall be submitted with the Final Report.

### Project Monitoring:

The DOH seeks to fund projects that can document water quality improvements and positive environmental and behavioral changes. The DOH requires that all projects include comprehensive monitoring activities sufficient for obtaining baseline data and for evaluating the project's environmental impacts, behavioral changes, and overall effectiveness.

Within the proposal, provide a description of monitoring activities to be performed and the quantifiable environmental result(s) to be obtained for each activity. The proposed monitoring can consist of both traditional water quality monitoring and/or an assessment of information and efforts that can demonstrate water quality improvements without chemical analysis or laboratory testing. Acceptable water quality project monitoring may include the use of erosion pins, photo-points, vegetative monitoring, and other methods applicable to the specific BMPs used. Evaluation of education and outreach components may include efforts like an increase in nonpoint source pollution awareness or other quantifiable behavior changes related to water quality improvement.

If a monitoring plan is not already available, one shall be developed to detail the activities required to document pollutant load reductions, water quality improvements, and/or habitat improvements achieved during the course of the project. This should include appropriate data quality objectives, sampling rationale, field sampling and procedures, sample documentation, and quality control information (see [http://www.epa.gov/owow/monitoring/volunteer/qapp/vol\\_qapp.pdf](http://www.epa.gov/owow/monitoring/volunteer/qapp/vol_qapp.pdf) for additional information). Specific monitoring plan requirements and format will be determined and provided by the DOH and be dependent upon each project. A complete monitoring plan is not required to be submitted with the proposal, but the applicant should provide enough detail about developing the monitoring plan to ensure that the applicant will be able to demonstrate the proposed project's impact on water quality. Once an award is granted, the awarded contractor shall submit a monitoring plan to DOH and receive DOH approval before monitoring, sampling, or implementation activities commence.

Awarded contractors shall also be required to submit a Quality Assurance Project Plan (QAPP) or Sampling Analysis Plan (SAP). QAPPs and SAPs address precision, accuracy, representativeness, completeness, and comparability in both field and lab sampling. As with the monitoring plan, the DOH will provide guidance to the contractor to develop an effective QAPP or SAP. **The QAPP or SAP should be submitted to the DOH with the monitoring plan in the first quarter of the project period**, and the DOH shall have one (1) month from receipt of both draft plans to review and provide comments to the contractor. The DOH's comments shall be incorporated and addressed into the respective plans and be resubmitted to the DOH within one (1) month from receipt of the DOH's comments. **No monitoring, sampling, or implementation activities shall commence without prior approval of the monitoring plan and QAPP by the DOH.**

### Assessment Protocols:

The DOH recommends that projects involving stream assessments, stream water quality monitoring, stream restoration, and/or stream BMPs consider using the NRCS Hawai'i Stream Visual Assessment Protocol ([http://www.hi.nrcs.usda.gov/technical/water\\_quality.html](http://www.hi.nrcs.usda.gov/technical/water_quality.html)). The Protocol can, at a minimum, assist in obtaining baseline conditions for the stream(s) impacted by the project. Additional monitoring elements should also be included, as appropriate.

### **Appendix 3 (Continued)**

#### **Public Outreach, Education and Participation Activities:**

All projects should require a level of public information, education, technical information transfer, and/or participation activities.

At a minimum, the contractor shall be required to draft and submit two (2) press releases to local newspaper(s), one (1) at the project's beginning and one (1) at the project's completion.

Examples of public information, education, and participation activities may include, but are not limited to: public meetings, public outreach participation, displays, field demonstration days, written brochures, project sponsored clean-ups or restoration activities, handouts, providing instructional resource materials to schools, oral presentations, newspaper articles and/or press releases, videos, websites, and volunteer citizen participation. Outreach can also be targeted towards landowners and community volunteers to maintain implemented BMPs beyond the contract's completion.

For each public information, education, and participation activity, a description of the activity should be included, including its purpose, target audience, location, educational materials distributed, timing, desired outcome, monitoring and/or assessment of the activity, and deliverables that will be submitted to the DOH. All projects shall include the acknowledgment that the EPA and the DOH funded the project.

## Appendix 4

# RFP NO. CWB-PRC 15-01 EVALUATION CRITERIA WORKSHEET

Applicant: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Grant Funds Requested: \$0.00  
 Match Funds Provided: \$0.00  
 Total Project Cost: \$0.00

Reviewed By: \_\_\_\_\_

### 120 Total Points

Each of the categories will be scored based upon how the proposal addresses priority implementation projects, the clarity and quality of the information provided, and how that information correlates with the water quality goals of the grant and the CWB's mission.

No.	Category	Points
<b>1.</b>	<b>Overview:</b> Does the proposal <ul style="list-style-type: none"> <li>Briefly describe the overall purpose of the proposed project?</li> <li>Briefly describe the activities to be funded?</li> <li>Show how the proposed project will address nonpoint source pollution?</li> <li>Briefly explain how the proposed project will achieve water quality improvements?</li> </ul>	<input style="width: 40px; height: 20px;" type="text"/> of 2
		<input style="width: 40px; height: 20px;" type="text"/> of 2
		<input style="width: 40px; height: 20px;" type="text"/> of 2
		<input style="width: 40px; height: 20px;" type="text"/> of 2
		<input style="width: 40px; height: 20px;" type="text"/> of 2
<b>Overview Subtotal:</b>		<b>0</b> of 8
Comments:		
<b>2.</b>	<b>Project Site Description:</b> Does the proposal <ul style="list-style-type: none"> <li>Include a description of the project area, land owners, land cover, physical features and other relevant information?</li> <li>Adequately explain why the location for the project was chosen?</li> <li>Include a clear and legible map of the project area?</li> </ul>	<input style="width: 40px; height: 20px;" type="text"/> of 2
		<input style="width: 40px; height: 20px;" type="text"/> of 2
		<input style="width: 40px; height: 20px;" type="text"/> of 1
		<input style="width: 40px; height: 20px;" type="text"/> of 1
<b>Project Site Description Subtotal:</b>		<b>0</b> of 5
Comments:		
<b>3.</b>	<b>WBP or TMDL Implementation Plan Context:</b> Does the proposal <ul style="list-style-type: none"> <li>Identify a project or projects listed in Section 1.2?                &lt;AND/OR&gt; Identify an effective project or projects in the He'eia Watershed on the island of O'ahu?                &lt;OR&gt; Identify a specific implementation project from a WBP or TMDL Implementation Plan listed in Table 1</li> <li>Adequately show that the proposed project is a priority per the respective WBP or TMDL Implementation Plan</li> </ul>	<input style="width: 40px; height: 20px;" type="text"/> of 5
		<input style="width: 40px; height: 20px;" type="text"/> of 5
		<input style="width: 40px; height: 20px;" type="text"/> of 1
		<input style="width: 40px; height: 20px;" type="text"/> of 2
		<input style="width: 40px; height: 20px;" type="text"/> of 2
<b>WBP or TMDL Implementation Plan Context Subtotal:</b>		<b>0</b> of 12
Comments:		
<b>4.</b>	<b>Scope of Services:</b> Does the proposal <ul style="list-style-type: none"> <li>Provide a detailed scope of services that adequately identifies and outlines the proposed activities?</li> <li>Adequately describe all tasks necessary to complete the project?</li> <li>Clearly link the proposed tasks or activities to the overall project purpose?</li> <li>Adequately describe how the tasks will be planned, managed, monitored, and completed?</li> <li>Identify appropriate project deliverables?</li> <li>Address any permitting requirements, property access permissions, and other applicable bottlenecks?</li> <li>If a continuation of an existing project, show past successes and link to the proposed project?</li> <li>Link the proposed project to addressing climate change?</li> </ul>	<input style="width: 40px; height: 20px;" type="text"/> of 6
		<input style="width: 40px; height: 20px;" type="text"/> of 5
		<input style="width: 40px; height: 20px;" type="text"/> of 6
		<input style="width: 40px; height: 20px;" type="text"/> of 3
		<input style="width: 40px; height: 20px;" type="text"/> of 2
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		<input style="width: 40px; height: 20px;" type="text"/> of 1
		<input style="width: 40px; height: 20px;" type="text"/> of 1
		<input style="width: 40px; height: 20px;" type="text"/> of 1
<b>Scope of Services Subtotal:</b>		<b>0</b> of 25
Comments:		
<b>5.</b>	<b>Anticipated Outcomes:</b> Does the proposal <ul style="list-style-type: none"> <li>Identify which pollutant(s) will be addressed?</li> <li>Clearly explain how the proposed project will reduce the identified pollutants and improve water quality?</li> </ul>	<input style="width: 40px; height: 20px;" type="text"/> of 1
		<input style="width: 40px; height: 20px;" type="text"/> of 7
		<input style="width: 40px; height: 20px;" type="text"/> of 7

<b>5.</b>	<b>Anticipated Outcomes (Continued):</b> Does the proposal <ul style="list-style-type: none"> <li>Provide estimates of current loads and anticipated reductions as a result of project installation?</li> <li>Explain how load reduction estimates were calculated?</li> <li>Provide a detailed description of how the anticipated outcomes meet water quality goals per the respective WBP?</li> </ul>	<input style="width: 40px; height: 20px;" type="text"/> of 5 <input style="width: 40px; height: 20px;" type="text"/> of 4 <input style="width: 40px; height: 20px;" type="text"/> of 3
<b>Anticipated Outcomes Subtotal:</b>		<b>0</b> of 20
Comments:		
<b>6.</b>	<b>Project Monitoring:</b> <ul style="list-style-type: none"> <li>Does the proposal adequately describe the approach for monitoring pre- and post-project installation conditions?</li> </ul>	<input style="width: 40px; height: 20px;" type="text"/> of 10
<b>Project Monitoring Subtotal:</b>		<b>0</b> of 10
Comments:		
<b>7.</b>	<b>Education and Outreach:</b> <ul style="list-style-type: none"> <li>Does the proposal briefly describe the strategy and activities planned to educate and involve relevant stakeholders?</li> <li>Does the proposal briefly describe the strategy and activities planned to educate and involve the public?</li> <li>Are the strategies and activities listed adequate for successful public outreach?</li> </ul>	<input style="width: 40px; height: 20px;" type="text"/> of 3 <input style="width: 40px; height: 20px;" type="text"/> of 2 <input style="width: 40px; height: 20px;" type="text"/> of 5
<b>Education and Outreach Subtotal:</b>		<b>0</b> of 10
Comments:		
<b>8.</b>	<b>Personnel and Partners:</b> <ul style="list-style-type: none"> <li>Are the project manager and contact person identified and is relevant background information included?</li> <li>Are key partners who will assist in the successful completion of the proposed project identified?</li> <li>Does the proposal include contact information, as well as a brief statement, of the role or contribution of all partners?</li> <li>Does the proposal include appropriate letters of support from partner organizations?</li> </ul>	<input style="width: 40px; height: 20px;" type="text"/> of 1 <input style="width: 40px; height: 20px;" type="text"/> of 2 <input style="width: 40px; height: 20px;" type="text"/> of 1 <input style="width: 40px; height: 20px;" type="text"/> of 1
<b>Personnel and Partners Subtotal:</b>		<b>0</b> of 5
Comments:		
<b>9.</b>	<b>Budget:</b> Does the proposal <ul style="list-style-type: none"> <li>Clearly delineate costs to be met by the grant and matching funds?</li> <li>Include clear descriptions of cost categories and provide sufficient justification for costs?</li> </ul>	<input style="width: 40px; height: 20px;" type="text"/> of 8 <input style="width: 40px; height: 20px;" type="text"/> of 12
<b>Budget Subtotal:</b>		<b>0</b> of 20
Comments:		
<b>10.</b>	<b>Schedule of Activities:</b> Does the proposal <ul style="list-style-type: none"> <li>Include a schedule of activities that adequately outlines all deliverables described in the Scope of Services?</li> </ul>	<input style="width: 40px; height: 20px;" type="text"/> of 5
<b>Schedule of Activities Subtotal:</b>		<b>0</b> of 5
Comments:		

<b>TOTAL SCORE:</b>	<b>0</b> of 120
---------------------	-----------------

**Actual points awarded will follow these general ranges:**

- Fully Addressed Criteria: 22-25 points for 25 point criteria; 18-20 points for 20; 11-12 points for 12; 9-10 points for 10; 8 points for 8; 5 points for 5
- Partially Addressed Criteria: 8-21 points for 25 point criteria; 6-17 points for 20; 3-10 points for 12; 3-8 points for 10; 3-7 points for 8; 2-4 points for 5
- Criteria Not Addressed: 0-7 points for 25 point criteria; 0-5 points for 20; 0-2 points for 12; 0-2 points for 10; 0-2 points for 8; 0-1 point for 5

Attachment 1

**Transmittal Letter**  
**RFP No. CWB-PRC 15-01**

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. CWB-PRC 15-01 and in the General Conditions (Form AG-008 103D General Conditions), 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:	_____
Watershed:	_____
Targeted Pollutants:	_____
	_____
	_____
Name of Organization:	_____
Contact Person & Title:	_____
Email Address:	_____
Mailing Address:	_____
	_____
	_____
Telephone Number:	_____
Fax Number:	_____
Legal Status of the Applicant (i.e., For-profit Corporation, Non-profit Organization, Limited Partnership, etc.):	_____
Federal Tax Identification Number:	_____
State Tax Identification Number:	_____
Total Grant Funds Requested:	\$ _____
Total Matching Funds Contributed:	\$ _____
Total Project Cost:	\$ _____
Project Duration (months):	_____

Attachment 3

**Project Budget**

<Name of Applicant>

<Project Title>

No.	Cost Category	Total Units	Hourly Rate/ Unit Cost	Grant Funds	Match Funds	Total
<b>A. Personnel Services</b>						
	Project Manager	_____	\$ _____/hr	\$ _____	\$ _____	\$ _____
	Project Assistant	_____	\$ _____/hr	\$ _____	\$ _____	\$ _____
	Part-Time Workers	_____	\$ _____/hr	\$ _____	\$ _____	\$ _____
	Fringe Benefits	_____	\$ _____/hr	\$ _____	\$ _____	\$ _____
	Volunteers	_____	\$ _____/hr	\$ _____	\$ _____	\$ _____
<b>B. Travel</b>						
	Airfare (Inter-island)	_____	\$ _____/rt	\$ _____	\$ _____	\$ _____
	Car Mileage	_____	\$ _____/mi	\$ _____	\$ _____	\$ _____
	Car Rental	_____	\$ _____/ea	\$ _____	\$ _____	\$ _____
	Per Diem	_____	\$ _____/day	\$ _____	\$ _____	\$ _____
<b>C. Operating Expenses</b>						
	Office Supplies	_____	\$ _____/mo	\$ _____	\$ _____	\$ _____
	Postage	_____	\$ _____/mo	\$ _____	\$ _____	\$ _____
	Printing	_____	\$ _____/mo	\$ _____	\$ _____	\$ _____
	Utilities	_____	\$ _____/mo	\$ _____	\$ _____	\$ _____
		_____	\$ _____/mo	\$ _____	\$ _____	\$ _____
		_____	\$ _____/mo	\$ _____	\$ _____	\$ _____
<b>D. Equipment</b>						
		_____	\$ _____/ea	\$ _____	\$ _____	\$ _____
		_____	\$ _____/ea	\$ _____	\$ _____	\$ _____
		_____	\$ _____/hr	\$ _____	\$ _____	\$ _____
		_____	\$ _____/hr	\$ _____	\$ _____	\$ _____
<b>E. Professional Services</b>						
		_____	\$ _____/hr	\$ _____	\$ _____	\$ _____
		_____	\$ _____/hr	\$ _____	\$ _____	\$ _____
		_____	\$ _____/hr	\$ _____	\$ _____	\$ _____
		_____	\$ _____/ea	\$ _____	\$ _____	\$ _____
		_____	\$ _____/ea	\$ _____	\$ _____	\$ _____
<b>F. Construction Materials &amp; Supplies</b>						
		_____	\$ _____/ft	\$ _____	\$ _____	\$ _____
		_____	\$ _____/ft	\$ _____	\$ _____	\$ _____
		_____	\$ _____/ea	\$ _____	\$ _____	\$ _____
		_____	\$ _____/ea	\$ _____	\$ _____	\$ _____
		_____	\$ _____/ea	\$ _____	\$ _____	\$ _____
<b>G. Other Miscellaneous Expenses</b>						
	Insurance	_____	\$ _____/yr	\$ _____	\$ _____	\$ _____
	GET	_____	\$ _____/yr	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>				\$ _____	\$ _____	\$ _____

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 Final Report
NTP + __ months	Submit Final Report

Attachment 5

**Certification Regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion B Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment Suspension, 7 CFR Part 3017, Section 3017.510: Participant's Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (Pages 4722-4733).

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name and Title of Authorized  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Instruction for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion B Lower Tier covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## Attachment 6

### Certification Regarding Drug-Free Workplace Requirements

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below. This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F, published in the May 25, 1990 Federal Register, that require grantees to certify in maintaining a drug-free workplace.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violated the requirements of the Drug-Free Workplace Act, the agency in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplace under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantees' drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each Local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see Paragraph 5).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. S12) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of not guilty) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or Non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

## Attachment 6 (Continued)

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (a) All direct charge employees; (b) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (c) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantees' payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantees' payroll; or employees of subrecipients or subcontractors in covered workplaces).

### Alternate I (Grantees Other Than Individuals)

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantees' workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b. Establishing an ongoing drug-free awareness program to inform employees about:
    - i. The dangers of drug abuse in the workplace;
    - ii. The grantees policy of maintaining a drug-free workplace;
    - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by Paragraph a.;
  - d. Notifying the employee in the statement required by Paragraph a. that, as a condition of employment under the grant, the employee will:
    - i. Abide by the terms of the statement; and
    - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - e. Notifying the agency in writing, within ten calendar days after receiving notice under Paragraph d.ii. from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - f. Taking one of the following actions, within 30 calendar days of receiving notice under Paragraph d.ii., with respect to any employee who is so convicted:

Attachment 6 (Continued)

- i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- iii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs a, b, c, d, e, and f.

2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, country, state, zip code)

---

---

Check  if there are workplaces on file that are not identified here.

Alternate II (Grantees Who Are Individuals)

- 1. The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- 2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Certification Regarding Lobbying**  
**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress. In connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tier (including subcontractors, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Certification Regarding Environmental Tobacco Smoke**

Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan or loan guarantee. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this document the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which subgrantees shall certify accordingly.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date