

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

April 12, 2013

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

Land Board Members:

SUBJECT: REQUEST APPROVAL FOR SELECTION OF COMPETITIVE SEALED PROPOSAL PROCESS AND AUTHORIZE THE CHAIRPERSON TO AWARD AND EXECUTE A CONTRACT FOR THE PROGRAM MANAGEMENT OF THE HAWAII URBAN AND COMMUNITY FORESTRY PROGRAM

This Board Submittal requests approval to issue a Request for Proposals (RFP) under the competitive seal proposal process, and authorize the Chairperson to award and execute a contract for the program management of the Hawaii Urban and Community Forestry Program.

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, which is also known as Kaulunani. As DOFAW's mandate does not directly relate to Urban Forestry, the Division has historically issued request for proposals (RFPs) for professional urban forestry services to assist in implementation of the Kaulunani program.

The Division has consulted with its partner, the U.S. Forest Service, whom is supportive of this method of program management. The Federal funding for the Urban and Community Forestry Program has remained at a sufficient level for all management needs since 1991, and the Forest Service does not anticipate funding levels to decrease in the near future.

DISCUSSION

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

solicitation and was also determined by the following:

- 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 a subjective choice to the most appropriate proposal for the project area. 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:

- Sheri Mann, DOFAW (State, Forestry Program Manager)
- M. Irene Sprecher, DOFAW (State, Cooperative Resource Management Forester)
- Robert Hauff, DOFAW (State, Forest Health Coordinator)
- Katie Friday, U.S. Forest Service (Kaulunani Board Member)

In order to expedite a contract for this procurement, DOFAW requests that the Board authorize the Chairperson to award and execute the contract for goods and services based on the recommendations of the evaluation committee, 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. Additionally, should any of the committee members above be unable to participate, DOFAW requests that the Board authorize the Chairperson to appoint alternates or recommend that the committee be reduced by one member should the need arise.

RECOMMENDATION:

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

- 1) The use of a competitive sealed proposal for a solicitation for the program management of the Kaulunani Urban and Community Forestry Program .
- 2) The use of an evaluation committee comprised of the individuals identified above to serve, evaluate and select the competitive sealed proposals.

- 3) The authorization of the Chairperson to award and 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.
- 4) The authorization of the Chairperson to appoint evaluation committee alternates or recommend that the committee be reduced by one member should the need arise.

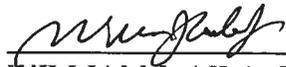
Respectfully submitted,



for ROGER IMOTO,
Administrator

Attachments

APPROVED FOR SUBMITTAL:



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