



**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817**

January 5, 2016

REQUEST FOR QUALIFICATIONS (RFQ) HLID 2015-01

**RELATING TO THE HĀLAWA-LULUKU INTERPRETIVE
DEVELOPMENT PROJECT – HALAWA STEWARDSHIP**

**ADDENDUM-01 – Prequalification Conference and Site visit
Minutes (Halawa)**

Date: Tuesday, January 5, 2016

Place: Office of Hawaiian Affairs (OHA) Maui Ola Conference Room
560 North Nimitz Highway

Attendees: Lance G.M. La Pierre, OHA - HLID Project Coordinator
Kamakana C. Ferreira, OHA – HLID Project Planner
Keith Gutierrez, OHA – HLID Student Intern

Interested Submitters:

Jan Beckett, NKNKHI*
Ulla Hasager, NKNKHI
Clara “Sweet” Matthews, NKNKHI
Kainalu Matthews, NKNKHI
Mahealani Cypher
Laulani Teale
Diane Marshall

*NKNKHI: Na Kupuna a Me Na Kako‘o O Halawa, Inc.

Re: RFQ HLID 2015-01 Relating to the Hālawā-Lulukū Interpretive Development Project – Halawa Stewardship (RFQ HLID-2015-01 Halawa).
Start: 8:30 a.m.
End: 1:30 p.m.

Lance G.M. La Pierre (“Mahi”) announced the Prequalification meeting was for the RFQ HLID 2015-01 relating to the Hālawā-Lulukū Interpretive Development Project – Halawa Stewardship. He asked everyone at the table to introduce themselves and then offered a prayer (pule), Pule Ho‘ōla. Mahi also went over: 1) the attendance requirement at the prequalification meeting for interested submitters; 2) the site-visit/meeting time schedule for the day; and 3) the procedure for responding to questions received during the prequalification conference and site-visit.

Kamakana Ferreira conducted the attached PowerPoint presentation for the RFQ HLID 2015-01, providing: 1) the intent of the prequalification meeting; 2) an overview of the HLID Project and funding sources (HDOT and FHWA); 3) an overview of proposed stewardship work; 4) the Stewardship selection process; 5) an overview of the Statement of Qualifications; and 6) an overview of the Halawa Project area. The following relevant RFQ information was reviewed during the explanation of the Stewardship selection process as well: 1) RFQ Steward Selection Process Timetable; 2) Deadlines for the Step 1, Statement of Qualifications (SOQ) submittal; and 3) where to submit SOQs.

Also included in the PowerPoint was the follow-up and summary for the Step 1 requirements, formatting and submission. The RFQ HLID 2015-01 *ATTACHMENT A OHA RFQ No. HLID-2015-01: SUBMITTER STATEMENT OF QUALIFICATIONS FORM* was looked over and explained.

Kamakana briefly reviewed Step 2 – Discussions.

The floor was then open to questions and answers. The interested submitters were informed the written response will be issued in an Addendum and posted to the OHA website as well as emailed to those on the sign in sheet.

Questions:

1.Q. Can we use multiple references in the Statement of Qualifications (SOQ)? How does that all work?

1.A

Yes, multiple references may be used for different questions. If multiple references are provided for a single question, the evaluator will award points for only a single verifiable reference. Evaluator protocol for reference verification is provided in RFQ Attachment E, Reference Verification Form. There will be no doubling of points for multiple references. However, it may be advantageous to the applicant (submitter) to provide multiple references for a single question should one contact may not be reachable. Points will not be awarded for unverifiable references as specified in the SOQ.

A single reference may also be used for multiple questions. As long as the information provided by the reference satisfies RFQ Attachment E, points will be awarded for the particular question the reference is applicable to.

2.Q. Does one side (Halawa or Luluku) have priority over the other? In terms of money?

2.A.

Neither Halawa nor Luluku has priority over the other. Stewardship for Halawa and Luluku are running concurrently. Right now, project funds for Halawa and Luluku planning and construction are to be split evenly between Halawa and Luluku.

3.Q. The words used in questions sound similar for question numbers 18, 19, and 5? Can the same reference be used for all?

3.A

Although similar, each question is asking for something different. Question 5 asks for years of experience caring for cultural sites or areas. Question 18 asks for years of experience working with the Hawaiian community. Question 19 asks for experience working with kupuna. The questions do not have to be viewed as mutually exclusive. HLID understands that in many cases, the care of cultural sites includes coordination with the community or kupuna to some degree. With that said, a single reference could be used for all of these related questions. As long as the reference can provide the information requested in RFQ Attachment E, points will be awarded for the particular question the reference is applicable to.

4.Q. Does OHA distinguish what research/work is provided or completed by the Steward? Where does the ownership of this fall?

4.A.

As specified in RFQ Section 5.12, “ the steward shall deliver and/or surrender all finished or unfinished documents, reports, summaries, lists, charts, graphs, maps, records, notes, data, memorandum, photographs, photographic negatives, videos, or other materials prepared by the steward and any discoveries, inventions or developments produced in whole or in part under the MOA (which shall become the OHA’s property) together with all information, data, reports, records, maps, and other materials provided to the steward by OHA, to the OHA on or before the expiration date or date of sooner termination.”

The clause is pertinent to items completed using HLID funds for collaborative tasks. Although stewardship is not for monetary compensation, HLID equipment (i.e., printing, photos) and personnel time will be utilized for these collaborative tasks. As indicated in Section 2.2.1 of the RFQ, collaborative tasks include the Stewardship Management Plan (SMP) and the Interim Cultural Site Maintenance Plan. The clause is to ensure that documents and plans developed in collaboration with HLID would be retained by OHA since the monies used (i.e., personnel time, printing, equipment) by HLID are provided by HLID’s funders HDOT and FHWA. Per OHA’s Cooperative Agreement (#2550, item 13) with HDOT, all HLID items are to be retained and provided to HDOT at the end of the project. Any work created in collaboration with HLID and using HLID funds would be subject to this clause.

Work or research accumulated independently by the steward during or prior to the MOA execution would not be subject to this clause.

5.Q Do we need permission to post or share info regarding the RFQ?

5.A

To protect the interest of applicants, we encourage steward applicants (submitters) to not share their SOQs with other interested applicants during the selection process. The sharing of information could be viewed by observers as collusion or a means to control the selection outcome. A protest procedure is provided in Section 1.22 of the RFQ to anyone who wishes to protest the selected steward. A protest period of 10 days is allotted for protest after posting of award. As specified in Section 1.21 of the RFQ, the selected steward will be posted on the OHA website (www.oha.org/solicitations), Honolulu Advertiser, and the OHA Ka Wai Ola.

Upon posting of the award, all Stewardship selection materials (i.e., SOQ packets, scores) will be made public. As specified in Section 1.14 of the RFQ, if there is any information in the SOQ packets that an applicant wishes to keep confidential (i.e.,

contact information of references, trade secrets, proprietary information), the material or information must be marked as confidential. Keep in mind that the entire SOQ packet cannot be marked as confidential.

6.Q. Could an addendum be submitted with the application?

6.A.

The written Statement of Qualifications (SOQ) packet requirements are detailed in Section 3.7 of the RFQ. Points will be awarded for these requirements and how the questions are answered in the SOQ (Attachment A). If the applicant (submitter) chooses to attach an addendum to the SOQ packet, the addition will not benefit or hinder the applicant's score.

7.Q. How specific are the plans for the A&E? Can the steward submit "floor plans" and their own recommendations?

7.A.

The Project Elements listed in RFQ Attachment B (pages 25 to 35) have been used as part of the solicitation package for the Architects & Engineers. These elements are all preliminary in nature at this time. We envision the finalization of the project element designs to be a collaborative process with the selected steward. Intuitively, this makes sense since the stewards will be utilizing the structures for their programs. We encourage the steward to submit plans to be taken into consideration for the design of the mitigation elements. Cost estimates will also be supplied by the A&E with any design plans so that project elements can be prioritized by the HLID and the steward. Any design selected would require approved permitting and HDOT concurrence.

8.Q. Is there any language regarding camping and the Stewardship of the site?

8.A.

It is our current understanding that overnight activities at the site are not favorable by HDOT. However, we encourage the steward to include this type of activity in the Stewardship Management Plan (SMP) if it is a desired part of their cultural and educational programs. Ultimately, the Use & Occupancy (if granted) with HDOT will allow or not allow the activities specified in the SMP. At this time, the best advice HLID can provide is to try and put in all desired program elements and let HDOT decide what is allowable or not when applying for the U&O.

9.Q. Can a member of the applying steward organization or hui be used as a reference in the Statement of Qualifications?

9.A.

No, members of the stewarding organization or hui that is applying cannot list themselves as references.

Should you have any questions please contact the HLID Project Coordinator, Lance G.M. La Pierre, at mahil@oha.org, or phone 594-1782.

End of Addendum 01

