

State of Hawaii
DEPARTMENT OF LAND AND NATURAL RESOURCES
Division of Forestry and Wildlife
Honolulu, Hawaii 96813

May 25, 2011

Chairperson and Members
Board of Land and Natural Resources
State of Hawaii
Honolulu, Hawaii

Land Board Members:

SUBJECT: REQUEST APPROVAL TO ISSUE A REQUEST FOR PROPOSALS AND
AUTHORIZE THE CHAIR TO AWARD AND EXECUTE CONTRACTS FOR THE
MANAGEMENT OF FY2013 STATEWIDE YOUTH CONSERVATION CORPS
PROGRAM.

AND

REQUEST APPROVAL OF DECLARATION OF EXEMPTION TO CHAPTER 343,
HRS, ENVIRONMENTAL COMPLIANCE REQUIREMENTS FOR THE FY2013
STATEWIDE YOUTH CONSERVATION CORPS PROGRAM.

This Board Submittal requests approval to issue a Request for Proposals (RFP) under the competitive sealed proposal process, and authorize the Chair to award and execute contracts for engaging youth in DLNR – DOFAW's conservation programs.

BACKGROUND

The Department of Land and Natural Resources annually coordinates the Youth Conservation Corps (YCC) program. YCC is an ongoing state program established under Hawaii Revised Statutes (HRS) chapter 193, and administered by the Department of Land and Natural Resources' (DLNR) Division of Forestry and Wildlife (DOFAW).

DISCUSSION

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

- 1) The primary consideration for the determination of the awards for this Request For Proposals is not price.
- 2) The contract(s) will be other than a fixed-type price.
- 3) Oral or written discussion may need to be conducted with the Applicants concerning technical and price aspects of their proposals.
- 4) Applicants may need to be afforded the opportunity to revise their proposals, including price.
- 5) Awards may need to be based upon a comparative evaluation as stated in the request for proposal of differing price, quality, services 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, a determination must be made by the procurement officer that an evaluation committee, selected in writing by the procurement officer, shall evaluate the competitive sealed proposals. The Division recommends the use of an evaluation committee for the selection of the proposals as an evaluation committee will allow for an objective review, evaluation, ranking and selection of the most qualified proposal for the program. The contractor will be selected based on the following evaluation criteria.

- 1) Evidence that the offeror is an established organization with ability to assign staff to coordinate and manage the State of Hawaii YCC program (25 points).
- 2) Net benefit to the member interns, DLNR as the sponsor, and host sites. (e.g. stipends, fringe benefits, etc.) (25 points).
- 3) Success working with the state, community groups, and/ or committees when developing and implementing projects (20 points).
- 4) Experience and ability to leverage programs funds with documentation to demonstrate, in the detailed budget, that program funds from the State DLNR will be matched equally by other sources (minimum of 50% cash match). (15 points)
- 5) Demonstrated ability to adhere to and meet deadlines (e.g. payment timelines, program evaluation deadlines). (15 points)

Further the evaluation committee must consist of at least three government employees with sufficient qualification in the area of the goods or services to be procured; DOFAW recommends the following individuals:

Michelle Gorham Jones, DOFAW (State, Information and Education Coordinator)
Randall Kennedy, DOFAW (State, NARS Program Manager)
M. Irene Sprecher, DOFAW (State, Hawaii CREP Coordinator, Forester)

CHAPTER 343- ENVIRONMENTAL ASSESSMENT

The Division of Forestry and Wildlife shall be responsible for compliance with Chapter 343, HRS, as amended, for YCC activities that are not otherwise included in existing environmental compliance document for projects. Pursuant to HAR 11-200-8, foreseeable YCC activities projects fall under exemption in the Exemption List for the Division of Forestry and Wildlife of the Department of Land and Natural Resources, reviewed and concurred upon by the Environmental Council on June 12, 2008 including:

Exemption Class 1, "Operations, repairs or maintenance of existing structures, facilities, equipment or topographical features, involving negligible or no expansion or change of use beyond that previously existing."

Exemption Class 4, "Minor alterations in the conditions of land, water, or vegetation"; and

Exemption Class 5, "Basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource."

In order to expedite a contract for this procurement, DOFAW 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. Additionally, should any of the committee members above be unable to participate, DOFAW requests that the Board delegate authority to the Chairperson to appoint alternates or recommend that the committee be reduced by one member should the need arise.

That the Board:

- 1) Declare that, after considering the potential effects of the proposed project as provided by Chapter 343, HRS, and Chapter 11-200, HAR, this proposed project will likely have minimal or no significant effect on the environment and is therefore exempt from the preparation of an environmental assessment.
- 2) Approves the use of:
 - a. A competitive sealed proposal for a solicitation for the program management of the Youth Conservation Corps Program.
 - b. An evaluation committee comprised of the individuals identified above to serve, evaluate and select the competitive sealed proposals.
- 3) Delegates authority to the Chairperson to:
 - a. Award and execute a contract for goods and services, subject to the availability of funds and review and approval by the Department of the Attorney General.
 - b. Appoint evaluation committee alternates or recommend that the committee be reduced by one member should the need arise.

Respectfully submitted,



PAUL J. CONRY, Administrator
Division of Forestry and Wildlife

APPROVED FOR SUBMITTAL:



WILLIAM J. AILA JR. Chairperson
Board of Land and Natural Resources