

RFP ADDENDUM #1
Date of Addendum: April 4, 2017

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

1.0 – RFP

No changes have been made to the text of RFP No. WSAG17 as released on 3/17/2017.

2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section 1.0 of this Addendum.

Item	Questions and Answers
2.1	<p>Question: Can an organization submit more than one application?</p> <p>Answer: Yes.</p>
2.2	<p>Question: Is there a funding range for each proposal/ What is the expected amount?</p> <p>Answer: The total funds available through this program, before matching contribution, is approximately \$600,000. There is no minimum or maximum amount that a proposal is limited to.</p>
2.3	<p>Question: Is there a maximum award amount?</p> <p>Answer: The total funds available through this program, before matching contribution, is approximately \$600,000. A single award cannot exceed the total funding available.</p>
2.4	<p>Question: Are construction costs allowable? (grading, engineering, labor, etc.)</p> <p>Answer: Any project or programs that are awarded funding must quantify the amount of freshwater that is recharged, reused, or conserved as a result of the award. Therefore, any costs itemized in the proposal, <i>which could include construction costs</i>, must directly support this objective. Refer to section four, evaluation criteria, for the points associated with project proposal elements including methodology, timeline and expected results as well as measurable benefit of volume of water recharged, reused or conserved.</p>
2.5	<p>Question: Are equipment purchases allowable? (filtration system, pond liners, irrigation pipe, etc.)</p> <p>Answer: Any projects and programs that are awarded funding must quantify the amount of freshwater that is recharged, reused, or conserved as a result of the award. Therefore, any costs itemized in the proposal, <i>which could include equipment purchases</i>, must directly support this objective. Refer to section four, evaluation criteria, for the points associated with project proposal elements including methodology, timeline and expected results as well as measurable benefit of volume of water recharged, reused or conserved.</p>
2.6	<p>Question: Are there any un-allowable expenses?</p> <p>Answer: Per the RFP, the only restriction on expenses is that indirect costs should not exceed 10% of the total costs requested.</p>

2.7	<p>Question: If we were going to build a pond for surface water capture, for example, are you requiring that all county and state permits be in place by April 18th?</p> <p>Answer: Per the RFP, "All projects and programs shall have all permissions and authorizations necessary to implement the project at the time of submission including all applicable major permits and HRS Chapter 343 compliance. Projects or programs are also eligible if the Offeror can claim an identified exemption under the Exemption List for DLNR". Additionally, Attachment A requires, "A list of secured and required permits necessary to implement the project" to be attached.</p>
2.8	<p>Question: Are there any criteria for the application entity? For example- does the applicant have to be the landowner? Or is a lessee an acceptable applicant?</p> <p>Answer: The only requirement for the applicant is that they must be a public or private agency or organization and have 1:1 matching funds. At the time of application the applicant must also have all permissions and authorizations to implement the proposed project or program.</p>
2.9	<p>Question: What if engineering and permitting was a part of the process for which funding is being requested?</p> <p>Answer: Any projects or programs that are awarded funding must quantify the amount of freshwater that is recharged, reused, or conserved as a result of the award. Therefore, any costs itemized in the proposal, <i>which could include engineering</i>, must directly support this objective. Refer to section four, evaluation criteria, for the points associated with project proposal elements including methodology, timeline and expected results as well as measurable benefit of volume of water recharged, reused or conserved.</p> <p>Per the RFP, "All projects and programs shall have all permissions and authorizations necessary to implement the project at the time of submission including all applicable major permits and HRS Chapter 343 compliance. Projects or programs are also eligible if the Offeror can claim an identified exemption under the Exemption List for DLNR". Additionally, Attachment A requires, "A list of secured and required permits necessary to implement the project" to be attached.</p> <p>Section 2.3 of the RFP states that projects or programs that are awarded funding will have a 12 month period with two, 6 month options to extend (upon timely request and written agreement by both the State and the applicant).</p>
2.10	<p>Question: Is a combination of research and restoration a good approach for this particular RFP (for instance isotope and maybe other methods of quantifying groundwater combined with continued expansion of the He'eia lo'i).</p> <p>Answer: Any projects or programs that are awarded funding must quantify the amount of freshwater that is recharged, reused, or conserved as a result of the award. Therefore, any research that would go towards meeting the reporting requirements of quantifying freshwater should be consistent with the requirements of Act 172. Refer to section four, evaluation criteria, for the points associated with project proposal elements including methodology, timeline and expected results as well as measurable benefit of volume of water recharged, reused or conserved.</p>
2.11	<p>Question: Is it a 2-year project or a 1-year project?</p> <p>Answer: Section 2.3 of the RFP states that projects or programs that are awarded funding will have a 12 month period with two, 6 month options to extend (upon timely request and written agreement by both the State and the applicant).</p>
2.12	<p>Question: We do not sell anything in our project. Instead, we purchase computers, tensiometers, and weather stations from companies in the mainland. Does the 4.5% tax apply to us?</p> <p>Answer: Yes, Hawaii GET applies to goods and services. For more information refer to section 3.4 and http://tax.hawaii.gov/geninfo/get/.</p>
2.13	<p>Question: What should the font size, the spacing between lines (single or double), and the</p>

	<p>margins be?</p> <p>Answer: There is no specification for font size, spacing or margins, however proposals should be prepared in a concise and straightforward manner. Please refer to section 3.11 of the RFP for more information.</p>
2.14	<p>Question: Is there a limit on the number of Co-PIs?</p> <p>Answer: No.</p>
2.15	<p>Question: We may need to install a weather station in a park to optimally irrigate that park/landscape. Do we need to get a permit for installing a weather station in that park (I have no clue where to get that permit from)? Maybe, asking for such a permit takes longer than April 18 (the deadline for this proposal submission)?</p> <p>Answer: It is the responsibility of the applicant to determine what permissions and authorizations are needed to implement their proposal.</p>
2.16	<p>Question: This proposal deals with agricultural water use. So, we need to collaborate with farmers and ask for their land to measure soil and crop characteristics. Through this collaboration, farmers will allocate some areas of their farms for our field measurements and monitoring and provide us labor and materials that cost them \$X/year. Can we use \$X/year for the (1:1) matching fund? Do we need to submit letters of collaboration/expenses from farmers as well?</p> <p>Answer: In-kind labor contributions do not meet the match requirement, match must be provided in cash for the full term of the project. Refer to Attachment E in the RFP for budgetary itemization. Section 2.3 of the RFP states that projects or programs that are awarded funding will have a 12 month period with two, 6 month options to extend (upon timely request and written agreement by both the State and the applicant). At the time of application you must certify that the match requirement will be met. Offeror will need to provide proof of matching funds prior to the first payment.</p>
2.17	<p>Question: What level of design is expected to have been completed at the time the application is submitted?</p> <p>Answer: Any projects or proposals that are awarded funding must quantify the amount of freshwater that is recharged, reused, or conserved as a result of the award. Therefore, any costs itemized in the proposal, <i>which could include design</i>, must directly support this objective. Refer to section four, evaluation criteria, for the points associated with project proposal elements including methodology, timeline and expected results as well as measurable benefit of volume of water recharged, reused or conserved.</p> <p>Section 2.3 of the RFP states that projects or programs that are awarded funding will have a 12 month period with two, 6 month options to extend (upon timely request and written agreement by both the State and the applicant).</p>
2.18	<p>Question: Are there any exemptions to the permitting rule?</p> <p>Answer: Per the RFP, "All projects and programs shall have all permissions and authorizations necessary to implement the project at the time of submission including all applicable major permits and HRS Chapter 343 compliance. Projects or programs are also eligible if the Offeror can claim an identified exemption under the Exemption List for DLNR". Additionally, Attachment A requires, "A list of secured and required permits necessary to implement the project" to be attached.</p>
2.19	<p>Question: On page 9 of the RFP in the Proposal Content there is Item D – Strategy, Timeline, Plan, and Pricing. In terms of Strategy and Plan what are you looking for in this section that would differ from what we include in Scope of Work (B)?</p> <p>Answer: The strategy should be a long-term plan of action designed to achieve a particular goal. Ideally a timeline would be part of the strategy that identifies approximate dates when tasks identified in the scope of work will be completed.</p>
2.20	<p>Question: For Pricing how does that differ from what we include in the budget (E)?</p> <p>Answer: The pricing can be the same within your strategy and as outlined in the RFP Budget</p>

	Attachment E.
2.21	<p>Question: What are the eligibility requirements?</p> <p>Answer: The only requirement for the applicant is that they must be a public or private agency or organization and have 1:1 matching funds.</p>
2.22	<p>Question: Are planning projects applicable? Does the RFP cover design-only projects or does it have to be actual implementations?</p> <p>Answer: Any projects or programs that are awarded funding must quantify the amount of freshwater that is recharged, reused, or conserved as a result of the award. Therefore, any costs itemized in the proposal, <i>which could include planning or design</i>, must directly support this objective. Refer to section four, evaluation criteria, for the points associated with project proposal elements including methodology, timeline and expected results as well as measurable benefit of volume of water recharged, reused or conserved.</p>
2.23	<p>Question: Do the DLNR permit exemptions hold for State Property (e.g. Schools) or only DLNR property?</p> <p>Answer: Yes the exemptions can hold for State Property, the DLNR exemption list is not location specific.</p>
2.24	<p>Question: Can you use funds for match if it's spent before the start of the grant?</p> <p>Answer: The applicant must have the matching funds available at the time of the grant award.</p>
2.25	<p>Question: Can other government agencies apply?</p> <p>Answer: Yes, the only requirement for the applicant is that they must be a public or private agency or organization and have 1:1 matching funds.</p>
2.26	<p>Question: How is stormwater defined?</p> <p>Answer: Stormwater is defined as any precipitation runoff that flows overland or from impervious surfaces.</p>
2.27	<p>Question: Should the timeline be on a monthly or quarterly basis?</p> <p>Answer: The timeline can be in any increment (weekly, monthly, quarterly, etc.).</p>
2.28	<p>Question: Can section 6.21 of the RFP be amended when the award is finalized?</p> <p>Answer: No, this section cannot be removed or amended.</p>
3.0 – INFORMATION	
The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the Contract Documents.	
Item	Description
3.1	Attached to this Addendum are the presentation slides with notes from the March 28 th , 2017 Pre-Proposal Conference.

**2017 Implementation of Water Security Projects and Programs
Pre-proposal Conference Notes
March 28, 2017 – DLNR Board Room**

Present:

- Jeremy Kimura - Commission on Water Resource Management
- Neal Fujii - Commission on Water Resource Management
- Lenore Ohye - Commission on Water Resource Management
- Jeffrey Pearson – Commission on Water Resource Management
- Christin Reynolds – One World One Water
- Kayla Saunders – One World One Water
- Jason Zufelt - Distributed Systems Operator for the State of Hawaii
- Brian Prall - Nakamoto Realty
- Primrose Nakamoto - Nakamoto Realty
- June Chee - Kupu
- Amanda Cording - EcoSolutions at University of Hawaii WRRC

Agenda Items:

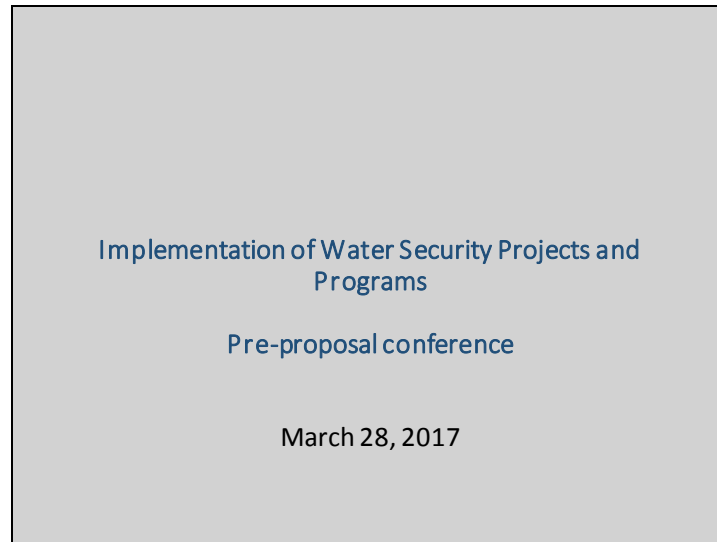
1. Introductions
2. Presentation on RFP by CWRM's consultant
3. No live Q&A session, Index cards provided for participants to submit any questions. Answers will be included in RFP addendum posted here:

<http://dlnr.hawaii.gov/cwrp/planning/watersecurity/>

Introduction:

The slides presented during the pre-proposal conference are included below. Additional points that were explained verbally but not listed on the slides are included as bulleted notes underneath the respective slide.

Slide 1

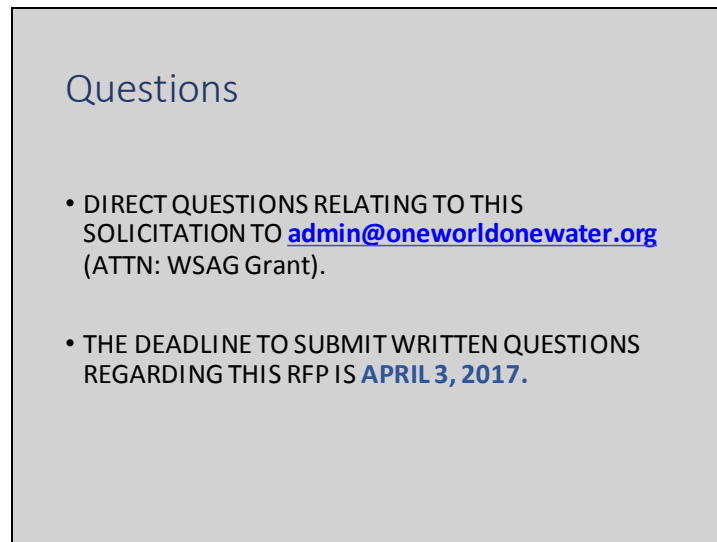


Implementation of Water Security Projects and Programs

Pre-proposal conference

March 28, 2017

Slide 2

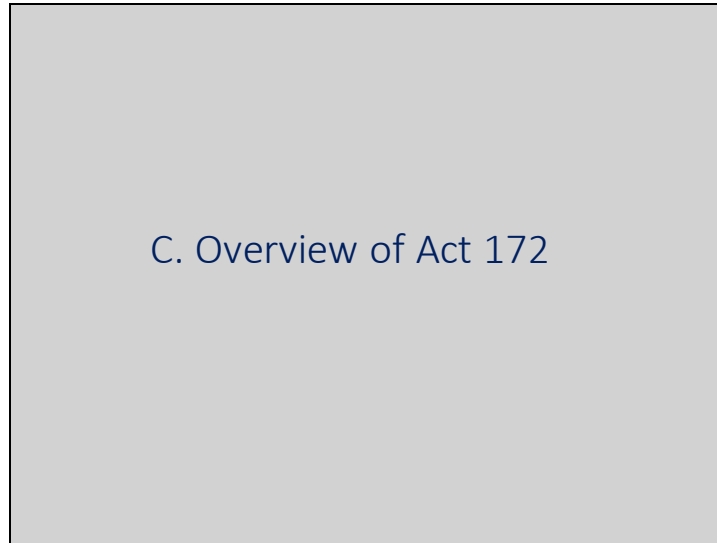


Questions

- DIRECT QUESTIONS RELATING TO THIS SOLICITATION TO admin@oneworldonewater.org (ATTN: WSAG Grant).
- THE DEADLINE TO SUBMIT WRITTEN QUESTIONS REGARDING THIS RFP IS **APRIL 3, 2017**.

- Questions can be submitted online or on index cards available at the meeting
- Responses to questions will be published by April 7th


Slide 3



Slide 4

C. Overview of Act 172

- Act 172
 - Approved by the Governor on June 30, 2016
 - **Goal:** Provide the long term funding needed to meet Hawaii's conservation targets by 2030
 - **Purpose:** Establish a two-year pilot program for a water security advisory group to enable public-private partnerships that increase water security by providing matching state funds

A small thumbnail image of the official document for Act 172. The document is titled "ACT 172" and "H.B. NO. 1000". It is a "BILL FOR AN ACT" and includes a table of contents with numbered sections (1 through 10) and a page number "4" at the bottom right.

Slide 5

Project Scope Background

1. Increase the recharge of groundwater resources
2. Encourage the reuse of water and reduce the use of potable water for landscaping irrigation
3. Improve the efficiency of potable and agricultural water use

Slide 6

Increasing Recharge

- Increasing our ability to capture rainfall and surface storm water
- Projects might include:
 - Projects that reduce impervious surfaces
 - Green infrastructure



- Including Low Impact Design (LID) strategies

Slide 7

Encouraging Reuse

- Approximately 120 million gallons of wastewater from treatment plants are discharged directly into the ocean each day in Hawaii
- Projects might include:
 - Recycled water projects within the restrictions of DOH
 - Greywater within the DOH guidelines
 - Community scale water harvesting

- Projects should be in compliance with Department of Health guidelines and state plumbing codes.
- Reuse could mean recycled water, greywater or reusing rainwater for irrigation.
 - Recycled water/wastewater reuse - treating wastewater to reach a higher level quality and used for irrigation.
 - Greywater - water coming from bathroom sinks/showers; for outdoor irrigation or toilet flushing.
 - Rooftop and impervious surfaces could harvest rainwater and store for reuse.

Slide 8

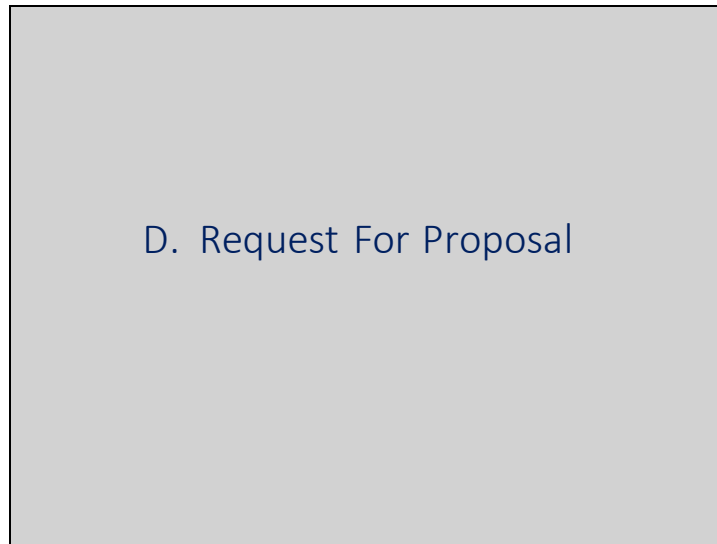
Improving efficiency

- Initially the least expensive and most efficient path to increasing available water supply.
- Projects might include:
 - Reducing system water loss
 - Water saving technologies
 - Campaigns for consumer awareness
 - Efficient landscaping and irrigation

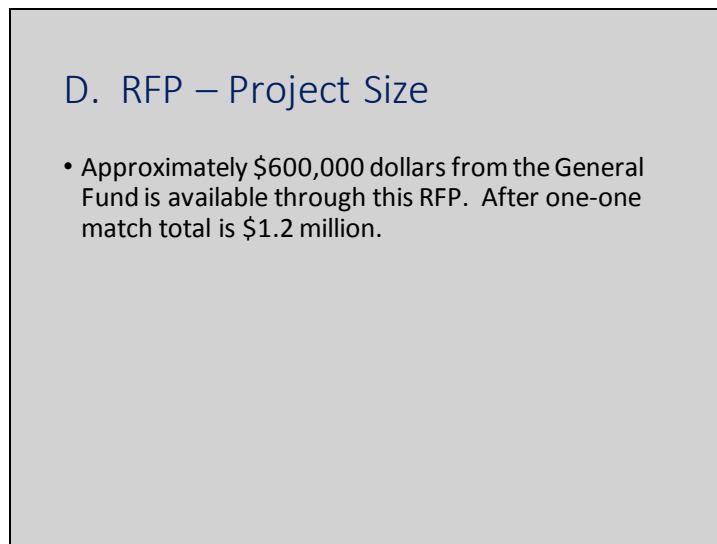


- Leak detection and reduction could be another example of an efficiency project.

Slide 9



Slide 10



- No minimum or maximum

Slide 11

D. RFP – Contract Term

- 12 months with (2) 6 month options to extend
- September 1, 2017 approximate start date

- Each project is anticipated to be 12 months long; each contract can receive 2, 6-month extensions upon approval

Slide 12

D. RFP – Readiness to proceed

- All major permits in hand at time of application.
- List all required permits major and minor and include in proposal pending timeline for any permits not yet secured.
- Chapter 343 compliance or exemption declaration
- Hawaii Compliance Express Certification

- RFP Section 2.2 and 6.4 has permit language
- Note the request for a list of permits in Attachment A
- Chapter 343 refers to environmental assessments
- HCE - make sure entity is registered as this is how State knows entity in tax compliance
 - Register before submitting application
 - At the time of the award/contract execution, required to have HCE certificate (Section 5.4)

Slide 13

D. RFP – Matching Funds (ref section)

- A minimum of one-for-one (1:1) in matching funds (cash) equal to the amount of funds requested is required.
- Matching certification time proposal
- Offeror will need to provide proof of matching funds prior to the first payment

- Proof of matching funds before first payment - acceptable proof of matching funds shall include, but not be limited to: a letter of commitment, a copy of a check, receipts of deposit, a bank statement, or a copy of an agreement between the Offeror and another sponsor.
- Match must be made in cash.

Slide 14

D. RFP -Evaluation Criteria

No.	Evaluation Criteria	Maximum Points
1	Previous experience, capability and proficiency in implementing proposed project or program	10
2	Project can be leveraged by others, has partnerships that can lead to scaling project or program	15
3	Measurable benefit of volume of water recharged, reused or conserved	20
4	Project proposal.	
	Methodology (5)	
	Timeline (5)	
	Expected Results (5)	
	Innovation (5)	
	Budget (5)	
	Possible Shortfalls (5)	30
5	Project sustainability, longevity and operation and maintenance strategy	15
6	Project outreach, visibility and demonstration value	10
	Total	100

Slide 15

Reporting requirements

- All projects and programs shall be required to track and report on the amount of water conserved, recharged, or reused by the projects and programs
- Semi- annual and final report (samples in appendix)

- Up to entity how they report and track the amount of water conserved, recharged or reused.

Slide 16

E. Process Schedule

Slide 17

Process Schedule

- Advertising of Request for Proposals **March 17**
- Pre proposal conference **March 28**
- Written Questions Submission **April 3**
- Written Questions Response **April 7**
- Proposals Due and Opened **April 18**
- Proposal Evaluation Completed **May 18**
- Discussion with Priority Listed Offerors **May 25**
- Estimated Notification of Award **June 26**
- Estimated Contract Start Date **September 1**