

Request for Proposals:

Waipio Valley Flood Damage Reduction/Stream Stabilization – Preliminary Investigation



Prepared By:
Mauna Kea Soil & Water Conservation District
James Thain, Chair
Project Manager

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Section I – Overview

A. Summary and General Information

The USDA-Natural Resources Conservation Service (NRCS) has awarded Mauna Kea Soil & Water Conservation District (MKSWCD) a Cooperative Agreement Contract for the Waipio Valley Flood Damage Reduction and Stream Stabilization Preliminary Investigation.

This Request for Proposals (RFP) has been issued to determine the eligibility of responding individuals or organizations (“Applicants”) to prepare a preliminary investigation to identify, develop and assess measures to protect the water supply for taro cultivation in Waipio Valley. The MKSWCD will then select a contractor (“Contractor”). The MKSWCD will then enter into negotiations with the Contractor to formalize a Contractor Agreement. An executed contract is anticipated by September 7, 2010 or sooner.

Proposals shall describe the Applicant’s qualifications, a description of past projects which are similar in nature to this Project, an explanation of how the Applicant would develop and recommend alternative solutions, and a cost estimate.

Proposals are due no later than August 12, 2010 2 pm, Hawaii Standard Time (HST). See Section C for details regarding submission instructions.

B. Statement of Work: Waipio Valley Flood Damage Reduction and Stream Stabilization Preliminary Investigation

The Contractor shall prepare a preliminary investigation to develop and assess measures for flood protection, streambank stabilization and bedload management in Waipio Valley on the island of Hawaii.

The investigation will:

- Map generalized areas for alternative measures described in the Waipio Valley Stream Management Plan (NRCS 2006);
- Analyze existing conditions relating to high-flow stream discharge, geomorphic processes, and environmental resources, for two areas known as the Linda Beech road crossing and the Kawashima waterhead;
- Develop screening-level concept plans, cost estimates, and environmental evaluations for two alternatives for each of the two areas noted above;
- Coordinate with NRCS and key stakeholders to select a preferred alternative for proposed development at each of the two areas, and develop preliminary design drawings and cost estimates for the proposed improvements; evaluate environmental impacts, identify probable permit requirements, and suggest potential funding sources for the proposed improvements; and prepare draft and final reports summarizing the project findings.

The Contractor shall comply with the terms and conditions set forth in the Agreement for

Services and in this Statement of Work. The anticipated project duration is 13 months, with an estimated price range of \$125,000-\$167,000 including costs for the consultant contract. The Contractor will coordinate with the Mauna Kea Soil and Water Conservation District (District) for project execution and contract administration issues.

The USDA Natural Resources Conservation Service (NRCS) will provide limited technical assistance to the project through delivery of existing data, references, and construction standards; participation in stakeholder meetings; and review of project deliverables.

Background

Waipio Valley is an area of historical and cultural significance on the island of Hawai'i. At the time of first Western contact, Waipio was serving as a royal and religious center inhabited by as many as 3,000 Hawaiians and having approximately 800 acres in taro production. In recent years it has become increasingly difficult to produce taro, especially in manners that preserve the traditional and customary practices, due to factors that include landscape transformation by invasive species and regulatory constraints imposed on in-stream activities critical to the maintenance of taro field water supply and drainage. Sediment build-up in the Wailoa River has been especially severe since an earthquake in October 2006, resulting in increased flood risk to residents, agricultural lands, and native aquatic life.

The current project will further the development of flood protection and stream stabilization improvements for two priority areas in the valley. The improvements will draw upon concepts presented in the Waipio Valley Stream Management Plan (NRCS 2006), which was developed by NRCS in cooperation with the University of Hawaii, MKSWCD, Waipio Community Circle, and Waipio residents and farmers. Products of the current project will aid subsequent steps to obtain funding for final design, permitting, and construction of improvements.

Existing Conditions Inventory and Analysis

This task will complete an inventory of existing conditions for identified resource concerns. The task will focus on issues related to stream hydraulics, geomorphology, and streambank stability, providing the benchmark by which to measure potential improved conditions. A considerable amount of information is already summarized in the Waipio Valley Stream Management Plan prepared by NRCS (2006) (http://www.pia.nrcs.usda.gov/programs/waipio_stream.html). Additionally, the task will summarize other resource conditions (that may include soil, water, air, plant, animal, and human issues) to the extent of identifying potential compliance requirements for local, state and federal laws. Task activities will include the items described below:

- Prepare a topographical map of the project area using NRCS-supplied GIS shape files of 2-foot interval contours generated from a 2007 LIDAR survey. The LIDAR coverage includes roughly the lower 80% of the Wailoa River floodplain identified as Zone A on the FIRM map (straddling panels 0125C and 0200C). The coverage includes the area of the Kawashima waterhead and extends approximately 0.2 miles upstream from Linda Beach road crossing.
- Conduct a field survey to collect current topographical data in the vicinity of Linda Beach road crossing, the Kawashima waterhead, and the Wailoa River mouth. The survey will be used to validate or update the 2007 contour information to current stream channel conditions, and should be of sufficient detail to enable the development of HEC-RAS input

data for the Zone A area. Transects should be located no less than 500 feet apart, noting the top of bank, toe of bank, edge of water, and approximate thalweg location at each transect.

- Review the hydrology discussion reported in the 2006 Stream Management Plan. Establish project design discharge values for five probability conditions (2, 10, 25, 50 and 100-year events), in a format compatible for HEC-RAS analysis
- Use the HEC-RAS hydraulic analysis program to determine water surface profiles and velocity conditions for the Wailoa River, for each of the five probability events, focusing on Wailoa River stream channel characteristics in the Linda Beech road crossing and the Kawashima waterhead. Document assumed channel conditions that factor into the analysis, including channel roughness, bank height, and potential split flow conditions.
- If appropriate, provide a 2D hydraulic analysis to estimate localized velocity conditions at river bends and other areas especially vulnerable to streambank erosion
Provide a preliminary geomorphic evaluation of the river, including a characterization of channel bed and streambank materials, and its existing stability with respect to sediment load transport.
- Coordinate with NRCS and other agencies as needed to complete the “No Action” portion of the NRCS Environmental Evaluation Worksheet (Form PI-CPA-52), completing a separate worksheet for the road crossing and waterhead areas. This Environmental Evaluation (EE) process determines whether future project activity will need an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). The form is a checklist that describes (and preferably quantifies) the benchmark condition for each resource concern identified in the project definition.
- Additionally, the form has several worksheets to guide the initial evaluation and documentation for the following special environmental concerns:
 - Clean Air Act
 - Clean Water Act / Waters of the US
 - Coastal Zone Management Areas
 - Coral Reefs
 - Cultural Resources
 - Endangered and Threatened Species
 - Environmental Justice
 - Essential Fish Habitat
 - Floodplain Management
 - Invasive Species
 - Migratory Birds Treaty Act
 - Natural Areas
 - Prime and Unique Farmlands
 - Riparian Area
 - Scenic Beauty
 - Wetlands

The PI-CPA-52 form includes space for recording the effects of two alternatives in addition to the No Action alternative. The contractor will complete the EE form as part of the Alternatives.

Alternatives Analysis

This task will complete a screening-level analysis of alternatives to reduce flood damages and enhance stream stability at two locations:

The Linda Beech road crossing and the Kawashima waterhead. Two alternatives will be developed for each location, most likely corresponding to two different levels of flood protection (such as the 25-year and 100-year storms). The improvements at each location may consist of single measures or a combination of measures (such as gravel bar removal and streambank treatment). Task activities will include the items described below:

- For each alternative, complete the analyses necessary to provide conceptual-level recommendations for design criteria, treatment materials selection, and treatment dimensions that incorporate the following considerations:
 - placement or removal of excavated bedload
 - hydraulics and slope stability both above and below the water line of the design storm; – anchoring of the end sections or other measures to prevent flanking of the treatment; 3
 - stabilization of toe erosion by treatments that redirect to flow away from the toe or by structural treatments that armor the toe;
 - vegetation of the treatment slope and/or other select streambank areas;
 - revegetation of areas disturbed by short-term activities such as construction-period excavation, stockpiling, and equipment access.
- Develop a conceptual-level plan drawing for each alternative that illustrates the treatment dimensions, construction materials, and approximate limit of the area disturbed during construction. Develop drawings for presentation at sheet sizes of 11 inches by 17 inches (ANSI B) or 8.5 inches by 11 inches (ANSI A), using AutoCAD and graphical presentation concepts as described in NRCS national CAD standards (to be provided by NRCS).
- Repeat the Environmental Evaluation process to identify the effects of each alternative, recording the results on the Form PI-CPA-52 developed in Task 3.2 for each location. For each alternative, develop a conceptual-level estimate of the following costs:
 - Construction – including specific estimates for all identifiable components, and based on quantities of materials and workmanship shown in the drawings to the extent practical;
 - Operation, maintenance, and replacement – including the annualized cost of any necessary inspections and repairs for the planned life of the alternative;
 - Land rights – to include estimated costs for land purchase, easements, right-of-way, and utility relocation, as needed;
 - Engineering – to include costs for subsequent field surveys and investigations, preparation of final design plans and specifications, and construction inspection services.
 - Permitting – to include the cost of preparing, submitting and tracking permit applications;
 - Contract administration – providing the estimated cost for administration of engineering and construction contracts.
- Develop an assessment of programs and other implementation/funding opportunities that may be available to implement each alternative. Funding opportunities may differ for alternatives due to factors such as project life, or location on public versus private land.
- Coordinate with NRCS to obtain information on USDA programs, and solicit information regarding other federal, state, and organizational programs from project stakeholders and outside sources. Provide a brief description of the conditions and constraints for each program and funding opportunity.
- Provide a brief description of select criteria for each alternative, describing factors such

as design life; project cost; environmental/cultural resources impact; social acceptance; and anticipated permitting/construction duration. Assign a summary value or ranking (e.g. low, medium, high) to each criterion that will be used in comparisons of this measure to other measures. Prepare a table that summarizes the key features and criteria rankings of the alternatives. Recommend a preferred solution for each of the two locations.

Interim Report

This task will develop the first phase of a stand-alone report that summarizes the activities, findings and recommendations of the project. This interim report will be used as an aid by NRCS, the District, and key stakeholders to reach consensus in selecting a preferred alternative. The review process will also provide an opportunity to suggest modifications to the conceptual plans, to be carried forward into the preliminary design task.

The report will include discussion of stakeholder input to the project definition; a summary of existing conditions; and a synopsis of the alternatives analysis and recommended improvements. The Environmental Evaluation Form PI-CPA-52 (along with supporting documentation) will be compiled as a report appendix. Appendices showing the results of hydrologic and hydraulic analyses may be bound as a separate volume, depending on their length. The Contractor will submit two packages comprised of the following items, and deliver one package each to NRCS and the District:

- Two bound copies of the draft report and appendices
- An electronic copy of the report in PDF format
- An electronic copy of the report text in word-processing format

NRCS and the District will coordinate a review of the report over a four-week timeframe, incorporating the expertise of engineers, environmental specialists, program directors, and select stakeholders. NRCS and the District will compile all comments into a single document and will make an effort to resolve conflicting comments prior to submitting the comments to the Contractor.

The task will conclude with a progress meeting in the vicinity of the District's Waimea office. The meeting agenda will include a discussion of report review comments; a focused look at the proposed improvements design elements and a review of the project schedule and budget.

Preliminary Design

This task will develop materials to provide a more in-depth understanding of permitting and construction requirements for proposed improvements at two locations: the Linda Beech road crossing and the Kawashima waterhead.

The Contractor will:

- Prepare preliminary design drawings for each location that include, at a minimum, a plan view, profile, and typical cross section. Develop drawings for sheet sizes of 11 inches by 17 inches (ANSI B), using AutoCAD and graphical presentation concepts as described in NRCS national CAD standards (to be provided by NRCS).
- Develop a list of anticipated federal, state and local permits necessary for project construction, treating each location as a separate project.

- Review and revise the assessment of programs and other implementation/funding opportunities for the proposed improvements, as needed.
- Develop a description of the proposed improvements that includes the anticipated construction methods and duration, as well as recommended operation, maintenance and replacement activities.
- Use information gained during the preliminary design process to refine the previously developed conceptual cost estimates, including:
 - Construction – including specific estimates for all identifiable components, and based on quantities of materials and workmanship shown in the drawings to the extent practical;
 - Operation, maintenance, and replacement – including the annualized cost of any necessary inspections and repairs for the planned life of the alternative;
 - Land rights – to include estimated costs for land purchase, easements, right-of-way, and utility relocation, as needed;
 - Engineering – to include costs for subsequent field surveys and investigations, preparation of final design plans and specifications, and construction inspection services.
 - Permitting– to include the cost of preparing, submitting and tracking permit applications;
 - Contract administration – providing the estimated cost for administration of engineering and construction contracts.

Final Report

This task will produce a final Preliminary Investigation report that addresses the review comments provided by the stakeholders. It will be the responsibility of the Contractor to compile all stakeholder comments into a single document, identify occurrences of conflicting comments, and submit the comments compilation to NRCS and the District. A meeting or teleconference will be conducted between NRCS, the District and the Contractor to decide on a course of action, where necessary, for addressing or responding to stakeholder concerns. The Contractor will incorporate stakeholder comments and produce a final document, as appropriate.

The Contractor will distribute two bound copies of the final report and appendices, and one PDF version of the report, to both NRCS and the District. Additionally, the Contractor will supply NRCS with copies of the final electronic files used for project analysis, including:

- Hydrologic, hydraulic, geomorphic analysis program files and topographical survey files.
- Site layout and conceptual design CAD files
- GIS map files
- Cost estimate worksheet files Report word-processing files.

Contract Management and Administration The Contractor will coordinate with the District to complete the following activities:

- Submit an invoice for services performed at least quarterly and no more frequently than monthly. The invoice submittal shall include supporting documentation for project expenses and a brief status report summarizing accomplishments for the reporting period.
- Submit a completed Quarterly Accrual Report during each March, June, September and December within the period of performance, submitting the information no later than the 15th day of those months. A quarterly accrual is the value of the project work that has been performed or will be performed before the end of the month, but for which an

invoice has not yet been submitted. The U.S. Congress relies on accrual information and other financial statements to determine future funding amounts for on-going and new NRCS programs.

- Satisfy performance reporting requirements by submitting a completed SF-PPR,
- Performance Progress Report, on a semi-annual basis. The reporting period for the report is based on a calendar year period, or portion thereof, with the report due to the District 15 calendar days following the end of the period. For example, if the agreement award date was March 1, the first performance report would cover the period January 1 through June 30 (noting that no performance occurred until the March 1 award date) and would be due to the District not later than July 15. A final performance report must be submitted to the District within 75 days after completion of the project.

Schedule

Project activities and deliverables will be completed in roughly 13 months. This time frame assumes a Notice to Proceed date of September 7, 2010 and will be adjusted to reflect the actual contract execution date.

NO CHANGE ORDERS

C. Request for Proposal Process:

The RFP process consists of three phases: Proposals, Selection of Contractor, and Execution of Required Legal Documents. Deadlines and other important dates are as follows:

RFP available date:	July 9, 2010
Proposal due date:	August 12, 2010
Anticipated award date:	September 7, 2010

Proposals

- Applicants must submit their Proposals in accordance with the instructions in Section III.
- An application must include all information requested in the RFP and demonstrate that the Applicant possesses relevant experience.
- An Applicant's submission of qualifications will be considered as permission for Mauna Kea SWCD to make inquiries concerning the Applicant's prior performance as staff deems necessary.
- Selection of Contractor: An evaluation panel ("Panel") will be assembled to review applications. The Panel may, at its discretion, notify an Applicant that additional information or clarification is necessary. The selection process may involve interviews, contacts with references, and review of other information.
- An Applicant may be rejected at any time if adverse findings are made with regard to the Applicant or any of its principals or related entities.
- The Mauna Kea SWCD further reserves the right, in its sole discretion, to reject at any time any or all applications, to withdraw the RFP, to negotiate with one or more

Applicants, and/or to terminate negotiations without cause.

Execution of Required Legal Documents

Upon selection of the Contractor, the Mauna Kea SWCD and the Contractor will negotiate a Contractor Agreement. The terms of the Agreement, after execution, shall govern the relationship between the Mauna Kea SWCD and the Contractor. In the event of any variance between the terms of this RFP and the Agreement, the terms of the Agreement will govern.

Inquiries

Requests for clarifications and/or questions related to this RFP must be submitted in writing, via regular mail or electronic mail, and received no later than August 9, 2010 before 2 pm HST. Questions received after that time will not receive a response. No interpretations of the RFP will be made orally.

All interpretations will be issued by electronic mail to all parties who receive a copy of the RFP.

All inquiries shall be addressed to:

Contact Name: Margaret Fowler
Address: 64-1032 Mamalahoa Hwy., STE 201, Kamuela, HI 96743
Email address: margaret.fowler@hi.nacdnet.net

Section II – Standard Terms and Conditions

1. Contractor's Agreement

If deemed the most responsive firm to this RFP, the contractor shall enter into an agreement with the MKSWCD. The contractor, as well as any of its subcontractors or affiliates providing goods or performing work or services under the contract, shall meet the mandatory compliance requirements of the State of Hawaii as set forth by law.

The Scope of Services shall conclude no later than 13 months from Notice to Proceed Date . The agreement may be terminated at an earlier date upon 30 days written notice by either party. The agreement may be extended upon mutual agreement of the parties and approval by the NRCS of a request for a No Cost Time Extension.

2. Business Registration

Applicant will provide Hawaii General Excise Tax Number or Federal ID Number. Applicant will provide Certificate of Incorporation and By-Laws.

3. Insurance

Applicant will provide an approved Certificate of Compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). Contractor shall obtain, maintain, and keep in force throughout the period of this Contract, the following types of insurance:

- General liability insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for bodily injury and property damage liability arising out of each occurrence and TWO MILLION AND NO/100 (\$2,000,000.00) aggregate.
- Automobile insurance issued by an insurance company in an amount of at least ONE MILLION AND NO/ DOLLARS (\$1,000,000.00) per occurrence.

Prior to or upon execution of this Contract, the CONTRACTOR shall obtain a Certificate of Insurance verifying the existence of the necessary insurance coverage. The parties agree that the Certificate of Insurance shall be attached to the executed contract. If the scheduled expiration date of the insurance policy is earlier than the expiration date of the time of performance under the Contract, the CONTRACTOR, upon renewal of the policy shall promptly cause to be provided to the MKSWCD an updated Certificate of Insurance.

If the CONTRACTOR'S insurance policy is being cancelled, either the insurance company shall give the MKSWCD thirty (30) days written notice of the intended cancellation or the CONTRACTOR shall notify the MKSWCD in writing within fifteen (15) calendar days of receipt of the intended cancellation from the insurance company.

4. Compensation

Refer to Contract Management and Administration from Statement of Work on.

5. Compliance – Laws

The Contractor and any subcontractor or affiliate must comply with all Hawaii local, state and federal laws, rules and regulations applicable to any contract for the subject project and to any goods delivered, services rendered, or work performed in accordance with the same; reference above items 2 - 4. Applicant will provide Professional Licensing Certificate from the Hawaii State Department of Consumer Affairs. Applicant will provide State of Hawaii – Department of Taxation Tax Clearance.

6. Causes for Rejection

Submittals pursuant to this Request for Statements of Qualifications may be rejected for any or all of the following reasons:

- Applicant is not authorized to do business in the State of Hawaii;
- Submission is not responsive to the requirements set forth in this Request for Proposals document;
- Submission contains false or misleading statements; or
- Any other parameter that the MKSWCD deems appropriate cause for rejection.

Section III – Instructions for Preparation and Submission of Proposals

A. Form and Content of Submission Documents

Contractors shall submit their “Proposals” in a sealed package, and “Cost Proposals – Confidential” in a separate, sealed package, with the following information clearly marked on the outside of each package: name, address, and telephone number of the Applicant; and the title, Waipio Valley Flood Damage Reduction and Stream Stabilization Preliminary Investigation.

Each submission must consist of one bound original and five copies of the Applicant’s qualifications, including all documentation requested as described below.

Each copy should be submitted in a three-prong folder and clearly labeled with the name of the Applicant on the cover. Applicants are also encouraged to submit a computer disk that includes all submission items.

The following submission items are required:

1. Cover Letter

The first page of the proposal shall be a cover letter identifying the overall project as the Waipio Valley Flood Damage Reduction and Stream Stabilization Preliminary Investigation.

If the proposal is submitted by a corporation (joint venture, associated firms, etc.), the cover letter shall be signed by a corporate officer authorized to do so. If made by an individual, that individual shall sign the cover letter. One or more of the partners shall sign if the Applicant is a company or partnership.

2. Qualifications Statement

Each Applicant shall submit a statement of qualifications that demonstrates the Applicant's ability to perform the work proposed. The statement should be cognizant of the Evaluation Criteria in Subsection 2.

3. Assessment Team Description

The qualifications statement shall identify a lead firm, project manager, and members of the assessment team, including addresses, telephone numbers, fax numbers, and e-mail addresses for each. Resumes for key personnel and an explanation of their anticipated roles as members of the assessment team for the subject project shall be included.

4. Relevant Experiences

The statement shall also describe the Applicant's capabilities in performing the type of work that will be required by this RFP, including the Applicant's experience, capabilities and resources to perform the Tasks and Deliverables, identified in the Statement of Work.

The Applicant shall provide a description of relevant projects demonstrating experience with the services requested. Include the project name, a short description (i.e. location, size, environmental investigations conducted, etc.), the member's role in the assessment process, entity for which the project was performed, and a contact name and telephone number. Any experience with "inclusive public processes" such as stakeholder involvement and/or visioning, should be noted.

5. Technical Proposal

The Applicant will provide a description of how he/she intends to perform the services under each task.

6. Fee Structure

Identify all fees associated with the Tasks and Deliverables, Statement of Work.

7. Forms and Certifications

All forms and certifications cited in the text of this RFP shall be completed and provided by the Applicant(s) as part of the submission package

B. Evaluation Criteria

The following table shall be used to evaluate all proposals submitted as part of this RFP:

Evaluation Criteria	Point Value
Specialized Experience	25
Site Evaluation	15
Alternative Evaluation & Design	15
Performance of Installed Projects	10
Professional Qualifications:	
Experience of the Project Manager	10
Experience of the Project Team	10
Capacity of Resources:	
Availability of the Project Manager	5
Availability of the Project Team	5
Competitive Fee Structure	5
Maximum Points:	100

C. Time and Place for Submitting Proposal Documents

Applicants shall submit the complete submission package no later than 2 pm, HST, August 12, 2010 to:

Contact Name: Mauna Kea SWCD
Margaret Fowler, Project Coordinator
Address: 64-1032 Mamalahoa Hwy., STE 201
Kamuela, HI 96743