

DAVID Y. IGE  
GOVERNOR OF HAWAII



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

STATE HISTORIC PRESERVATION DIVISION  
KAKUHIHEWA BUILDING  
601 KAMOKILA BLVD, STE 555  
KAPOLEI, HAWAII 96707

**SUZANNE D. CASE**  
CHAIRPERSON  
BOARD OF LAND AND NATURAL RESOURCES  
COMMISSION ON WATER RESOURCE MANAGEMENT

**KEKOA KALUHIWA**  
FIRST DEPUTY

**W. ROY HARDY**  
ACTING DEPUTY DIRECTOR - WATER

AQUATIC RESOURCES  
BOATING AND OCEAN RECREATION  
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COMMISSION ON WATER RESOURCE MANAGEMENT  
CONSERVATION AND COASTAL LANDS  
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FORESTRY AND WILDLIFE  
HISTORIC PRESERVATION  
KAHOOLAWE ISLAND RESERVE COMMISSION  
LAND  
STATE PARKS

August 28, 2015

Chairperson and Members  
Board of Land and Natural Resources  
State of Hawai'i  
Honolulu, Hawai'i

Land Board Members:

**SUBJECT: REQUEST APPROVAL FOR SELECTION OF COMPETITIVE SEALED PROPOSAL AND AUTHORIZE THE CHAIRPERSON TO AWARD AND EXECUTE A CONTRACT TO ORGANIZE, COORDINATE AND FACILITATE THE DEVELOPMENT OF A NEW STATE HISTORIC PRESERVATION PLAN (STATE PLAN) FOR 2018-2022 WITH APPROVAL OF THE NATIONAL PARK SERVICE (NPS)**

This Board Submittal requests approval to issue a Request for Proposal (RFP) under the competitive sealed proposal process, and authorize the Chairperson to award and execute a contract to organize, coordinate and facilitate the development of a new State Plan and resulting final draft of the Plan with approval of the NPS.

**BACKGROUND**

The contract will require the contractor to organize, coordinate, and facilitate the development of a State Plan by creating a framework for the plan, identifying external and internal environments, identifying and prioritizing salient preservation issues, and formulating a report recommending approaches, activities, and projects to address the issues. Furthermore, compliance with the Secretary of the Interior's Standards and guidelines for State Plan's mandates gathering extensive community input from various stakeholders throughout the State using a multitude of different media, including facilitated community meetings on the neighbor islands which in the past has required significant resources.

The State Plan is a federal requirement of the National Historic Preservation Act of 1966 for State Historic Preservation Offices receiving funding support from the federal Historic Preservation Fund [Section 101 (b) (3) (c) of the Act], [16 U.S.C. 470a(b)], and [36 CFR 61.4(b)]. It was also one of the required elements of the SHPD, NPS Corrective Action Plan (CAP). Although the CAP has been almost completely resolved, the State Plan is a statutory requirement and must be updated for the 5-year period beginning at the end of Fiscal Year 2017.

On July, 20, 2015, NPS approved the SHPD State Plan project for full funding under the Historic Preservation Fund which is awarded annually to the State Historic Preservation Division (SHPD). (See enclosed NPS approval letter.)

### DISCUSSION

Based on the requirements and special conditions of this procurement, SHPD recommends that a competitive sealed proposal process be used for the source selection. Such an approach will be the most advantageous procurement process because:

- 1) The primary consideration for the determination of the award for this Request for Proposals is not price.
- 2) Oral and written discussion may need to be conducted with the Applicants concerning aspects of the scope of work.
- 3) Awards need to be based upon a comparative evaluation as stated in the Request For Proposal of differing price, quality, proposed process, feasibility of completion by required timeline, and other contractual factors in order to determine the most advantageous offering to the State.

Pursuant to HAR 3-122-43, a determination by the Department procurement officer must be made for the use of the competitive sealed proposal process over the competitive sealed bidding process when the competitive sealed bidding process is neither practicable nor advantageous to the State.

Additionally pursuant to HAR 3-122-45, the procurement officer must make a determination that an evaluation committee, selected in writing by the procurement officer, shall evaluate the competitive sealed proposals. The evaluation committee shall consist of a least three government employees with sufficient qualifications in the area of the service to be procured and non-State employees with sufficient knowledge may be included pursuant to 3-122-45.01. The Department requests that the Board delegate authority to the Chairperson to appoint an evaluation committee meeting the specifications set forth in HAR 3-122-45 and 45.01.

In order to expedite a contract for this procurement, SHPD requests that the Board delegate authority to the Chairperson to award and execute the contract for goods and services based on the recommendations of the evaluation committee and other terms and conditions as may be prescribed by the Chairperson to best serve the interest of the State.

The Department has also determined that the above listed federally funded project is not under the jurisdiction of Chapter 343, HRS and Chapter 11-200 HAR.

RECOMMENDATIONS

That the Board:

- 1) Approve the use of a competitive sealed proposal for the selection of a contractor to organize, coordinate and facilitate the development of a new State Plan and resulting final draft of the Plan with approval of the NPS.
- 2) Delegates authority to the Chairperson to:
  - a) Appoint an evaluation committee comprised of knowledgeable individuals to serve, evaluate, and select the competitive sealed proposals.
  - b) Award and execute a contract for goods and services, subject to the availability of funds and review and approval as to form by the Department of the Attorney General.

Respectfully submitted,



Alan S. Downer, Ph.D.  
Administrator

Approval For Submittal



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SUZANNE D. CASE, Chairperson  
Board of Land and Natural Resources



# United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.  
Washington, DC 20240

H36(2256)

Alan S. Downer, Administrator  
Hawaii Department of Land and Natural Resources  
State Historic Preservation Division  
601 Kamokila Boulevard, Room 555  
Kapolei, HI 96707

JUL 20 2015

Re: Grant Number P15AF00130

Dear Mr. Downer:

I have reviewed the Project Notification for the project listed below and determined that it is in compliance with the *Historic Preservation Fund Grants Manual*.

- ◆ To Organize, Coordinate, and Facilitate the Development of a State Historic Preservation Plan from Inception to Completion

If you have any questions concerning this letter please feel free to contact me by telephone at 202-354-2067, or by email at [hampton\\_tucker@nps.gov](mailto:hampton_tucker@nps.gov).

Sincerely,

Hampton Tucker  
Chief, State, Tribal, and Local Plans & Grants