



STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS  
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HONOLULU, HAWAII 96817

February 13, 2026

**REQUEST FOR PROPOSAL (RFP) No. LAD 2026-01**

**QUALIFIED ENVIRONMENTAL PROFESSIONAL SERVICES**

**ADDENDUM NO. 2 – Questions and Answers**

**1. Under Section II. Proposal Forms, Item C., it states "Offeror's authorized signature will be an original signature in ink". If the proposal is being submitted electronically via HiePRO how will we include an original signature?**

*Offerors' authorized signature must be an original signature in ink, required before any award may be made, or an electronically signed signature with an audit trail. If the proposal is unsigned or the affixed signature is a facsimile or a photocopy, the proposal will be automatically rejected. If the proposal is not signed by an authorized signatory as shown on the corporate resolution, the proposal will be automatically rejected.*

**2. Will the QEP be preparing the RFP for the Phase II ESAs.**

*OHA will lead procurement for the Site Assessment contractor. The QEP will provide guidance on RFP scope language and technical approach in collaboration with OHA, consistent with the Work Plan.*

**3. Have you identified who the assessment contractor is for the project?**

*No. Selection of the assessment contractor will occur via a separate competitive procurement consistent with the Work Plan.*

**4. Based on the grant information, can you confirm that all sites are on O'ahu?**

*Yes. Current target areas are in Kaka'ako Makai and Iwilei on O'ahu; additional O'ahu sites may be prioritized through Site Selection Memos as funding allows.*

**5. Has an Assessment Work Plan been prepared by OHA for this assessment grant, and if so, can the work plan be provided for review?**

*Yes. EPA approved OHA's Final Work Plan on July 7, 2025. The QEP and Site Assessment Scope is based on approved work plan schedule and anticipated outputs/deliverables. OHA will provide the work plan upon selection of the vendor.*

**6. Based on OF-2, the cost portion of the contract should be a Not-to-Exceed value. Please confirm that this is correct and the NTE value should be based on the 12 -month “Initial term of contract” specified in Section 2 – Scope of Services, Section II.E.**

*Please include the Not-to-Exceed pricing for the full job.*

**7. In OF-2, the text descriptions in Section 2 (page 3 of 4) do not align with the line item descriptions in the Total Cost Summary table. Should bidders re-create the table to align with the text descriptions?**

*Please see revision to OF-2 form attached as Addendum No. 3.*

**8. In the RFP Section 2 – Scope of Services, Section IV. A, the Tasks listed do not align with the line items in OF-2. Where should costs associated with Oversight of ESAs and Cleanup & Reuse Planning be accounted for in OF-2?**

*Subtotal 2 – Project Management & Reporting... this section includes all items in the Scope IV.A.2.a through IV.A.2.e.*

**9. Where should the costs for the items described in RFP Section 2 – Scope of Services, Section IV.A.3 Community Engagement Support be accounted for in OF-2?**

*Subtotal 3. Please see revision to OF-2 form attached as Addendum No. 3.*

**10. RFP Section 2 - Scope of Services, Section IV.A.2.c. indicates the QEP should “prepare and/or review” SAPs, QAPPs, HSPs, and possibly Unanticipated Discovery Plan for cultural resources. Since the effort to prepare such plans are significantly higher vs. reviewing these plans, what should the bidder account for in its cost? Typically, SAPs, QAPPs, and HSPs are prepared by the entity performing assessment activities.**

*OHA anticipates the QEP will only provide technical review and coordination with the Site Assessment contractor who will prepare the SAPs, QAPPs, HSPs, and Unanticipated Discovery Plans – all documents must be consistent with the Work Plan and T&Cs approved by EPA, as well as, State DOH requirements.*

**11. What are the anticipated number of SAPs, QAPPs, HSPs, and/or Unanticipated Discovery Plans?**

*OHA expects Site Assessment contractor to create plans associated with the Phase II ESAs. OHA anticipates at least one EPA-approved QAPP (programmatic with site-specific addenda) and SAP/HSP for each Phase II ESA, with an Unanticipated Discovery Plan included. Final approach will be confirmed with EPA and State DOH.*

**12. The RFP indicates that the QEP will oversee the assessment contractor performing a minimum of 10 ESAs (5 Phase II ESAs and 5 additional ESAs), provide technical oversight for 7 ABCAs and 10 EHMPs. Please confirm that these quantities are correct since they differ from the quantities described in the EPA Brownfields 2025 Assessment Grant Fact Sheet associated with the OHA Assessment Grant.**

*The EPA Fact Sheet reflects the application; the negotiated Cooperative Agreement/Work Plan was completed after EPA Fact Sheet was published. The Work Plan requires 5 Phase II ESAs and 5 additional Phase I/II ESAs, with up to 7 ABCAs and up to 10 EHMPs as funds allow.*

**13. RFP Section 2 – Scope of Services, Section IV.A.3.a. indicates the QEP should “develop and/or provide technical input for the Community Engagement Plan.” Is it OHA’s intent that the QEP bidder develop the Community Engagement Plan or just provide technical input?**

*OHA will lead development of the Community Engagement Plan. The QEP will provide technical input to ensure assessment content is accurate and accessible.*

**14. RFP Section 2 - Scope of Services, Section IV.A.3.b. indicates the QEP will need to “create outreach materials.” Is it OHA’s intent that the QEP bidder subcontract with a professional entity to create these materials?**

*If outreach materials require contractor support, OHA will specify allowable scope and reimbursable costs in the contract. The contractor may subcontract for this task, if-needed.*

**15. We are not currently on OHA’s vendor list as providers of professional services. Can Offerors submit a proposal and be selected if currently not on the approved vendors list? We did not respond to your solicitations to be considered as approved providers of professional services.**

*Yes. This is a Competitive Sealed Proposals solicitation and is unrelated to the Professional Services list.*

**16. Is this a “goods and services” contract category as stated on page 17 of the RFP, or is this a professional services contract? On HlePRO the category is “Goods and Services” but the solicitation title is “qualified environmental professional services”. We typically respond to solicitations for providers of professional services (environmental engineering and related services).**

*This is a Competitive Sealed Proposals (RFP) solicitation – not a Professional Services solicitation. HlePRO category labels do not alter the procurement method.*

**17. Where are the sites for this project? Is travel to sites required or possible? This will have implications for estimating ODCs such as travel.**

*It is anticipated that most QEP responsibilities can be performed off-site. Travel for site visits or meetings will occur only if requested by OHA. The project sites are located in Kaka‘ako Makai and Iwilei on O‘ahu. Offerors should include a travel line item to accommodate any as-needed OHA-directed in-person activities.*

**18. Price range determination for evaluating fee proposals: how is the “competitive range” determined? Would the highest bidder be automatically rejected as outside the range?**

*The price proposal evaluation criterion is determined by the equation listed in the RFP on pages 34 & 35.*

**19. On page 1 of the RFP it is stated that “price is not the primary consideration in determining an award.” However, on page 34 of RFP evaluating item #6 “price proposal” indicates that price has the highest % score of all criteria, with a max scoring of 25 points assigned to the lowest bid. This suggests that price is still the main driver. If you could please elaborate on this.**

*This solicitation is not awarded on a price-only or best-value basis. Price is considered alongside multiple non-price factors, in accordance with the evaluation criteria outlined in the solicitation.*

**20. Is there a rough estimate of the anticipated project costs? The requested scope of work could be interpreted with various levels of efforts.**

*The EPA grant totals \$2,000,000 for the assessment program. Contract values will be determined through competitive proposals; OHA does not publish an internal estimate for this solicitation.*

**21. May we know who's the contractor/consultant that the Offeror would be providing oversight for?**

*The assessment contractor has not been selected. Identification will occur following a separate competitive procurement.*

**22. Could you please elaborate more on the T&M v. FF contract basis? It seems that the scope of work may not be well defined and could change during contract period. Was this the primary driver for T&M compensation type? Or else? if you could please elaborate on your considerations.**

*The contract will be structured as cost-reimbursement, not-to-exceed, as described in the RFP. This approach accommodates variable levels of effort across sites and deliverables and ensures costs are reimbursed based on actual allowable expenses. The contract is not issued as time-and-materials or fixed-fee.*

**23. The level of effort will be driven significantly by the competence of the firm currently providing the due diligence services (Phase I and II ESAs). This makes it difficult to estimate costs without having additional info such as who is the current provider or having reports to review.**

*There is no current contractor performing Phase I or Phase II ESAs for this project; the assessment contractor will be procured separately. Offerors should base their level-of-effort on the RFP scope. Publicly available environmental records for Kaka'ako Makai and Iwilei may be accessible through the Hawai'i DOH HEER Office databases, which Offerors may review at their discretion.*

**24. Could you provide information on the expected frequency of meetings that will be required with OHA and/or the OHA Board of Trustees for this work? Could you estimate what percentage of meetings will be in person versus virtual?**

*OHA anticipates routine progress meetings (virtual by default; in-person as needed on O'ahu) and additional meetings at key milestones. Any Board interactions will be conducted by OHA staff, unless otherwise directed or requested by BOT.*

**25. Is there an anticipated budget for this project?**

*The EPA cooperative agreement totals \$2,000,000. OHA does not publish a target contract budget; award value will be based on competitive proposals.*

**26. For the Oversight of Environmental Site Assessments task (page 21), is this intended to be on-site oversight of Phase II ESAs or oversight in the form of reviews of technical documents such as SAPs, QAPPs and reports?**

*Oversight will primarily consist of technical reviews of plans/reports and schedule/quality coordination. On-site presence may be requested by OHA on a case-by-case basis.*

**27. Will there be a single contractor conducting the assessment work that will be overseen by the entity selected to implement this RFP? If more than one contract is expected, can OHA please indicate the number of contractors that will need to be overseen?**

*OHA anticipates competitively selecting an assessment contractor. OHA reserves the right to procure additional contractors if program needs warrant, consistent with EPA terms.*

**28. In reference to Section 3, Part II, Subpart C (page 27), would a certified electronic signature suffice for the original signature requirement?**

*Offerors' authorized signature must be an original signature in ink, required before any award may be made, or an electronically signed signature with an audit trail. If the proposal is unsigned or the affixed signature is a facsimile or a photocopy, the proposal will be automatically rejected. If the proposal is not signed by an authorized signatory as shown on the corporate resolution, the proposal will be automatically rejected.*

**29. In Section 3, Part II, Subpart D(1) (page 29), it states to "Provide a list of companies or government organizations to which your proposed team is/are currently providing services." In the prior paragraph, it states that we should provide a listing of verifiable experiences with projects or contracts related to the services that were provided to a government agency or provide entity within the last ten (10) years. Please confirm that our list of experiences do not all need to be current contracts but only need to have been active within the last ten years.**

*Experience may include projects performed within the last ten (10) years; current/ongoing contracts are not required for every example.*

**30. To ensure consistency between cost proposals, would OHA consider providing an estimated total number of hours per task?**

*OHA will use common baseline assumptions (e.g., expected deliverable counts, review cycles, and meeting cadence) to support comparable pricing; Offerors should propose staffing and hours consistent with their approach.*

**31. If on-site oversight is anticipated to be required under Task 2: Oversight of Environmental Site Assessments, could OHA please provide the following to assist with estimating travel costs: a. The number of ESAs offerors should assume will require on-site oversight. b. The approximate locations within Hawai'i that the ESAs will be conducted. c. The average number of days of on-site oversight per ESA that will be required.**

*It is anticipated that most QEP responsibilities can be performed off-site. Travel for site visits or meetings will occur only if requested by OHA. The project sites are located in Kaka'ako Makai and Iwilei on O'ahu. Offerors should include a travel line item to accommodate any as-needed OHA-directed in-person activities.*

**32. Please confirm whether labor and ODC cost estimates should be based on the level of effort anticipated to be completed during the initial 12 months of work (according to the schedule listed on Page 12), or if offerors should include estimates for labor and ODCs to complete the full scope of work.**

*Please include the labor estimates and Not-to-Exceed pricing for the full job.*

**33. What is the estimated number of public meetings that we should plan to attend and document meeting notes for under Task 3? Is there a preference for these meetings being in person or virtual?**

*The number and modality of public meetings will be defined in the Community Engagement Plan. OHA anticipates a mix of virtual and in-person meetings aligned with project milestones and the work plan.*

**34. On Offer Form, OF-2, a list of labor categories is provided under number 1, Labor Rate Schedule. Does OHA have specific qualifications for the listed roles?**

*OHA requires a Qualified Environmental Professional (per 40 CFR §312.10) to oversee assessment activities. Additional role qualifications beyond those in the RFP are not prescribed; firms should propose appropriately qualified staff and provide resumes/licenses.*