



**Department of Land and Natural Resources**  
Commission on Water Resource Management  
1151 Punchbowl Street, Room 227  
Honolulu, HI 96813

RELEASE DATE: March 17, 2017 (PROCUREMENT NOTICE DATE)

## **REQUEST FOR PROPOSALS NO. WSAG17**

### **2017 IMPLEMENTATION OF WATER SECURITY PROJECTS AND PROGRAMS**

**STATE OF HAWAII  
DEPARTMENT OF LAND AND NATURAL RESOURCES**

**IF YOU INTEND TO RESPOND TO THIS REQUEST FOR PROPOSALS, PLEASE EMAIL [admin@oneworldonewater.org](mailto:admin@oneworldonewater.org) (ATTN: WSAG Grant) TO REGISTER YOUR ORGANIZATION OTHERWISE YOU WILL NOT RECEIVE NOTIFICATION OF ANY CHANGES OR ADDENDUMS. DIRECT QUESTIONS RELATING TO THIS SOLICITATION TO [admin@oneworldonewater.org](mailto:admin@oneworldonewater.org) (ATTN: WSAG Grant). THE DEADLINE TO SUBMIT WRITTEN QUESTIONS REGARDING THIS RFP IS APRIL 3, 2017.**

**SEALED OFFERS WILL BE RECEIVED UP TO 4:00PM (HST) ON APRIL 18, 2017. BY COMMISSION ON WATER RESOURCE MANAGEMENT, 1151 PUNCHBOWL STREET, HONOLULU, HAWAII 96813 OR VIA EMAIL TO [DLNR.CWRM@HAWAII.GOV](mailto:DLNR.CWRM@HAWAII.GOV) (ATTN: WSAG GRANT).**

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Jeremy Kimura  
Procurement Officer  
Dept. of Land and Natural Resources

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# SECTION ONE: INTRODUCTION, TERMS, ACRONYMS AND KEY DATES

**1.1 Introduction.** Act 172, approved by the Governor on June 30, 2016, establishes a two-year pilot program for a water security advisory group to enable public-private partnerships that increase water security by providing matching funds for projects and programs that:

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

Funding shall be used for priority projects and programs to increase water security recommended by the water security advisory group, provided that state funds are matched on a one-for-one (1:1) basis by the public or private agency or organization that submitted the relevant proposal.

Approximately \$600,000 dollars from the General Fund is available through this RFP.

**1.2 Cancellation.** The RFP may be cancelled and any or all proposals rejected in whole or in part, without liability, when it is determined to be in the best interest of the State. DLNR assumes no responsibility and bears no liability for costs incurred by an Offeror in the preparation and submittal of proposals in response to this RFP.

**1.3 Terms and Acronyms Used Throughout the Solicitation.**

BAFO	Best and Final Offer
CPO	Chief Procurement Officer
CWRM	Commission on Water Resource Management
CONTRACTOR	Individual, partnership, firm, corporation, or other legal entity undertaking execution of work under terms of the contract
DLNR	Department of Land and Natural Resources
GC	General Conditions, issued by the Department of the Attorney General
GET	General Excise Tax
HAR	Hawaii Administrative Rules
HCE	Hawaii Compliance Express
HRS	Hawaii Revised Statutes
INDIRECT COSTS	Also known as Administrative Expenses; costs incurred for joint objectives not readily identified with a specific cost objective; includes administrative fees relating to expenses needed for management of proposed project (e.g., accounting, insurance, auditing, human resources)
OFFER	Proposal as defined in response to RFP
OFFEROR	Any individual, partnership, firm, corporation, or other legal entity, submitting an offer for work or services contemplated in response to RFP
PROCUREMENT OFFICER	Contracting Officer for the State of Hawaii, State Procurement Office

RFP	Request for Proposals
SPO	State Procurement Office

**1.4 RFP Schedule and Significant Dates.** The following table represents the State's best estimate of the schedule that will be followed. If a component of this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days.

Release of Request for Proposals	March 17, 2017
Pre-Bid Conference	March 28, 2017 1:00 PM Kalanimoku Building Board Room 1151 Punchbowl Street Honolulu, Hawaii
Deadline to Submit Written Questions (by 4 pm HST)	April 3, 2017
State's Response to Written Questions	April 7, 2017
Deadline for Protest of Content to RFP	Within 5 Calendar Days of Responses
Proposals Due and Opened	<b>April 18, 2017</b>
Proposal Evaluations Completed	May 18, 2017
Discussion with Priority Listed Offerors	May 25 -26, 2017
Best and Final Offer	June 9, 2017
Estimated Notification of Award and Non-Selection	June 26, 2017
Deadline for Protest of Non-Selection	Within 5 Calendar Days of Notifications
Estimated Contract Start Date	September 1, 2017

**1.5 Questions and Answers Prior to Opening of Proposals.** All questions shall be submitted by the due date specified in *RFP Schedule and Significant Dates*, as amended.

## SECTION TWO: BACKGROUND AND SCOPE OF WORK

**2.1 Project Overview and History.** The challenge of managing the State's limited natural resources such as watersheds, marine habitat, and fresh water supply while fostering community resilience is too large a task for a single actor or sector to address alone. New and innovative partnerships are needed to invest in Hawaii's sustainable future.

This Request for Proposal was designed to enable public-private partnerships to increase water security for the State. Specifically, this RFP is requesting innovative projects and programs that increase water security through recharge, reuse, and conservation. For more background see Appendix D, Act 172.

Example projects include, but are not limited to:

- Restoration projects that increase the recharge of water;
- Community or facility scale green infrastructure projects such as raingardens to increase recharge or rainwater catchment to reuse rainwater for outdoor irrigation;
- Landscaping and irrigation projects that increase the efficiency of water used for irrigation and/or agriculture;
- Stormwater best management practices implementation to capture stormwater for recharge or reuse; and
- Recycled water projects and reuse projects if they have appropriate permits and environmental assessments in place.

**2.2 Scope of Work.** Proposed projects and programs must meet the legislative goals of Act 172 (Appendix D) and fall into one or more of the following categories:

- (1) Establish new areas or increase existing areas for the recharge of groundwater resources;
- (2) Reduce the use of potable water for landscape irrigation and encourage the reuse of water; and
- (3) Improve the efficiency of potable domestic water or agricultural irrigation use.

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.

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 [\(Link\)](#).

**2.3 Term of Contract.** Funding for this contract will be allocated from the State's FY2017 funds. The contract shall be for a period of 12 months beginning approximately September 1, 2017 and ending August 31, 2018.

Offeror shall not perform any services required by the contract or incur costs under the contract until it has been executed. Costs incurred prior to contract execution are not allowable and will not be paid.

Contract Extensions:

Unless terminated, the contract may be extended through a supplement or amendment to the contract for not more than two additional six (6) month periods without the necessity of re-bidding, upon mutual agreement, in writing prior to expiration. A request for extension must be received at least 3 months before expiration to allow for all required approvals.

**2.4 Contract Administrator.** For the purposes of this contract, Jeremy Kimura, Hydrologist, Commission on Water Resources Management, (808) 587-0214, or authorized representative, is designated the Contract Administrator.

## SECTION THREE: PROPOSAL FORMAT AND CONTENT

**3.1 Offeror's Authority to Submit an Offer.** The State will not participate in determinations regarding an Offeror's authority to sell a product or service. If there is a question or doubt regarding an Offeror's right or ability to obtain and sell a product or service, the Offeror shall resolve that question prior to submitting an offer.

### **3.2 Required Review.**

Before submitting a proposal, each Offeror must thoroughly and carefully examine this RFP, any attachment, addendum, and other relevant document, to ensure Offeror understands the requirements of the RFP. Offeror must also become familiar with State, local, and Federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work required.

Should the Offeror find defects and questionable or objectionable items in the RFP, Offeror shall notify the Commission on Water Resource Management in writing prior to the deadline for written questions as stated in the RFP *Schedule and Significant Dates*, as amended. This will allow the issuance of any necessary corrections and/or amendments to the RFP by addendum, and mitigate reliance of a defective solicitation and exposure of proposal(s) upon which award could not be made. Protest to RFP content must be made within five (5) calendar days of response to written questions. Any exceptions taken to the terms, conditions, specifications, or other requirements listed herein, must be listed in the Exceptions section of the Offeror's proposal, if the exception is unresolved by the Proposal due date.

**3.3 Proposal Preparation Costs.** Any and all costs incurred by the Offeror in preparing or submitting a proposal shall be the Offeror's sole responsibility whether or not any award results from this RFP. The State shall not reimburse such costs.

**3.4 Tax Liability.** Work to be performed under this solicitation is a business activity taxable under HRS Chapter 237, and if applicable, taxable under HRS Chapter 238. Contractor is advised that they are liable for the Hawaii GET at the current 4.5% for sales made on Oahu, and at the 4% rate for the neighbor islands. If, however, an Offeror is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, Offeror shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.

**3.5 Federal I.D. Number and Hawaii General Excise Tax License I.D.** Offeror shall submit its current Federal I.D. No. and Hawaii General Excise Tax License I.D. number in the space provided on Offer Form, page OF-1, thereby attesting that the Offeror is doing business in the State and that Offeror will pay such taxes on all sales made to the State.

**3.6 Property of the State.** All proposals become the property of the State of Hawaii.

**3.7 Confidential Information.** If an Offeror believes that any portion of a proposal, offer, specification, protest, or correspondence contains information that should be withheld from disclosure as confidential, then the Offeror shall inform the Procurement Officer named on the cover of this RFP in writing and provide justification to support the Offeror's

confidentiality claim under the law. Price is not considered confidential and will not be withheld.

The Water Security Advisory Group (WSAG) was established to evaluate proposals in accordance with Act 172. The proposal evaluation by the WSAG will be done in a public noticed meeting. An Offeror shall request in writing nondisclosure of information such as designated trade secrets or other proprietary data Offeror considers to be confidential under the law. Such confidential data shall accompany the proposal, be clearly marked "CONFIDENTIAL", and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal upon execution of the contract, in response to requests made under the Uniform Information Practices Act, HRS Chapter 92F.

**3.8 Exceptions.** Should Offeror take any exception to the terms, conditions, specifications, or other requirements listed in the RFP, Offeror shall list such exceptions in this section of the Offeror's proposal. Offeror shall reference the RFP section where exception is taken, a description of the exception taken, and the proposed alternative, if any. The State reserves the right to accept or not accept any exceptions.

**3.9 Proposal Objectives.** One of the objectives of this RFP is to make proposal preparation easy and efficient, while giving Offerors ample opportunity to highlight their proposals. The evaluation process must also be manageable and effective.

Proposals shall be prepared in a straightforward and concise manner, in a format that is reasonably consistent and appropriate for the purpose. Emphasis will be on completeness and clarity and content. The proposal shall be no more than 15 pages in length (not including attachments).

When an Offeror submits a proposal, it shall be considered a complete plan for accomplishing the tasks described in this RFP and any supplemental tasks the Offeror has identified as necessary to successfully complete the obligations outlined in this RFP.

The proposal shall describe in detail the Offeror's ability and availability of services to meet the goals and objectives of this RFP as stated in Section 2.2 Scope of Work.

Offeror shall submit a proposal that includes an overall strategy, timeline and plan for the work proposed as well as expected results and possible shortfalls.

**3.10 Proposal Forms.** To be considered responsive, the Offeror's proposal shall respond to and include all items specified in this RFP and any subsequent addendum. Any proposal offering any other set of terms and conditions that conflict with the terms and conditions provided in the RFP or in any subsequent addendum may be rejected without further consideration.

Offer Form, Page OF-1. Offer Form, OF-1 is required to be completed using Offeror's exact legal name as registered with the Department of Commerce and Consumer Affairs, if applicable, in the appropriate space on Offer Form, OF-1 (Attachment B). Failure to do so may delay proper execution of the Contract.



The Offeror's authorized signature on the Offer Form, OF-1 shall be an original signature in ink, which shall be required before an award, if any, can be made. The submission of the proposal shall indicate Offeror's intent to be bound.

Offer Form, Page OF-2. Pricing shall be submitted on Offer Form OF-2 (Attachment C). The price shall be the all-inclusive cost, including the GET, to the State. No other costs will be honored. Any unit prices shall be inclusive.

**3.11 Proposal Content.** Proposals must be no more than 15 pages in length, not including attachments, and must include:

A. Transmittal and Offer Letter

- Proposal Title: Use "WSAG17" followed by project or program title (e.g., WSAG17: Increasing Recharge through XYZ Community Raingardens)
- Must be electronically signed and dated by a person with authorization from the sponsoring organization to submit proposals.
- If funding is awarded, a transmittal letter with original signature must be mailed to the address on the cover of this RFP within five (5) days of the notice of award (see Attachment A).

B. Scope of Work: Narrative

- Describe each proposed activity under the relevant scope of work item. Include information on:
  - Budget
  - Description of proposed activities and justification of need
  - List of deliverables

C. Experience and Capabilities

D. Strategy, Timeline, Plan, and Pricing

E. Proposal Budget Form (see Attachment E)

F. Exceptions

**3.12 Submission of Proposals.** Offeror is required to deliver proposal as an e-mail attachment to [dlnr.cwrm@hawaii.gov](mailto:dlnr.cwrm@hawaii.gov) (ATTN: WSAG Grant) by the deadline listed in the RFP *Schedule and Significant Dates*. Paper submissions and facsimile submissions will not be accepted. The official time for receipt of the e-mail shall be the date and time registered by the State of Hawaii e-mail system when the application confirmation was sent. Proposals that are not received by the deadline will not be accepted or considered for funding under this RFP.

The submission of a proposal shall constitute an incontrovertible representation by the Offeror of compliance with every requirement of the RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the work. Before submitting a proposal, each Offeror must:

1. Examine the solicitation documents thoroughly. Solicitation documents include this RFP, any attachments, plans referred to herein, addenda and any other relevant documents or web links.
2. Become familiar with State, local, and federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work.

### **3.13 Receipt and Register of Proposals.**

Proposals will be received by the Commission on Water Resource Management on or after the date and time specified in Section One, or as amended. Each proposal received will be logged in to ensure that they are received by the date and time requested. Each proposal will be reviewed for completeness.

A Register of Proposals received will be prepared and include for all proposals, the Offeror's name, date proposal was received, and number of any modifications received.

The Water Security Advisory Group intends to conduct a comprehensive, fair and impartial evaluation of proposal received in response to this RFP.

The Register of Proposals and proposals of the Offeror(s) shall be open to public inspection upon posting of award pursuant to section 103D-701, HRS.

**3.14 Best and Final Offer (BAFO).** If the State determines a BAFO is necessary, it shall request one from the Offeror. The Offeror shall submit its BAFO and any BAFO received after the deadline or not received shall not be considered.

**3.15 Modification Prior to Submittal Deadline or Withdrawal of Offers.** The Offeror may modify or withdraw a proposal before the proposal due date and time.

Any change, addition, deletion of attachment(s) or data entry of an Offer must be made prior to the deadline for submittal of offers.

**3.16 Mistakes in Proposals.** Mistakes shall not be corrected after award of contract.

When the Procurement Officer knows or has reason to conclude before award that a mistake has been made, the Procurement Officer shall request the offeror to confirm the proposal. If the Offeror alleges mistake, the proposal may be corrected or withdrawn pursuant to this section.

Once discussions are commenced or after best and final offers are requested, any priority-listed Offeror may freely correct any mistake by modifying or withdrawing the proposal until the time and date set for receipt of best and final offers.

If discussions are not held, or if the best and final offers upon which award will be made have been received, mistakes shall be corrected to the intended correct offer whenever the mistake and the intended correct offer are clearly evident on the face of the proposal, in which event the proposal may not be withdrawn.

If discussions are not held, or if the best and final offers upon which award will be made

have been received, an Offeror alleging a material mistake of fact which makes a proposal non-responsive may be permitted to withdraw the proposal if: the mistake is clearly evident on the face of the proposal but the intended correct offer is not; or the Offeror submits evidence which clearly and convincingly demonstrates that a mistake was made.

Technical irregularities are matters of form rather than substance evident from the proposal document, or insignificant mistakes that can be waived or corrected without prejudice to other Offerors; that is, when there is no effect on price, quality, or quantity. If discussions are not held or if best and final offers upon which award will be made have been received, the Procurement Officer may waive such irregularities or allow an Offeror to correct them if either is in the best interest of the State. Examples include the failure of an Offeror to: return the number of signed proposals required by the request for proposals; sign the proposal, but only if the unsigned proposal is accompanied by other material indicating the Offeror's intent to be bound; or to acknowledge receipt of an amendment to the request for proposal, but only if it is clear from the proposal that the Offeror received the amendment and intended to be bound by its terms; or the amendment involved had no effect on price, quality or quantity.

## SECTION FOUR: EVALUATION CRITERIA

Evaluation criteria and the associated points are listed below. The award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to the State based on the evaluation criteria listed in this section.

Proposals will be ranked by the water security advisory group. The awards will be made to the responsible Offeror(s) whose proposal is/are determined to be the most advantageous to the State based on the evaluation criteria listed in this section. Evaluation criteria and their associated points are listed in the table.

**The total number of points used to score proposals is 100.**

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
	<b>Total</b>	<b>100</b>

## SECTION FIVE: CONTRACTOR SELECTION AND CONTRACT AWARD

**5.1 Evaluation of Proposals.** Proposals shall be evaluated by the Water Security Advisory Group. The evaluation will be based solely on the evaluation criteria set out in Section Four (4) of this RFP.

Prior to holding any discussion, a priority list shall be generated consisting of offers determined to be acceptable or potentially acceptable. However, proposals may be accepted without such discussions. Incomplete applications will not be reviewed and will be disqualified as nonresponsive.

If numerous acceptable and potentially acceptable proposals are submitted, the evaluation committee may limit the priority list to the highest ranked, responsible Offerors.

At the conclusion of the evaluation process, the evaluation committee shall recommend awards be made to the Offerors whose proposals are determined to meet the intent of Act 172 and be most advantageous to the State based on the proposal and responses provided, results of the oral interviews, quality of candidates, reference checks, and the outcome of the negotiation process. All committee members shall participate in decision-making on award recommendations provided they have no direct personal interest in the proposal in question.

Offerors are forbidden from contacting any member of the evaluation committee regarding this RFP. Any attempt to contact voting members of the evaluation committee regarding this RFP may be grounds for disqualification.

The evaluation factors and score sheet for this RFP are provided in Section 4. Evaluation Criteria.

**5.2 Discussion with Priority Listed Offerors.** The State may invite priority listed Offerors to discuss their proposals to ensure thorough, mutual understanding. The State in its sole discretion shall schedule the time and location for these discussions, generally within the timeframe indicated in *RFP Schedule and Significant Dates*. The State may also conduct discussions with priority listed Offerors to clarify issues regarding the proposals before requesting Best and Final Offers, if necessary.

### **5.3 Award of Contract.**

**Method of Award.** Award will be made to the responsible Offerors whose proposals are determined to be the most advantageous to the State based on the evaluation criteria set forth in the RFP.

**5.4 Responsibility of Offeror(s).** Offeror is advised that in order to be awarded a contract under this solicitation, Offeror will be required, to be compliant with all laws governing entities doing business in the State including the following chapters and pursuant to HRS §103D-310(c):

Chapter 237, General Excise Tax Law;

Chapter 383, Hawaii Employment Security Law;  
Chapter 386, Worker's Compensation Law;  
Chapter 392, Temporary Disability Insurance;  
Chapter 393, Prepaid Health Care Act; and  
§103D-310(c), Certificate of Good Standing (COGS) for entities doing business in the State.

The State will verify compliance on Hawaii Compliance Express (HCE).

**Hawaii Compliance Express.** The HCE is an electronic system that allows vendors/contractors/service providers doing business with the State to quickly and easily demonstrate compliance with applicable laws. It is an online system that replaces the necessity of obtaining paper compliance certificates from the Department of Taxation, Federal Internal Revenue Service; Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

Vendors/contractors/service providers should register with (HCE) prior to submitting an offer at <https://vendors.ehawaii.gov>. The annual registration fee is \$12.00 and the 'Certificate of Vendor Compliance' is required for the execution of the contract and final payment.

**Timely Registration on HCE.** Vendors/contractors/service providers are advised to register on HCE soon as possible. If a vendor/contractor/service provider is not compliant on HCE at the time of contract award, an Offeror will not receive the award.

**5.5 Proposal as Part of the Contract.** This RFP and the successful proposal shall be incorporated into the contract.

**5.6 Public Examination of Proposals.** Except for confidential portions, the proposals shall be made available for public inspection upon posting of award pursuant to HRS §103D-701.

If a person is denied access to a State procurement record, the person may appeal the denial to the office of information practices in accordance with HRS §92F-42(12).

**5.7 Debriefing.** Pursuant to HAR §3-122-60, a non-selected Offeror may request a debriefing to understand the basis for award.

A written request for debriefing shall be made within three (3) working days after the posting of the award of the contract. The Procurement Officer or designee shall hold the debriefing within seven (7) working days to the extent practicable from the receipt date of written request.

Any protest by the requestor following a debriefing, shall be filed within five (5) working days, as specified in HAR §103D-303(h).

**5.8 Protest Procedures.** Pursuant to HRS §103D-701 and HAR §3-126-3, an actual or prospective Offeror who is aggrieved in connection with the solicitation or award of a contract may submit a protest. Any protest shall be submitted in writing to the

Procurement Officer at:

COMMISSION ON WATER RESOURCES MANAGEMENT, ATTENTION: JEREMY KIMURA, 1151 PUNCHBOWL STREET, RM 227, HONOLULU, HAWAII 96813.

A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award or if requested, within five (5) working days after the PO's debriefing was completed.

The notice of award, if any, resulting from this solicitation shall be posted on the Procurement Awards, Notices and Solicitations (PANS), which is available on the SPO website: <http://www.hawaii.gov/spo2/source/>.

**5.9 Approvals.** Any agreement arising out of this offer may be subject to the approval of the Department of the Attorney General, and to all further approvals, including the approval of the Governor, as required by statute, regulation, rule, order, or other directive.

**5.10 Contract Execution.** Successful Offeror receiving award shall enter into a formal written contract.

No work is to be undertaken by the Contractor prior to the notice to proceed. The State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the Contractor prior to the official starting date.

If an option to extend is mutually agreed upon, the Contractor shall be required to execute a supplement or amendment to the contract for the additional extension period.

**5.11 Payment.** Incremental payments shall be made to the awarded Contractor based on the compensation and payment schedule outlined in Attachment E. The receipt of semi-annual reports shall be due six months from the notice to proceed, or as amended. This section will be adjusted according to scope of work.

Payment of invoices may be withheld if semi-annual reports and the final report are not submitted by the identified dates in the RFP or do not otherwise comply with the terms of the Contract. All invoices must identify costs as they relate to the approved project budget according to the compensation and payment schedule outlined in Attachment E.

**Invoices must contain the following:**

- Contract or Purchase Order (PO) number**
- Service period**
- The statement "This is an original invoice"**
- An original signature in blue ink**

The final invoice must be received at least one month before the end of the project and should be **marked as "Final"**. Please check with your individual fiscal

officer to confirm internal deadlines for invoices. All final invoices need to be accompanied by the Certificate of Vendor Compliance from Hawaii Compliance Express.

Invoices should be sent to:

Jeremy Kimura

Commission on Water Resource Management

Department of Land and Natural Resources

1151 Punchbowl Street, Room 227

Honolulu, HI 96813

**5.12 Contract Invalidation.** If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.



## SECTION SIX: SPECIAL PROVISIONS

- 6.1 SCOPE.** All water security project and program proposals shall be in accordance with this RFP, including the special provisions in this section, and the Scope of Work specified herein.
- 6.2 OFFEROR QUALIFICATIONS.** Offeror shall meet all of the qualifications required by this RFP. Failure to meet the qualifications as specified will likely have an adverse effect on Offeror's proposal evaluation.
- 6.3 MATCHING FUNDS REQUIREMENT.** A minimum of one-for-one (1:1) in matching funds equal to the amount of funds requested is required and must be in the form of cash as required by Act 172.

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.

Offeror will need to provide proof of matching funds prior to the first payment.

- 6.4 PERMISSIONS AND AUTHORIZATIONS.** 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 ([Link](#)).
- 6.5 PRE-SUBMITTAL CONFERENCE.** The Commission on Water Resource Management has scheduled a pre-submittal conference as noted in the *Schedule and Significant Dates*.
- 6.6 QUESTIONS PRIOR TO OPENING OF PROPOSALS.** All questions must be submitted in writing and directed to [admin@oneworldonewater.org](mailto:admin@oneworldonewater.org) (ATTN: WSAG Grant). The State will respond to written questions by the date indicated in the RFP *Schedule and Significant Dates*, or as amended.
- 6.7 OFFER ACCEPTANCE PERIOD.** The State's acceptance of offer, if any, will be made within one hundred and twenty (120) calendar days after the opening of proposals. Prices or commissions quotes by the Offeror shall remain firm for a one-hundred and twenty (120) day period.
- 6.8 CONTRACT MODIFICATIONS - UNANTICIPATED AMENDMENTS.** During the course of this contract, the Contractor may be required to perform additional work that will be within the general scope of the initial contract. When additional work is required, the Contract Administrator will provide the Contractor a written description of the additional work and request the Contractor submit a firm time schedule for accomplishing the additional work and a firm price for the additional

work. Changes to the contract may be modified only by written document (contract supplement or amendment) signed by the Department of Land and Natural Resources and Contractor personnel authorized to sign contracts on behalf of the Contractor. The Contractor will not commence additional work until a signed contract modification has been issued.

**6.9 GOVERNING LAW: COST OF LITIGATION.** The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract, shall be governed by the laws of the State of Hawaii. Any action at law or equity to enforce or interpret the provisions of this contract shall be brought in a state court or competent jurisdiction in Honolulu, Hawaii. In case the State shall, without any fault on its part, be made a part to any litigation commenced by or against the Contractor in connection with this contract, the Contractor, shall pay all costs and expenses incurred by or imposed on the State, including attorneys' fees.

**6.10 PRICING.** Pricing shall include labor, materials, supplies, all applicable taxes, **except the GET, currently 4.5% for Honolulu County and 4% for other counties, which may be added as a separate line item and shall not exceed the current rate,** and any other costs incurred to provide the specified services. **The pricing shall be the all- inclusive cost, except the GET, to the State and no other costs will be honored.**

**6.11 ECONOMY OF PRESENTATION.** Proposals shall be prepared in a straightforward and concise manner, in a format that is reasonably consistent (see Section Three: Proposal Format and Content) and appropriate for the purpose. Emphasis will be on completeness and clarity and content. If any additional information is required by the State regarding any aspects of the Offeror's proposal, it shall be provided within four (4) business days.

**6.12 PROPOSAL OPENING.** All proposals received will be held in a secure place and not examined for evaluation purposes until the submittal deadline. The Commission on Water Resource Management will open the proposals and organize them for review by the Water Security Advisory Group at their meeting on May 11<sup>th</sup>, 2017.

**6.13 CANCELLATION OF RFP AND PROPOSAL REJECTION.** The State reserves the right to cancel this RFP and to reject any and all proposals in whole or in part when it is determined to be in the best interest of the State, pursuant to HAR §3-122-96 through §3-122-97. The State shall not be liable for any costs, expenses, loss of profits or damages whatsoever, incurred by the Offeror in the event this RFP is cancelled or a proposal is rejected.

**6.14 ADDITIONAL TERMS AND CONDITIONS.** The State reserves the right to add terms and conditions during the contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal

evaluation.

**6.15 NON-DISCRIMINATION.** The Contractor shall comply with all applicable federal and State laws prohibiting discrimination against any person on the grounds of race, color, national origin, religion, creed, sex, age, sexual orientation, marital status, handicap, or arrest and court records in employment and any condition of employment with the Contractor or in participation in the benefits of any program or activity funded in whole or in part by the State.

**6.16 CONFLICTS OF INTEREST.** The Contractor represents that neither the Contractor, nor any employee or agent of the Contractor, presently has any interest, and promises that no such interest, direct or indirect, shall be acquired, that would or might conflict in any manner or degree with the Contractor's performance of this contract.

**6.17 WAIVER.** The failure of the State to insist upon the strict compliance with any term, provision or condition of this contract shall not constitute or be deemed to constitute a waiver or relinquishment of the State's right to enforce the same in accordance with this contract.

**6.18 SEVERABILITY.** In the event that any provision of this contract is declared invalid or unenforceable by a court, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining terms of this contract.

**6.19 CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS.** It has been determined that funds for this contract have been appropriated by a legislative body. Therefore, Offeror, if awarded a contract in response to this solicitation, agrees to comply with HRS §11-205.5, which states that campaign contributions are prohibited from a State and county government contractor during the term of the contract if the contractor is paid with funds appropriated by a legislative body.

**6.20 ADDITIONS, AMENDMENTS, AND CLARIFICATIONS.**

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

Cancellation of Solicitation and Rejection of Offers. The solicitation may be cancelled or the offers may be rejected, in whole or in part, when in the best interest of the purchasing agency, as provided in HAR §3-122-95 through §3-122-97.

**6.21 INTELLECTUAL PROPERTY RIGHTS.**

The State reserves the right to unlimited, irrevocable, worldwide, perpetual, royalty-free, non-exclusive licenses to use, modify, reproduce, perform, release, display,

create derivative works from, and disclose the work product, and to transfer the intellectual property to third parties for State purposes.

**6.22 TERMINATIONS FOR CONVENIENCE OR UNAVAILABILITY OF FUNDS.**

The Procurement Officer may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State or if funds become unavailable. The Procurement Officer shall give written notice of the termination to the CONTRACTOR specifying the part of the Contract terminated and when termination becomes effective.

## SECTION SEVEN: OVERVIEW OF THE RFP PROCESS

- a. The RFP is issued pursuant to Subchapter 6 of HAR Chapter 3-122, implementing HRS Section 103D-303.
- b. The procurement process begins with the issuance of the RFP and the formal response to any written questions or inquiries regarding the RFP. Changes to the RFP will be made only by Addendum.
- c. The register of proposals and Offerors' proposals shall be open to public inspection after posting of the award. All proposals and other material submitted by Offerors become the property of the State and may be returned only at the State's option.
- d. The Water Security Advisory Group shall evaluate the proposals in accordance with the Evaluation Criteria in Section Four.
- e. Proposals may be accepted on evaluation without discussion. However, if deemed necessary, prior to entering into discussions, a "priority list" of responsible Offerors submitting acceptable and potentially acceptable proposals shall be generated. The priority list may be limited to a minimum of three responsible Offerors who submitted the highest-ranked proposals. The objective of these discussions is to clarify issues regarding the Offeror's proposal before the Best and Final Offer (BAFO) is tendered.
- f. If during discussions there is a need for any substantial clarification or change in the RFP, the RFP shall be amended by an addendum to incorporate such clarification or change. Addenda to the RFP shall be distributed only to priority listed Offerors who submit acceptable or potentially acceptable proposals.
- g. Following any discussions, Priority Listed Offerors will be invited to submit their BAFO, if required. The Procurement Officer or an evaluation committee reserves the right to have additional rounds of discussions with the Priority Listed Offerors prior to the submission of the BAFO.
- h. The date and time for Offerors to submit their BAFO, if any, is indicated in the RFP *Schedule and Significant Dates*. If Offeror does not submit a notice of withdrawal or a BAFO, the Offeror's immediate previous offer shall be construed as its BAFO.
- i. After receipt and evaluation of the BAFOs in accordance with the evaluation criteria, the evaluation committee will make its recommendation for contract awards to the Offeror(s) whose proposal is determined to be the most advantageous to the State taking into consideration price and the evaluation factors.
- j. The Procurement Officer will submit the evaluation committee's recommendation to the Board of Land and Natural Resources (BLNR) for approval in accordance with Act 172. The BLNR will approve or amend the evaluation committee's recommendations allowing the Procurement Officer to finalize the contract awards.
- k. Once award notice is posted, all proposals, successful and unsuccessful, become available for public inspection. Those sections that the Offeror and the State agree are confidential and/or proprietary should be identified by the Offerors and shall be excluded from access.
- l. The Water Security Advisory Group reserves the right to determine what is in the best interest of the State for purposes of reviewing and evaluating proposals submitted in response to the RFP. The Water Security Advisory Group will conduct a comprehensive, fair and impartial evaluation of proposals received in response to the RFP.
- m. The RFP, any addenda issued, and the successful Offeror's proposal shall become a part of the contract. All proposals shall become the property of the State of Hawaii.

## SECTION EIGHT: REPORT FORMAT AND DUE DATES

Award recipients must provide updates on proposed deliverables over the course of the project. Updates must be submitted through reports that include:

1. Semi-annual Narrative Report (Word document)
2. Final Narrative Report and Spreadsheet (Word document and Excel file)

Purpose of Reports: Semi-annual and final reports provide an update on the accomplishments of the proposed project deliverables. Reports help inform management and funding decisions and are used by CWRM staff to create legislative reports. They may also be used in the case of an audit to defend the use of State funds and tax payer money. Failure to submit reports on time may impact future award decisions.

### 1. Semi-annual Narrative Report:

Semi-annual reports are required and must be provided for each 6 month period in each year the project is active. Grantees are asked to submit a brief and simple narrative that includes the following information:

- Update on proposed deliverables for the quarter (as identified in the Scope of Work). Are they being fulfilled according to the proposed schedule? If not, please indicate where, what, and why.
- Indicate whether any of the deliverables need to be changed and explain why.
- Share any notable milestones or accomplishments.
- Include specifics about any assistance CWRM can provide to help reach your objectives.
- See Attachment F for a *Sample* Semi-annual Narrative Report Template

Semi-annual Report Due Dates: Semi-annual reports are due one month after the end of each semi-annual period in which work is performed. For example, if work begins September 1, 2017, the first report is due March 1, 2018. Quarterly check-in's and project status updates may be requested by the CWRM.

### 2. Final Narrative Report and Spreadsheet:

The final report is inclusive of all project activities conducted during the entire project period and will consist of a final narrative AND final spreadsheet. It should include the following information:

- Narrative: 1-2 page summary of the project accomplishments with at least photos or maps. Explain what was done to achieve each action / deliverable identified in scope of work. Include a final expenditure report that follows the same format as the approved budget.
- Spreadsheet: Fill in data for each period that an action or deliverable was

proposed.

The Final Narrative Report and Spreadsheet are due at the end of the project period or with the final invoice. The final 10% payment cannot be made until an adequate Final Report is received. Final Reports will be made available to the public.

See Attachment G for a *Sample* Final Narrative Report Template.

\*A blank spreadsheet with project deliverables and proposed goals will be emailed to each grantee at the beginning of the project period. It is advised that the grantee enter data into the spreadsheet on a quarterly basis, but the spreadsheet is not due until the end of the project period. Note: "Documents" and "Outreach" are not included in the spreadsheet and should be reported in the quarterly and final narrative.

Final Report Due Date: A comprehensive Final Report is due at the end of the project period or with the final invoice.

Submission of Reports:

Both Semi-annual and Final Reports can be submitted via mail and/or emailed to [dlnr.cwrn@hawaii.gov](mailto:dlnr.cwrn@hawaii.gov) (ATTN: WSAG Grant).

Site visits may be requested by the contract administrator, to be coordinated with the contractor.

**TRANSMITTAL and OFFER LETTER RFP WSAG17**

**Name of Organization:**

**Point of Contact:**

**Phone:**

**Email:**

Water Security Advisory Group  
Department of Land and Natural Resources, Commission on Water Resource Management  
Punchbowl Street, Room 227  
Honolulu, Hawaii 96813

The undersigned has carefully read and understands the terms and conditions specified in RFP WSAG17, the Special Provisions attached hereto, and in the current Hawaii Attorney General's General Conditions, attached hereto and available at <http://spo.hawaii.gov/wp-content/uploads/2014/02/103D-General-Conditions.pdf>, and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price submitted was independently arrived at without collusion.

A list of secured and required permits necessary to implement the project are hereto attached.

**Proposal Title:** \_\_\_\_\_

**Total Amount of Proposal:** \$\_\_\_\_\_

If awarded, the contract with the State would be made with the following entity (please use the **exact legal name** as registered with the Dept. of Commerce and Consumer Affairs):

\_\_\_\_\_  
Legal name

\_\_\_\_\_

\_\_\_\_\_  
Address (Contract and Billing Address must be the same)

\_\_\_\_\_  
State Tax ID No. (GE)

\_\_\_\_\_  
Federal Tax ID No.

\_\_\_\_\_  
Offeror Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



OFFER FORM OF-1
2017 IMPLEMENTATION OF WATER SECURITY PROJECTS AND PROGRAMS
STATE OF HAWAII DEPARTMENT OF LAND AND NATURAL RESOURCES
RFP-WSAG17

Procurement Officer
Department of Land and Natural Resources
State of Hawaii
Honolulu, Hawaii 96813

Dear Procurement Officer:

The undersigned has carefully read and understands the terms and conditions specified in the Specifications and Special Provisions and in the General Conditions attached hereto and by reference made a part hereof; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) he/she is declaring his/her offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) he/she is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Offeror is: [ ] Sole Proprietor [ ] Partnership [ ] \*Corporation [ ] Joint Venture
[ ] Other \_\_\_\_\_

\*State of incorporation: \_\_\_\_\_

Hawaii General Excise Tax License I.D. No. \_\_\_\_\_

Federal I.D. No. \_\_\_\_\_

Payment address (other than street address below): \_\_\_\_\_
City, State, Zip Code: \_\_\_\_\_

Business address (street address): \_\_\_\_\_
City, State, Zip Code: \_\_\_\_\_

Respectfully submitted:
Date: \_\_\_\_\_ (x) \_\_\_\_\_
Authorized (Original) Signature

Telephone No.: \_\_\_\_\_
Fax No.: \_\_\_\_\_
Name and Title (Please Type or Print)

E-mail Address: \_\_\_\_\_
\*\* \_\_\_\_\_
Exact Legal Name of Company (Offeror)

\*\*If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed.

**OFFER FORM OF-2**

Total contract cost for accomplishing the development and delivery of the services.

\$ \_\_\_\_\_

**Note: Pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services.**

I, \_\_\_\_\_ (Offeror), certify that at time of award the 1:1 matching fund requirement will be met for \_\_\_\_\_ (project). The total amount of matching funds will be \$ \_\_\_\_\_

\_\_\_\_\_  
Offeror Signature                      Date

\_\_\_\_\_  
Print Name                              Title

ACT 172



GOV. MSG. NO. 1274

EXECUTIVE CHAMBERS  
HONOLULU

DAVID Y. IGE  
GOVERNOR

June 30, 2016

The Honorable Ronald D. Kouchi,  
President and Members of the Senate  
Twenty-Eighth State Legislature State  
Capitol, Room 409 Honolulu, Hawai'i  
96813

The Honorable Joseph M. Souki,  
Speaker and Members of the House of  
Representatives  
Twenty-Eighth State Legislature State  
Capitol, Room 431 Honolulu, Hawai'i  
96813

Dear President Kouchi, Speaker Souki, and Members of the Legislature:

This is to inform you that on June 30, 2016, the following bill was signed into law:

HB2040 SD1 CD1

RELATING TO WATERSECURITY  
**ACT 172 (16)**

Sincerely,

DAVID Y. IGE  
Governor, State of Hawai'i

# A BILL FOR AN ACT

RELATING TO WATER SECURITY.

**BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:**

## PART I

SECTION 1. The 2016 Hawaii-hosted World Conservation Congress presents an opportunity for Hawaii to demonstrate international leadership in investing in natural capital that supports economic growth and protects the quality of life. The challenge of managing the State's limited natural resources such as watersheds, marine habitat, and fresh water supply while fostering community resilience is too large a task for a single actor or sector to address alone. New and innovative partnerships are needed to catalyze large-scale investment in Hawaii's sustainable development. The Aloha+ Natural Capital Investment Partnership is a joint public-private conservation commitment that will demonstrate Hawaii's commitment to natural resources management with a special focus on climate resilience at the World Conservation Congress and beyond.

To provide reliable long-term funding needed to meet the State's Aloha+ Challenge conservation targets by 2030, partners from multiple sectors, including county, state, and federal governments as well as private philanthropic and corporate entities, must work together to leverage funds and provide matching opportunities.

The purpose of this Act is to 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 for projects and programs that:

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

## PART II

SECTION 2. The department of land and natural resources shall 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 for projects and programs that:

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

SECTION 3. The department of land and natural resources may establish an account or fund pursuant to section 37-52.5, Hawaii Revised Statutes, into which shall be deposited:

- (1) All moneys appropriated by the legislature;
- (2) Gifts, grants, and other private funds; and
- (3) Federal funds.

The moneys in the fund shall be used to fund priority projects and programs to increase water security recommended by the water security advisory group, provided that state funds are matched on a one-for-one matching basis by the public or private agency or organization that submitted the relevant proposal for a project or program to increase water security.

SECTION 4. The department of land and natural resources may contract with an independent non-profit entity to carry out the duties and activities associated with this Act.

SECTION 5. The department of land and natural resources shall establish a water security advisory group, not subject to section 26-34, Hawaii Revised Statutes, which shall consist of:

- (1) The manager and chief engineer of the board of water supply of each county or each manager and chief engineer's designee;
- (2) The deputy director for water resource management of the department of land and natural resources;
- (3) A member with knowledge of agricultural water storage and delivery systems selected by the chairperson of the board of land and natural resources;
- (4) A member from a private landowning entity that actively partners with a watershed partnership selected by the chairperson of the board of land and natural resources;
- (5) A member with knowledge, experience, and expertise in the area of Hawaiian cultural practices selected by the chairperson of the board of land and natural resources; and
- (6) A member representing a conservation organization selected by the chairperson of the board of land and natural resources.

The water security advisory group shall elect a chairperson from among its members. Any action of the advisory group shall be by a simple majority of its members. Five members shall constitute a quorum.

SECTION 6. There is appropriated out of the general revenues of the State of Hawaii the sum of \$750,000 or so much thereof as may be necessary for fiscal year 2016-2017 to carry out the purposes of this Act.

The sum appropriated shall be expended by the department of land and natural resources.

### PART III

SECTION 7. (a) The water security advisory group shall advise the

department of land and natural resources on the priority of all proposals for projects or programs submitted by public or private agencies or organizations to increase water security in the State and recommend high-priority programs for the award of matching funds through the pilot program established pursuant to this Act.

The water security advisory group shall:

- (1) Establish criteria for the evaluation of proposals and assignment of priority to proposals;
- (2) Evaluate proposals based on the established criteria;
- (3) Assign priorities to each proposal submitted; and
- (4) Advise the department on its evaluation of and assignment of priority to each proposal submitted.

(b) In advising the department on the priorities for matching fund grants for projects and programs to increase water security, the water security advisory group shall consider projects and programs that:

- (1) Establish new areas or increase existing areas for the recharge of groundwater resources;
- (2) Reduce the use of potable water for landscape irrigation and encourage the reuse of water; and
- (3) Improve the efficiency of potable domestic water or agricultural irrigation use.

(c) All projects and programs recommended for approval by the advisory group shall be required to track and report on the amount of water conserved, recharged, or reused by the projects and programs.

SECTION 8. The department of land and natural resources shall submit an annual report on the pilot program established pursuant to this Act to the governor and the legislature at least twenty days prior to the convening of the 2017 and 2018 regular legislative sessions. The annual reports shall include:

- (1) A summary of all the projects and programs approved to increase water security by improving recharge of groundwater; reducing the use of potable water for irrigation, or encouraging reuse of water;
- (2) Proposals for future projects and programs;
- (3) A financial report for the preceding fiscal year; and
- (4) Objectives and budget projections for the following fiscal year.

SECTION 9. Members of the water security advisory group shall serve without compensation. All necessary expenses of each member, including travel expenses, shall be paid by the agency, organization, or department which the member represents. No member shall be made subject to chapter 84, Hawaii Revised Statutes, solely because of that member's participation as a member of the advisory group.

SECTION 10. The last contract for a project or program recommended for approval by the water security advisory group shall be executed before June 30, 2018.

PART IV

SECTION 11. Upon the repeal of this Act as provided in section 12:

(1) All contracts, agreements, permits, or other documents executed or entered into by the department of land and natural resources pursuant to this Act shall remain in full force and effect until terminated pursuant to the terms of the relevant contract, agreement, permit, or document; and

(2) All unexpected and unencumbered moneys remaining in an account or fund established pursuant to section 3 and deemed to be in excess of the moneys necessary to carry out the purposes of this Act shall lapse to the credit of the general fund.

SECTION 12. This Act shall take effect on July 1, 2016, and shall be repealed on June 30, 2018.

APPROVED this 30 day of JUNE, 2016

GOVERNOR OF THE STATE OF HAWAII

**WSAG17- Proposal Budget**

**GRAND TOTAL (including match) \$ \_\_\_\_\_**

**Subtotal for labor \$ \_\_\_\_\_**

**Subtotal for materials \$ \_\_\_\_\_**

**Subtotal for other actions \$ \_\_\_\_\_**

**Please round amounts to the nearest dollar.**

<b>Budget Category</b>	<b>Proposed Grant Budget</b>	<b>Matching Cash</b>	<b>Total Budget</b>
Salary and wages			
Materials and supplies			
Travel			
Training			
Contracts			
Rentals			
Other			
<b>Total Cost</b>			

The targeted percentage for indirect costs should not exceed 10% of total costs requested. If there are different indirect costs for different budget categories, please create different spreadsheets for each indirect cost rate.

**Compensation and Payment Schedule**

<b>#</b>	<b>Deliverable/Task/Activity</b>	<b>Grant Amount (\$)</b>	<b>Matching Cash (\$)</b>	<b>Total Amount (\$)</b>



[Name of AWARD RECIPIENT]  
WSAG FY17 Semi-annual Report

Submitted on [Date]

**Grant Information**

Report Period:

Award Amount: \$

Contract/ PO#:

**Semi-annual Report**

1. Tasks completed during the period
  - a. Share any notable milestones or accomplishments
2. Tasks not completed during the period
  - a. Explain why certain deliverables were not fulfilled. Indicate where, what, why
3. Any revision to proposed deliverables or budget?
  - a. If a budget change is requested, please reference the Budget Change Request Guidelines

[Name of AWARD RECIPIENT]  
 WSAG FY17 Final Narrative Report

Submitted on [Date]

**Grant Information**

Report Period:

Award Amount: \$

Contract/ PO#:

**Final Report**

1. Tasks completed during the period
  - a. Share all project milestones and accomplishments
2. Tasks not completed according to proposed project proposal
  - a. Explain why certain deliverables were not completed as planned.  
 Indicate where, what, why.

**Final Expenditure Report for WSAG FY17**

<b>Budget Category</b>	<b>Budgeted</b>	<b>Spent</b>	<b>Remaining Balance</b>
Salary and wages			
Materials and Supplies			
Travel			
Training			
Contracts			
Rentals			
Other			
<b>Totals</b>			