



Hawai'i State Department of Health | Clean Water Branch  
**Polluted Runoff Control Program**  
[hawaii.gov/doh/pollutedrunoffcontrol](http://hawaii.gov/doh/pollutedrunoffcontrol)

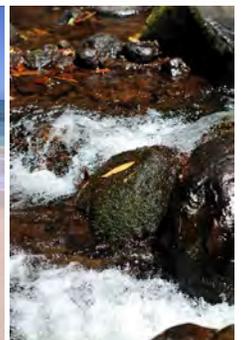
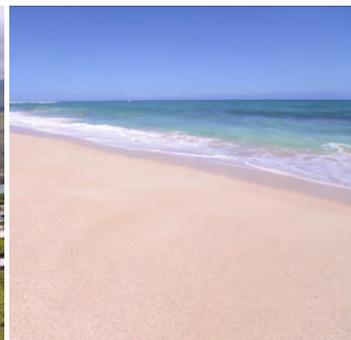


City and County of Honolulu | Department of Environmental Services  
**Storm Water Quality Branch**  
[cleanwaterhonolulu.com/storm](http://cleanwaterhonolulu.com/storm)

# 2014 Request for Proposals for Ma'ili'ili Watershed Implementation Projects

Solicitation No. CWB-PRC 14-02 | December 22, 2014

## Proposals Due on or Before February 13, 2015



## **RELEVANT DATES AND DEADLINES**

Solicitation Date	<b>December 22, 2014</b>
Registration & Inquiry Deadline	<b>February 11, 2015</b>
Proposal Submittal Deadline	<b>February 13, 2015</b> <b>3:00 p.m., HST</b> 919 Ala Moana Blvd., Room 301 Honolulu, Hawaii 96814-4920
Best and Final Offer Discussions (If applicable)	<b>February 26-27, 2015</b>
Best and Final Offer Submittal Deadline (If applicable)	<b>March 20, 2015</b> <b>3:00 p.m., HST</b> 919 Ala Moana Blvd., Room 301 Honolulu, Hawaii 96814-4920
Award Notification	<b>April 3, 2015</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 City and County of Honolulu (CCH) and the State of Hawaii (State), Department of Health (DOH), Clean Water Branch (CWB), Polluted Runoff Control (PRC) Program will fund specific implementation projects that control or reduce land-based nonpoint source pollution to restore and protect water quality in the Ma'ili'ili Watershed on the **island of O'ahu** (see Appendix 1). Proposals from other State locations or projects not enumerated in Section 1.3 will not be considered.

### 1.2 Source of Funding

Funding for this Request for Proposals (RFP) 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 eligible costs expended on the project on a quarterly basis.

### 1.3 Purpose of this RFP

The purpose of this RFP is to reduce or eliminate nonpoint source pollution by supporting the following implementation projects that will achieve **measurable water quality improvements** (see Appendix 2) in the Ma'ili'ili Watershed. Proposed projects not in this section will not be considered. An applicant's proposal may include one or any combination of the following projects; however each project shall be clearly distinguished and budgeted separately.

#### Proposed Implementation Projects:



##### Streambank Stabilization and Riparian Restoration (Appendix 1, #1)

This project shall focus on reducing Total Suspended Solids, Turbidity, Total Nitrogen, and Total Phosphorus. The awarded contractor shall stabilize and restore a minimum of three thousand (3,000) linear feet of streambank and/or riparian buffer along the Ma'ili'ili Stream between Kuwale Road and Puhawai Road. The riparian buffer zone shall be a minimum of five (5) feet wide beyond the streambank to provide adequate stormwater remediation during rain events.

Bank stabilization with geo-textiles, pre-planted coir logs and hydro-mulch can increase the stability of erodible areas. The contractor shall also utilize riparian herbaceous cover, sediment basins, and other viable riparian restoration practices as identified by the US Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) to treat runoff before it enters the stream. More information on riparian restoration and buffers can be found at the NRCS website: [http://www.nrcs.usda.gov/Internet/FSE\\_DOCUMENTS/nrcs143\\_026098.pdf](http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs143_026098.pdf).



##### Restore the Ma'ili'ili Reservoir and Convert a Section into a Stormwater Sedimentation Basin (Appendix 1, #2)

This project shall focus on reducing Total Nitrogen, Total Phosphorous, Total Suspended Solids, and/or Turbidity. To control these pollutants, the awarded contractor shall restore approximately ten (10) acres of the Ma'ili'ili Reservoir by replacing barren soil sections with drought-tolerant vegetation, removing non-native invasive vegetation, and planting native species that improve the native habitat. The awarded contractor shall be required to secure State Department of Hawaiian Home Lands approval to work on leased land. The awarded contractor shall also incorporate an education and outreach component that instills educational concepts regarding nonpoint source pollution and requires children in neighboring elementary schools to assist with planting, developing signage, and performing other tasks that rehabilitate the reservoir.



### Lualualei Homestead Road (Ewa) Restoration (Appendix 1, #3)

This project shall focus on reducing Total Suspended Solids, Turbidity, Total Nitrogen, and Total Phosphorus. The CCH owns approximately one and a half (1.5) acres at the fork of the Pu'uhulu and the Ma'ili'ili Streams (on the Ewa side of Lualualei Homestead Road) that may be restored with drought-tolerant grasses and native vegetation. The awarded contractor shall secure the CCH's approval to remediate the property. The remediation of this land shall create a buffer from the urban and agricultural core runoff before draining into the channelized section of the Ma'ili'ili Stream. The awarded contractor shall also incorporate an education and outreach component that instills educational concepts regarding nonpoint source pollution and requires children in neighboring elementary schools to assist with planting, developing signage, and performing other tasks that rehabilitate the area.



### Grassed Waterways (Appendix 1, #4)

This project shall focus on reducing Total Suspended Solids, Turbidity, and/or Hydrocarbons. The awarded contractor shall construct a minimum of five thousand (5,000) linear feet of grassed waterways, buffer strips, and native revegetation along the lower Ma'ili'ili Stream between Pa'akea Street and Lualualei Homestead Road. Irrigation will be necessary due to low rainfall in the area. The awarded contractor shall secure the CCH's approval to remediate the property. Implementation shall decrease stormwater loading from Pu'u Ma'ili'ili and the lower urban areas of the Ma'ili'ili Stream.



### Agriculture Outreach and Conservation Plan Implementation (Appendix 1)

This project shall focus on reducing Total Nitrogen, Total Phosphorous, Total Suspended Solids, and/or Turbidity. The awarded contractor shall assist farmers located adjacent to the Ma'ili'ili, Pu'uhulu, Puhanaawai, Mikilua, Kauhuhi, Pahoa, and/or Halona Streams in the Ma'ili'ili Watershed. The contractor shall develop conservation plans for agriculture cooperators that emphasize water quality improvements, while maintaining the plans' eligibility for any USDA NRCS loan opportunities.

The awarded contractor shall also assist farmers with implementing Best Management Practices (BMPs) and Conservation Practices arising from the conservation plans that specifically address polluted runoff through a **cost-share program**. Please note that conservation plans developed under this RFP shall be made available to the CWB upon request. In addition, specific site locations of installed BMPs shall be disclosed to the CWB.

## **1.4 Eligibility and Award Limitations**

**All proposals meeting this RFP's requirements and submission guidelines that are properly 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.

There is no minimum dollar amount of funds that can be requested. The maximum requested for any one proposal shall not exceed \$750,000. The amount requested in any proposal budget shall reflect the level of effort, clearly demonstrate anticipated water quality benefits, and not exceed 36 months.

The Contract term for any project should be targeted for completion by a maximum of 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.

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



- Proposed projects not listed in Section 1.3; and
- Proposed projects not located within the Ma'ili'ili Watershed.

## SECTION 2: PROPOSAL

The primary purpose of any proposal shall be to reduce nonpoint source pollution. Proposals shall clearly show that implementation will result in measurable water quality improvements. The proposal shall be written with the intention 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.

### 2.1 Proposal Format

Proposals must be typed (not handwritten) using 11-point font, 1-inch margins, and single-spacing. The proposal shall not be longer than twenty (20) pages, including attachments.

### 2.2 Proposal Submission Requirements

To be considered for an award, the proposal and all required and relevant attachments shall be submitted as follows:

-  One hard copy marked "Original," stapled and printed one-sided;
-  Four additional hard copies, stapled and printed double-sided; and
-  One digital copy on compact disc (CD) or digital versatile disc (DVD). The digital copy shall be submitted in a sealed envelope that is prominently marked "**Proposal Submitted in Response to RFP No. CWB-PRC 14-02 (Name of Applicant).**" 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 3.7 for more information on Confidential Information.

To facilitate review, documents 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) 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.

Soft copies of all Attachments shall be provided to applicants upon registration.

### 2.3 Proposal Elements

#### 1. Scope of Services:

Provide a concise introduction and description of the proposed project or projects, identify which pollutant(s) will be addressed, and briefly explain how the proposed project will reduce these pollutant(s) and improve water quality (see Appendix 2).

Briefly describe the specific project site location. This should include the size of the project area, a list of major land owners, existing land cover and usage, physical features of the project area, and any other information to explain the location of the proposed project. **A clear map of the**

**project area shall also be included.**

Include 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 also ascertain any permitting requirements, property access permissions, and other potential bottlenecks. Provide a reasonable estimate of the length of the project.

2. Project Monitoring:

**Monitoring and evaluation are key components used to demonstrate a project's effectiveness and proposals will be evaluated for effective monitoring activities.** Describe the approach for monitoring (or modeling) pre- and post-project installation conditions. This approach should include monitoring targeted pollutants and parameters at the installation's location, and include timing and frequency per a Monitoring Plan, if applicable, and utilizing a Quality Assurance Project Plan (QAPP) or Sampling Analysis Plan (SAP). The Scope of Services shall include the development of a Monitoring Plan (see Appendix 3) if none is available, and requisite QAPP or SAP. The applicant should clearly describe how they intend to demonstrate that the installed project is having a positive impact on water quality and is reducing targeted pollutant loads. Inquiries regarding monitoring plans should be made to the PRC Environmental Health Specialist ([greg.takeshima@doh.hawaii.gov](mailto:greg.takeshima@doh.hawaii.gov)).

3. Education and Outreach:

**Public outreach and education components are required to introduce the public to the issues of nonpoint source pollution and promote the specific project at hand. Outreach and education should also help develop a long-term community investment in the project in order to continue project maintenance beyond the contract term.** An effective public outreach campaign can also induce behavior changes to create long-term water quality improvements. More information on public outreach can be found in Appendix 3.

Briefly describe the strategy and activities planned to educate and involve the public. Strategies and activities shall address the overall goal of reducing polluted runoff in the Ma'ili'ili Watershed, as well as promote the specific project at hand. Some examples include: community outreach, local school involvement, workshops, and/or press releases.

4. Personnel and Partners:

Identify the project manager and contact person for this proposal. Include information concerning their educational background, relevant work history, and experience with similar projects to facilitate the completion of the proposed project. Identify partners, including local and State agencies, who will assist in the successful completion of activities proposed. 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 partners should be submitted with the project proposal. Letters should confirm any support or services being provided by the partner(s).

5. Budget:

Clearly outline the costs to be met in this proposal. If the proposal includes more than one project, distinctly identify each proposed project's cost. Budget information should include either a narrative or bullet points that explain costs, cost categories, and appropriate justifications, as well as a table consistent with information found in the budget (Attachment 3,

“Project Budget”). **Provide justification that the cost of implementing the project is reasonable for the anticipated water quality benefits.** (Please note: SEP funds shall not be used to pay for out-of-state travel or for food and/or refreshments, in addition to those specified in the US Environmental Protection Agency’s 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) and include an appropriate travel justification.

State General Excise Tax (GET) is reimbursable, as are insurance premiums necessary for the applicant to meet minimum State insurance requirements (see Section 4.3). For FY14, the State’s Indirect Rate is 11.7% and the State’s Fringe Rate is 41.99%. 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.**

Registered applicants shall receive an electronic copy of a Project Budget template (Attachment 3) to facilitate their proposal submission.

6. Schedule of Activities:

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 Project Timeline template to facilitate their proposal submission.

## SECTION 3: RFP ADMINISTRATIVE OVERVIEW & FORMAT

### 3.1 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.

### 3.2 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 website (<http://hawaii.gov/doh/pollutedrunoffcontrol>). The approximate schedule is as follows:

RFP Solicitation Date	<b>December 22, 2014</b>
RFP Registration & Inquiry Deadline	<b>February 11, 2015</b>
Deadline for Submittal of Proposals	<b>February 13, 2015</b> <b>3:00 p.m., HST</b> 919 Ala Moana Blvd., Room 301 Honolulu, Hawaii 96814-4920
BAFO Discussions and Presentations (If applicable)	<b>February 26-27, 2015</b>
Deadline for Submittal of BAFOs (If applicable)	<b>March 20, 2015</b> <b>3:00 p.m., HST</b> 919 Ala Moana Blvd., Room 301 Honolulu, Hawaii 96814-4920
Award Notification	<b>April 3, 2015</b>
Contract Commencement Date	<b>Specified on the State's NTP</b>

Provided that all required documents have been submitted, the DOH anticipates issuing a NTP by August 2015.

### 3.3 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.

### 3.4 RFP Registration and Inquiries

Applicants intending to respond to this RFP are required to register with Michael Burke, the PRC Grants Management 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 **3:00 p.m., HST, February 11, 2015**.

Inquiries regarding this RFP shall be made by **email** to the PRC Grants Management Specialist ([michael.burke@doh.hawaii.gov](mailto:michael.burke@doh.hawaii.gov)) by **3:00 p.m., HST, February 11, 2015** (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, the inquiries and responses shall be distributed to all registered parties via blind carbon-copy email to ensure anonymity and assist all applicants through the RFP process. 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.

### 3.5 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.

### 3.6 Submission of Proposals

Proposals must be **received AND time stamped** by the CWB (whether mailed or hand delivered) no later than **3:00 p.m., HST, February 13, 2015** (see Section 3.3 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 14-02 (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 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.

### 3.7 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 confidentiality 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.

### 3.8 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 (**3:00 p.m., HST February 13, 2015**);
-  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.

### 3.9 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.

## SECTION 4: EVALUATION & AWARD

### 4.1 Evaluation Process

After an initial eligibility review by the Procurement Officer to ensure that all attachments and elements of the proposal have been submitted properly, eligible proposals will be evaluated by the Evaluation Committee (EC) based on the evaluation criteria in Appendix 4. The EC shall be appointed by the Procurement Officer and shall be comprised of individuals with experience and knowledge of polluted runoff control in Hawaii. Proposal evaluations shall be conducted comprehensively, fairly, and impartially using quantitative scoring techniques.

Once all proposals have been reviewed, the EC will 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 discussions. However, if the EC wishes to engage in discussions with a PLO to clarify their proposal, 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. Based on discussions with the EC, PLOs shall be permitted to submit an amended proposal and budget as a BAFO. 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 3.6 for the original proposal submission. The sealed envelope shall be marked “**BAFO for RFP No. CWB-PRC 14-02 (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, resubmitting supporting documents such as resumes or letters of support (if applicable) are not required unless requested by the DOH or the document was modified for the BAFO submission.

The EC shall reevaluate the BAFOs under the same criteria used to judge the initial proposals. The evaluation process will then be concluded with final award recommendations determined based on the evaluation criteria scoring. The actual number of awards will depend on the availability of funds through the SEP and as further determined solely by the CWB.

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. 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.

### 4.2 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.

### 4.3 Award Notification, Required Award Documents, and Compliance

Award(s) shall be made to the responsive, responsible applicant(s) whose proposal(s) is (are) considered to be the most advantageous to the State based on the evaluation criteria in this section and Appendix 4. The successful applicant, and all unsuccessful applicants, shall receive written notification of the evaluation outcome. **Unsuccessful applicants are encouraged to meet with a representative of the EC to review their application and discuss its defects 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 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 applicant for an award.

It is the responsibility of the awarded applicant to meet all State and local rules and regulatory requirements for the applicant's proposal. This includes obtaining appropriate construction permits and environmental assessments related to proposed activities, as well as 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.**

Attachment 1

**Transmittal Letter**  
**RFP No. CWB-PRC 14-02**

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 14-02 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: \_\_\_\_\_

Proposed Project(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Targeted Pollutants: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Proposed Budget: \$ \_\_\_\_\_

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

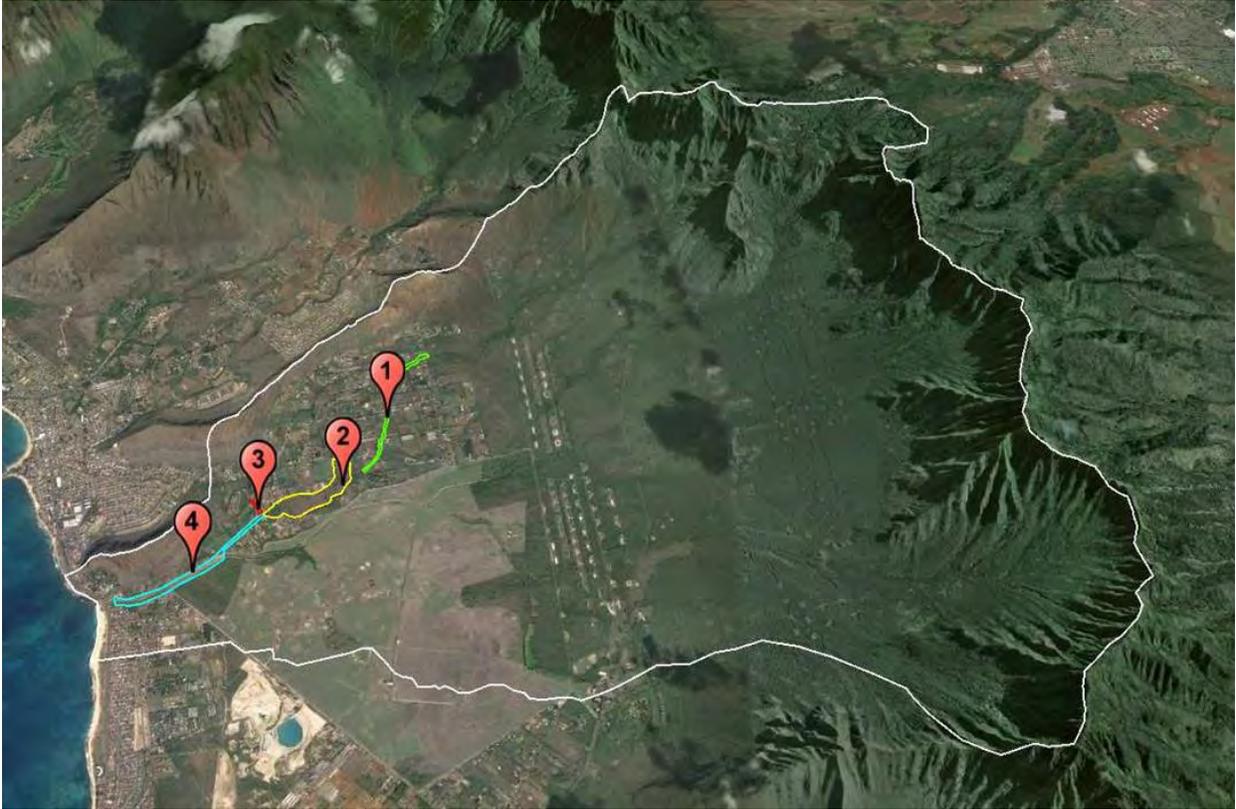
**Project Timeline**

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

## Appendix 1

### The MA'ILI'ILI WATERSHED and PROPOSED PROJECT LOCATIONS on the ISLAND of O'AHU



Proposed implementation projects can be found in Section 1.3 of this RFP. The agriculture outreach project shall be located throughout the Ma'ili'ili Watershed, along the streams identified in Section 1.3.

## Appendix 2

### ANTICIPATED OUTCOMES

In order to be awarded a contract, the applicant must demonstrate how the installation 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, actual water quality or management measure 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);
-  Pollutant load reductions anticipated as a result of full project implementation;
-  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:

-  Water quality standards for a specific pollutant or all pollutants are being met or progress towards meeting standards are documented based on monitoring trends;
-  Reduction in the number of beach postings due to elevated bacteria counts;
-  Improvement in water clarity (turbidity and/or total suspended solids (TSS) measurements);
-  Improvement in the event mean concentration of pollutants associated with stormflow water quality sampling; and/or
-  Pollutant reductions (determined using pre- and post-project monitoring, modeling, and/or other evaluation methods).

#### Pollutant load reductions:

-  Reduction in concentration or total loadings of priority pollutants (i.e., nitrogen, phosphorus, sediment/TSS, etc.), measured in their respective units (nitrogen & phosphorous at pounds/year, sediment at tons/year, and bacteria in colony-forming units), as a result of implementing plan recommendations.

#### Habitat Improvements:

-  Area of habitat restored and/or enhanced (linear feet of stream or riparian corridor restored and replanted; acres of invasive plant species removed and natives planted; acres of wetlands restored and enhanced, etc.); and/or
-  Habitat quality (as defined by the NRCS), Hawaii Visual Stream Assessment, wetland habitat assessment, and species counts).

#### Behavior changes:

-  The targeted audience's behavior changed in a way that is expected to improve or maintain water quality (i.e., the number or percentage of people implementing appropriate practices in a targeted priority area);

## Appendix 2 (Continued)

-  The project established provisions to maintain behavior changes beyond the project's timeframe (i.e., funding secured to support efforts beyond project timeframe, availability of continued support from "implementation" stakeholders, monitoring continued after project completed, ordinances in place, decrease in amount of trash collected over time (i.e., less discarded) from community/beach clean ups); and/or
-  The behavior change maintained beyond an initial project (i.e., installed structural and/or nonstructural practices maintained and continued; watershed plan updated through adaptive management; additional BMPs installed based on watershed-based plan).

## Appendix 3

### GENERAL GUIDELINES ASSOCIATED WITH COMMON TASKS & ACTIVITIES

To help prepare proposals, we have provided some 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 work 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 have been identified in Section 1.3.**

Within the Scope of Work, include a description of the BMPs to be installed, a description of the type and extent of nonpoint source pollution reduction anticipated from the installation of the BMPs, a timeframe for BMP planning, design and installation, how BMP effectiveness will be monitored, and the life expectancy of the BMPs. The general location of BMP installation should be included in the proposal's scope of work and the specific coordinates (latitude and longitude) will be required upon actual BMP installation. **It is critical that appropriate access or permits for BMP installation 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.** Any permit requirements or appropriate partners should also be considered in development of the timeframe mentioned above.

If installing BMPs, the Contractor shall work with appropriate entities to insure that appropriate BMPs are selected and installed correctly. The United States Department of Agriculture (USDA), the NRCS, the local Soil and Water Conservation District(s), the University of Hawaii's Cooperative Extension Service, and/or other agencies and organizations should be consulted, as appropriate, for technical assistance with BMP planning and design. The Contractor shall submit to the DOH, two (2) months prior to the start of any construction activities, construction plans, job sheets, construction schedules, and operation and maintenance (O&M) plans. 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 locations and construction details of BMPs installed), if applicable, shall be included in the Final Report. Photo documentation of BMP installation, etc. should be included with the applicable Quarterly Status Report (QSR) as they are being taken, and submitted in total with the Final Report. Upon completion of BMP installation, the Contractor shall notify the DOH and a joint site visit may be scheduled. The Contractor shall document the load reductions, habitat and/or water quality improvements achieved as a result of BMP installation.

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

An O&M Plan is important to ensure that the installed BMPs will function as intended for their expected lifetime and potentially extend the functional life of the measure installed. The O&M Plan shall include both short- and long-term information on the operation and maintenance of each BMP installed. Operational information shall include the administration, management, and performance of non-maintenance actions needed to keep the completed installation safe and functioning as planned. 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 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 construction plan submittals and with the Final Report.

### Project Monitoring:

The DOH seeks to fund projects that can document positive environmental and behavioral results, and improvements in water quality. 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 Project Monitoring section, provide a description of monitoring activities to be performed and the quantifiable environmental result(s) to be obtained for each activity. The Monitoring Plan could consist of both traditional water quality monitoring as well as evaluation of information and educational efforts. If a Monitoring Plan is not already available, one should be developed to detail the activities required to document load reductions and habitat and/or water quality 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). Viable project monitoring may also include the use of erosion pins, photo-points, vegetative monitoring, etc. to demonstrate the effectiveness of the installed BMPs. Evaluation of information and education project components may include several efforts, such as an increase in nonpoint source pollution awareness or other quantifiable behavior change related to water quality improvement.

The specific Monitoring Plan requirements and format will be determined and provided by the DOH and be dependent upon each respective project. The Monitoring Plan should be submitted during the first quarter of the project period. The DOH shall have one (1) month from receipt of the draft Monitoring Plan to review and provide comments to the Contractor. The DOH's comments shall be incorporated into the Final Monitoring Plan and shall be resubmitted to the DOH within one (1) month from receipt of the DOH's comments. **No monitoring, sampling, or implementation activities are to be started without prior approval of the Monitoring Plan by the DOH.**

### Assessment Protocols:

The DOH recommends that projects involving stream assessments, stream water quality monitoring, stream restoration, and/or the installation of stream BMPs include the use of the NRCS Hawaii 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 or streams impacted by the project. Additional monitoring elements (i.e., water quality monitoring) should also be included, as appropriate.

### 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, Contractors shall be required to draft and submit two press releases to the local newspaper(s), one at the project's beginning and one at completion.

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

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 restorations, handouts, providing instructional resource materials to schools, oral presentations, newspaper articles and/or press releases, videos, websites, and volunteer citizen participation, etc.

For each public information, education, and participation activity, a description of the activity should be included, its purpose, who will be invited to attend, advertising, location, publications or public information materials to be distributed, target audience, timing, desired outcome, what deliverables will be submitted to the DOH preceding and/or following each activity, and how each activity will be monitored and/or assessed. All projects shall include the acknowledgment that the DOH funded the project.

**Appendix 4**

**RFP NO. CWB-PRC 14-02 EVALUATION CRITERIA WORKSHEET**

Applicant: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Total Project Cost: \_\_\_\_\_

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

**125 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
1.	<b>Overview:</b> <ul style="list-style-type: none"> <li>• Briefly describe the project(s) to be funded</li> <li>• Identify the pollutant(s) that will be addressed and briefly explain how the project will improve water quality</li> <li>• Include a description of the project area, land owners, land cover, physical features and other information</li> <li>• Include a clear and legible map of the project area</li> <li>• Provide a detailed scope of services that adequately identifies and outlines the proposed activities</li> <li>• Adequately describe in detail all tasks that are 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> </ul>	<input type="text"/> of 1 <input type="text"/> of 1 <input type="text"/> of 3 <input type="text"/> of 1 <input type="text"/> of 5 <input type="text"/> of 5 <input type="text"/> of 3 <input type="text"/> of 5 <input type="text"/> of 5 <input type="text"/> of 1

**Overview Subtotal:** **0** of 30

Comments:

2.	<b>Project Monitoring:</b> <ul style="list-style-type: none"> <li>• Adequately describe the approach for monitoring pre- and post-project installation conditions</li> <li>• Address the need for a monitoring plan and related monitoring documents</li> <li>• Clearly outline how the applicant will demonstrate project effectiveness</li> </ul>	<input type="text"/> of 5 <input type="text"/> of 5 <input type="text"/> of 5
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**Effectiveness Monitoring Subtotal:** **0** of 15

Comments:

3.	<b>Education and Outreach:</b> <ul style="list-style-type: none"> <li>• 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 type="text"/> of 5 <input type="text"/> of 5
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**Education and Outreach Subtotal:** **0** of 10

Comments:

4.	<b>Personnel and Partners:</b> <ul style="list-style-type: none"> <li>• Are the project manager and contact person identified and include relevant background information?</li> <li>• Identify key partners who will adequately assist in the successful completion of the activities proposed</li> <li>• Include contact information, as well as a brief statement, of the role or contribution of all partners</li> <li>• Include appropriate letters of support from partner organizations</li> </ul>	<input type="text"/> of 3 <input type="text"/> of 3 <input type="text"/> of 3 <input type="text"/> of 3
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**Personnel and Partners Subtotal:** **0** of 12

Comments:

5.	<b>Budget:</b> <ul style="list-style-type: none"> <li>Clearly outline the costs to be met in this proposal</li> <li>Distinctly identify each proposed project's cost</li> <li>Include clear descriptions of cost categories and provide sufficient justification for costs</li> </ul>	<input type="text"/> of 5 <input type="text"/> of 5 <input type="text"/> of 5
<b>Budget Subtotal:</b>		<b>0</b> of 15
Comments:		
6.	<b>Schedule of Activities:</b> <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 type="text"/> of 3
<b>Schedule of Activities Subtotal:</b>		<b>0</b> of 3
Comments:		
<b>TOTAL SCORE:</b>		<b>0</b> of 85
<b>Actual points awarded will follow these general ranges:</b> <ul style="list-style-type: none"> <li>Fully Addressed Criteria: 28-30 points for 30 point criteria; 14-15 points for 15; 11-12 points for 12; 9-10 points for 10; 3 points for 3</li> <li>Partially Addressed Criteria: 8-27 points for 30 point criteria; 5-13 points for 15; 4-10 points for 12; 3-8 points for 10; 2 points for 3</li> <li>Criteria Not Addressed: 0-7 points for 30 point criteria; 0-4 points for 15; 0-3 points for 12; 0-2 points for 10; 0-1 point for 3</li> </ul>		