



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

October 14, 2022

REQUEST FOR PROPOSAL (RFP) No. LLP 2023-005

PALAEUA CULTURAL PRESERVE SITE MANAGEMENT SERVICES

ADDENDUM 3 – Questions and Answers

1. Could we see a sample of the Draft CMP structure and outline (mentioned in IV.A.1.a.1) prior to submitting a proposal?

See draft outline below:

- i. Executive Summary
- ii. Introduction
 1. OHA’s Legacy Land Program
 2. Property Description
 3. Vision Statement & Goals
- iii. Background
 1. Cultural & Natural Resources
 2. Rules & Regulations Framework
 3. Funding Mechanism
- iv. Comprehensive Management Plan
 1. Roles & Responsibilities
 2. Access Management Plan
 3. Stewardship & Education Plan
 4. Long-Term Vegetation Restoration Plan
 5. Long-Term Preservation Actions
 6. Operations & Maintenance
- v. Implementation
 1. Cost
 2. Action Items (FY23 – 25)

2. Is it OHA’s intent that the consultant for this contract finalize the Draft Master Site Plan?

Yes, see Scope of Services, Section IV.A.3.

- 3. Will OHA provide a recommended list of stakeholders? How many Stakeholders are envisioned?**

Yes, we estimate 5-10 groups or individuals.

- 4. Is the tree trimming to be a one-time action or a pre-determined number of times per year? If it is to be annual, confirming a 24-month period to be included for the annual tree trimming?**

Tree trimming occurs annually, see Scope of Services, Section IV.B.2. See Scope of Services, Section II.B.E. for contract length.

- 5. Confirming a 24-month contract to be included for the drainage easement cleaning? Are there any restrictions associated with the drainage easement? Is this property insured with the drainage easement?**

The awarded vendor will be responsible for drainage easement clearing throughout the duration of the contract. OHA liability covers all of its properties. The easement is within OHA's property boundary, see Exhibit C. for drainage easement location.

- 6. Is the firebreak maintenance duration to be only for the project duration? If it is to be longer, how many years shall the contract include for the maintenance of the firebreak?**

The awarded vendor will be responsible for firebreak maintenance throughout the duration of the contract. See Scope of Services, Section II.B.E. for contract length.

- 7. Is the pest control duration to be only for the project duration? If it is to be longer, how many years shall the contract include for the pest control?**

The awarded vendor will be responsible for pest control throughout the duration of the contract. See Scope of Services, Section II.B.E. for contract length.

- 8. Is the signage maintenance to be enforced only for the project duration? If it is to be longer, how many years shall the contract include for the signage maintenance?**

The awarded vendor will be responsible for signage maintenance throughout the duration of the contract. See Scope of Services, Section II.B.E. for contract length.

- 9. Are there standards for sign size, sign height, graphics and wording, and sign material for the OHA signs? Is there an estimate of the number of signs that will need to be produced?**

The awarded vendor to make signage recommendations for OHA to consider.

10. Is the fire extinguisher maintenance to be enforced only for the project duration? If it is to be longer, how many years shall the contract include for the fire extinguisher maintenance?

The awarded vendor will be responsible for fire extinguisher maintenance throughout the duration of the contract. See Scope of Services, Section II.B.E. for contract length.

11. How many years shall the contract include for First Aid Kits and AED maintenance?

The awarded vendor will be responsible for First Aid Kits and AED maintenance throughout the duration of the contract. See Scope of Services, Section II.B.E. for contract length.

12. How many years shall the contract include for Annual Reporting?

The awarded vendor will be responsible for Annual Reporting throughout the duration of the contract. See Scope of Services, Section II.B.E. for contract length.

13. Is there a minimum or maximum estimated number of volunteer workdays?

The awarded vendor will be responsible for facilitating volunteer workdays on an as-needed basis. There is no estimated number of workdays.

14. Are the Additional Services listed supposed to be itemized in the RFP response as Time & Material estimates for each line item?

The offeror is invited to include a general estimate of the additional services for OHA to consider.

15. From Maintenance tasks on page 27 of the RFP: do repair estimates need to be included in proposal?

To the extent reasonably possible, please include general estimates for the repairs.

16. Special Management Area - Does OHA have to submit use permit for activities?

Certain activities will require permitting, the awarded vendor will need to work with OHA to determine this on a case-by-case basis.

17. What's the width of the drainage easement to be maintained?

Roughly 100'.

18. Where are there irrigation systems on property?

No formal irrigation on the property.

19. Will the awardee have to work with the current landscape contractors?

Until the current contracts expire, OHA will support the awarded vendor in working with the existing contractors.

20. Is the goal to not change the existing grade on the property?

Yes.

21. Is OHA open to opening the site to visitors?

Any interested visitors need to inquire with OHA or the site stewards.

22. Is the intent to unify the fencing on property?

Yes, uniform fencing is preferable.

23. Should cultural practitioners wishing to access the property for cultural practices be deferred to University of Hawaii Maui College site stewards?

Yes, they should coordinate with the site stewards for access. All access should be communicated and coordinated with the site stewards.

24. Is there a budget for the length of contract?

OHA budgets on a biannual basis and has budgeted for the first year of this contract. Subsequent years will be budgeted for on the biennium budget schedule.

25. Are there any security issues?

None reported.

26. Does any pooling/ponding occur on the property?

None reported.

27. What is the current frequency/schedule for landscaping?

Besides annual tree trimming and as-needed firebreak maintenance, there is no formal landscaping schedule or frequency. This will be recommended by the awarded vendor.

28. How are daily/ weekly/ bi-weekly/monthly etc. services in place, beside the annual arborist services for the 18 existing trees?

Besides annual tree trimming and as-needed firebreak maintenance, there is no formal landscaping schedule or frequency. This will be recommended by the awarded vendor.

29. Does the site have composting options?

Currently, no formal composting system is in place.