



State of Hawai‘i

560 North Nimitz Highway
Honolulu, Hawai‘i 96817

August 17, 2017

Request for Quotes (“RFQ”) No. WKOP 2018-02 Road Clearing and Maintenance for Wao Kele O Puna

To All Interested Parties:

The Office of Hawaiian Affairs (hereinafter “OHA”) is looking for a firm that has applicable knowledge of Hawaiian ecosystems and knowledge of Hawaiian cultural practices that are applicable to the skills in carrying out the work to maintain road, road shoulder and lawn area for Wao Kele O Puna (hereinafter “WKOP”).

The Office of Hawaiian Affairs (OHA) owns WKOP Forest Reserve, TMK (3)1-2-010:02 & 003, located in the upper Puna area of Hawai‘i Island. At 25,856 acres, WKOP represents over 90% of the OHA’s landholdings. WKOP is of great spiritual importance to Native Hawaiians as the home to a number of deities and serves as a resource for subsistence gathering and other cultural practices. It is the OHA’s kuleana to protect, preserve, and perpetuate the cultural and natural resources of WKOP for current and future generations.

WKOP consist of areas that are heavily forested with deep cracks, fishers, and lava tubes, most of which are unknown (some faults and cracks are identified by yellow and blue lines in Figure 1: Map of Wao Kele O Puna; this is in no way an exhaustive survey). In addition, lava periodically enters WKOP with its associated heat, gasses, and risk of fire. As a result of these and other unspecified factors, travel on or above WKOP is hazardous.

Currently, vehicular access to WKOP is limited to an approximately 2.6 mile long gravel road that enters the Eastern boundary of the property near the Ka‘ohe Homestead, at the end of Middle Road (black line in Figure 1: Map of Wao Kele O Puna), over an easement through the neighboring Olsen Property (1.3 miles of road is on the OHA property; 1.3 miles of road is on Olsen property). A yellow gate marks the beginning of the OHA’s property. The road ends at a 5-acre grass clearing that was previously used for geothermal development (See Figure 1: Map of Wao Kele O Puna - red highlighted area).

SCOPE OF WORK

The successful Offeror shall agree to satisfactorily provide services set forth to maintain the existing gravel access road (including the easement over Olsen property) and the 5-acre cleared area that shall include, but may not be limited to the following:

1. Existing Road. The CONTRACTOR shall maintain the existing gravel road. The CONTRACTOR shall manage the vegetation on the sides of the road to keep the road approximately SIXTEEN (16) feet wide (EIGHT (8)-foot driving surface with a FOUR (4)-foot shoulder on each side). Grass on the road shall be mowed. Trees that overhang or fall upon the road shall be cut or trimmed as to not pose a threat to any vehicle using the road. The FOUR (4)-foot shoulders on each side of the road should be maintained free of any trees or brush and should be made and kept as flat as possible to the rest of the road surface. The road surface shall be maintained as necessary to preserve its quality, including repairing pot holes, cracks, or other dangers, as is discussed further below.
2. 5-Acre Clearing. The CONTRACTOR shall maintain the existing 5-acre clearing in its current state with grass mowed and trees and brush cleared as described in 3. and 4. below. New growth of trees or shrubs within the cleared area will be prevented. Prior to commencing work, the CONTRACTOR shall work with OHA with regard to any limitations or species that shall not be cut and further clarification for any sensitive areas that may require special instructions.
3. Mowing. Mowing of all grass on the road and in the clearing shall be conducted, as needed, to promote innocuous grass coverage in perpetuity, thereby making it harder for weeds to occupy these open spaces. Mowing shall occur no less than once every two to three months, depending on the season.
4. Trees and Brush. Trees and brush are to be maintained no less than once every three months so as to keep the road and cleared area unobstructed and free of new growth. Any trees or brush removed from the road or cleared area shall be deposited in the forest to decompose naturally. The CONTRACTOR shall be careful to not deposit cuttings from invasive species in a manner that may cause the invasive species to spread. The CONTRACTOR may control the ingrowth of trees and brush onto the road or clearing areas using any methods allowed under the Department of Land and Natural Resources' regulations for Forest Reserves, the Conservation District Protective Subzone, the Forest Legacy Program, and any other applicable laws and regulations. These methods shall be aligned with best forestry practices, unless otherwise instructed by OHA, and may include physical, mechanical, or chemical vegetation maintenance methods.
5. Road surface wearing. The road surface in WKOP may develop pot holes or cracks from rain, traffic, or seismic activity. The CONTRACTOR shall inspect the road surface during each visit to WKOP and fill cracks or holes. The CONTRACTOR may use 2-inch minus gravel or other appropriate material for fill, as recommended by the CONTRACTOR and approved by OHA in writing. Road fill shall be compacted manually unless otherwise unfeasible. Minor shaping of the road shall be done as

needed to maintain adequate drainage. Gravel and other materials may be stockpiled on site if determined acceptable by OHA in an appropriate location as determined by OHA. The CONTRACTOR must ensure all materials brought into WKOP are free of unintended pests.

6. Trash. The CONTRACTOR shall remove and appropriately dispose of any trash or other material dumped on the property in or along the existing gravel road and 5-acre clearing. The CONTRACTOR shall immediately report to OHA any major dumping or other findings that indicate illegal or otherwise dangerous activities on site.
7. Incipient forest threats. The CONTRACTOR shall monitor, report, and address any incipient forest threats, particularly new invasive species, in or along the areas the CONTRACTOR is maintaining, including new weeds and insect outbreaks (e.g. Little Fire Ants).

Requirements

1. The CONTRACTOR shall exert extreme care at all times in WKOP to ensure safety and prevent unnecessary damage to the natural and cultural resources. This includes following best forest management practices, particularly those involving sanitation of equipment and materials before and after work in WKOP.
2. The CONTRACTOR shall be sensitive to Native Hawaiian culture and practices and conscientious of forest users, particularly those using WKOP for Traditional and Customary practices, and will do its best not to interfere with such practices.
3. The CONTRACTOR shall comply with all State, Federal, and County requirements, and shall obtain all necessary permits, licenses, goods, services, and materials as required to complete this Scope of Services.
4. Meetings. The CONTRACTOR shall be available to meet with or present to OHA, its Board of Trustees, and its staff as is necessary to complete this Scope of Work, and at a frequency determined by OHA. The CONTRACTOR shall be available to meet with the community or third parties as deemed necessary and at the frequency as determined by the OHA.
5. Schedule. The CONTRACTOR shall provide OHA with a project schedule, inclusive of all tasks to be completed and expected dates of completion, within 10 workdays of the execution of this contract. All work conducted at Wao Kele o Puna must be conducted between 7:45 a.m. and 3:30 p.m., Monday through Friday, excluding State and OHA holidays, unless otherwise approved by OHA in writing.
6. OHA will grant a Right-of-Entry to CONTRACTOR upon the initiation of this contract, which the CONTRACTOR shall comply with during its access and use of the property.

7. The CONTRACTOR shall be responsible for keeping the area where its employees are working clean and for removing all waste, debris, or other material brought on the site by the CONTRACTOR upon completion of each work day.
8. The CONTRACTOR shall be solely responsible for the behavior and conduct of their employees or agents on OHA's Property. The CONTRACTOR shall, furthermore, ensure proper safety protocols are followed to protect the health and wellbeing of its employees and agents including, but not limited to: requiring appropriate apparel, other personal gear, and hydration.
9. The CONTRACTOR shall immediately advise OHA of any problems that arise during the execution of this Scope of Work.

The successful Offeror must be registered as a business in the State of Hawai'i and be compliant with Hawaii Compliance Express, submit a current copy of your Certificate of Liability Insurance, and complete the OHA W-9 form.

The Contract term is for SIX (6) months subject to the availability of funds with a tentative start date of September 15, 2017.

Interested Offerors are strongly encouraged to attend a site inspection. Please contact Charmaine Matsuura at (808) 594-0273 if you will be attending the site inspection. It will be held on Friday, August 25, 2017 at 9:30 a.m. All interested parties shall meet at Big Island Brokers/Neighborhood Place of Puna (gravel parking lot). If you are running late, please contact Kalena Blakemore at (808) 494-8568.

Take HWY 130 through the roundabout, heading to Kalapana, turn right at the next traffic light (Kapoho left & Pāhoa Town right) on to Pāhoa Village Road. Immediately to the right pull-off at Big Island Brokers/Neighborhood Place of Puna (gravel parking lot). We can meet vendors here and caravan up Kaohe Homestead Road to WKOP. It takes approximately an hour from Hilo to arrive at this location and another 20-30 minutes to reach the 5-Acre Clearing at WKOP, 4X4 WD is recommended. (See Exhibit A – Driving Directions to WKOP from Hilo).

Quotes are due to the OHA by Tuesday, September 5, 2017, 2:00 p.m. Hawaii Standard Time. Interested Offerors shall submit their quote by email to charmainem@oha.org, hand deliver or mail via by the United States Postal Service to the OHA at:

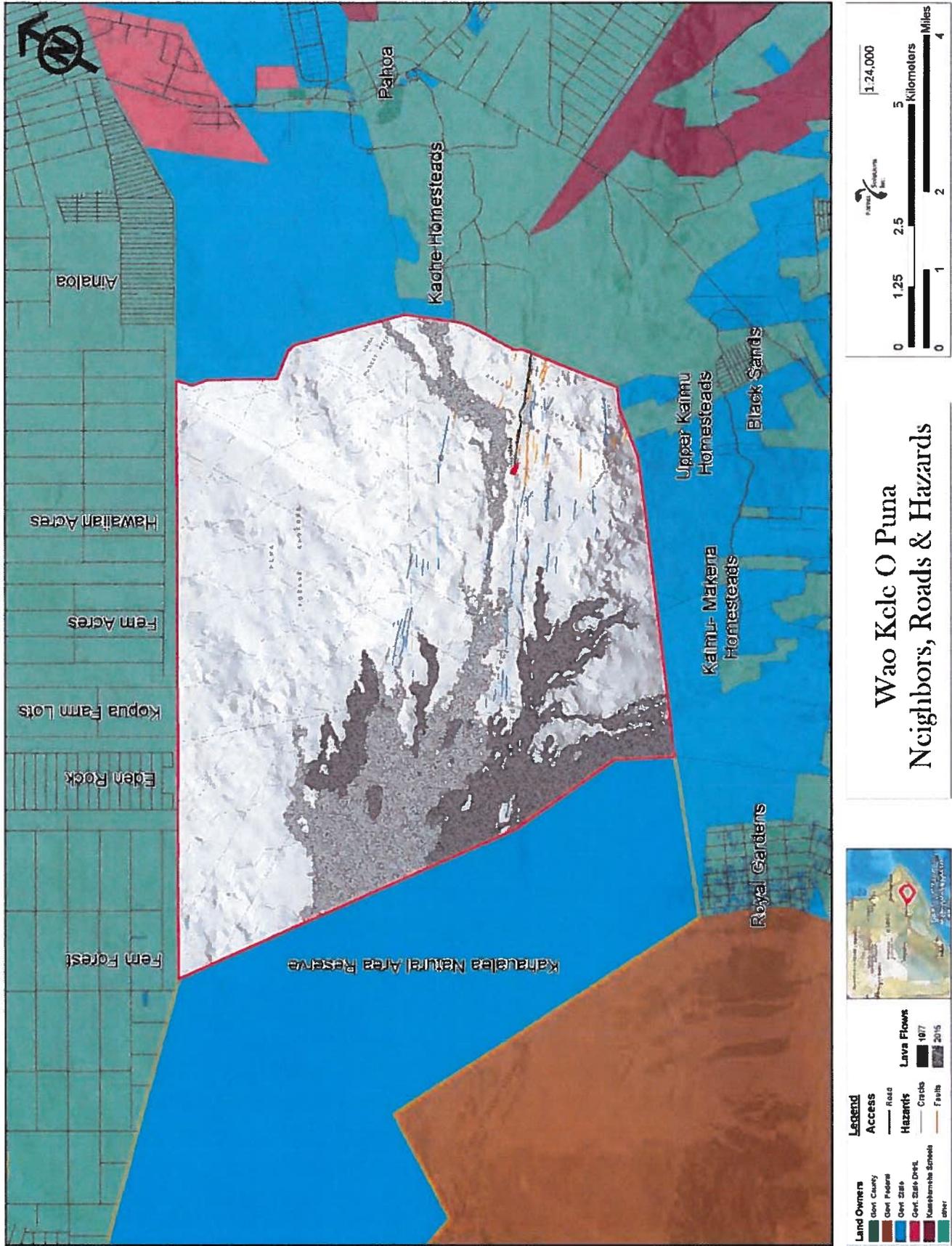
Office of Hawaiian Affairs
560 North Nimitz Highway, Suite 200
Reception Desk/Procurement Unit
Honolulu, Hawai'i 96817
Attn: Ms. Charmaine Matsuura, RFQ Coordinator

Facsimile transmission of the offer shall not be accepted and shall automatically be rejected. All offers must be time stamped by the deadline above.

The selection shall be contingent on the lowest most responsible and responsive quote for the OHA. The OHA reserves the right to reject any or all quotes and to accept the quotes in whole or part in the best interest of the OHA.

The successful Offeror must be registered as a business in the State of Hawai'i and be compliant with Hawaii Compliance Express, submit a copy of your Certificate of Liability Insurance and complete the OHA W-9 form.

If you have any questions, please contact: Charmaine Matsuura, Procurement Specialist at (808) 594-0273, email: charmainem@oha.org.



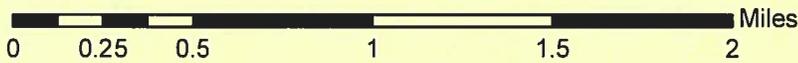
Wao Kele O Puna Neighbors, Roads & Hazards

Figure 1: Map of Wao Kele o Puna

Driving Directions to WKOP from Hilo

From Hilo on the Hawaii Belt Road (Mamalahoa Hwy)

- 1) Left on Keaau-Pahoa Bypass Hwy or Keaau-Pahoa Rd. (Pahoa Rd.) for approx. 10.9 miles.
- 2) Right on Pahoa Village Rd. (Pahoa Rd.) for approx. 1/2 mile.
- 3) Right on Apa'a St. (look for the Transfer Station sign) for approx. 0.4 miles. Apa'a St. curves right and turns into Cemetery Rd. after the Transfer Station.
- 4) Continue on Cemetery Rd. for approx. 1.2 miles.
- 5) Right on Kaohe Homestead Rd. (Kaohe Rd.) at T in road for approx. 1.2 miles.
- 6) Keep Left on paved South Rd. for approximately 0.6 mile.
- 7) Continue mauka for approximately 1.3 miles to WKOP Papa (clearing) at the end of the road.



Contact: Kalena Blakemore
 Land Specialist
 Hawaii Office: (808) 933-3109
 Mobile: (808) 494-8568

