

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

May 22, 2015

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

Land Board Members:

**SUBJECT:   REQUEST FOR INFORMATION FOR FEDERAL GRANT WITH THE  
U.S. FOREST SERVICE URBAN AND COMMUNITY FORESTRY  
PROGRAM AND AUTHORIZE THE CHAIRPERSON TO EXECUTE  
A CONTRACT WITH SUCCESSFUL PROVIDERS**

This Board Submittal requests approval to issue a Request for Information (RFI) as provided under Chapter 3-122 Section 4.5 and authorize the Chairperson to execute a contract with successful providers, if any.

**BACKGROUND**

The U.S. Congress enacted legislation to create the Urban and Community Forestry Program as part of the Forestry Title of the 1990 Farm Bill. This Bill expanded the authority of the U.S. Department of Agriculture Forest Service to work with state forestry agencies to assist local community groups with urban tree planting, technical assistance with urban forestry Best Management Practice implementation, and urban/school beautification projects. Since 1991 the Forest Service, through the Cooperative Forestry Act of 1978 as amended (PL 95-313), and the DLNR Division of Forestry and Wildlife (DOFAW) have run this program in Hawaii. As DOFAW's mandate does not directly relate to Urban Forestry, the Division has historically requested support this federal grant through professional urban forestry services to assist in implementation of the Hawaii program.

The U.S. Forest Service provides for an opportunity to submit project proposals for consideration of award for the Urban and Community Program. DOFAW is interested in allowing opportunities for providers to participate in this federal process and if selected to be incorporated into the proposal request from DOFAW.

**DISCUSSION**

Based on the nature of this competitive federal funding, DOFAW is recommending that a request for information be used for soliciting interest in providing the goods, services, or construction under the federal grant. A request for information for this solicitation will be the most advantageous procurement process, because time and economic situations preclude the use of other source selection methods. The U.S. Forest Service Urban and Community Forestry

Program federal grant award is to begin July 1, 2015. Pursuant to Hawaii Administrative Rules (HAR) §3-122-16.30, a determination by the Department procurement officer must be made for the use of the request for information. A public notice will be publicized for this opportunity in accordance with 3-122-16.03(d), and selection of a provider or providers will be based on criteria established in the request for interest.

In order to expedite a contract for this solicitation, DOFAW requests that the Board authorize the Chairperson to execute the contract for goods and services based on the recommendations of the U.S. Forest Service, approval as to form by the Department of the Attorney General, and other terms and conditions as may be prescribed by the Chairperson to best serve the interest of the State.

RECOMMENDATION:

That the Board, as the Department Procurement Officer, approves:

- 1) The use of a request for information for the solicitation for U.S. Forest Service Urban and Community Forestry Program federal grant.
- 2) The authorization of the Chairperson to execute a contract for goods and services, subject to the availability of funds and approval as to form by the Department of the Attorney General.


Respectfully submitted,



LISA J. HADWAY,  
Administrator

Attachments

APPROVED FOR SUBMITTAL:



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