

after the review and selection process is completed.

3. *Scoring Criteria* - Those proposals that are determined to be acceptable shall be evaluated based upon seven (5) criteria deemed critical to the successful completion of all requirements. The evaluation process will award points on a scale of 0 to 5 (0 = poor, 3 = fair, and 5 = excellent) for each criteria. Each member of the Evaluation Committee will score each proposal. Points awarded for each criterion will be multiplied by the weighted value as detailed in Section VIII. C(4). The final scores of each proposal will be an average determined by assessing the total scores of all committee members. The Evaluation Committee may also conduct reference checks and/or enter into discussions with Applicants to clarify issues regarding the Applicant's proposal. Discussion will be limited to only priority-listed Applicants as determined by proposal evaluation score. All responsible Applicants who submit acceptable or potentially acceptable proposals are eligible for a priority list. Those proposals failing to receive a minimum qualifying score shall be (1) disqualified from further consideration, and (2) mailed a Notice of Determination.

The State reserves the right to determine what is in the State's best interest in this evaluation process and its decision shall be final. The State reserves the right to select portions of a proposal, or to reject any and all proposals.

4. *Evaluation Criteria* - Proposals submitted will be evaluated using the following weighted criteria:
 - a). **Statement of experience:**
 - (1) The Applicant possesses professional qualifications to perform the work under scope of services including: arboriculture, urban landscaping, developing and maintaining urban forest/tree projects. Experience in attending National and International Urban and Community Forestry Conferences and state coordinator's meetings; as well as serving as a member of various local, regional or national urban forestry committees (Weighted Value 4).
 - (2) Demonstrates knowledge and experience in Hawaii needed to coordinate a network of organizations to assist volunteer and community urban tree planting projects statewide. This may include conducting collaborative problem-solving/planning or broad-based community and agency building activities (Weighted Value 2).
 - (3) The Applicant has staff who have obtained at least a Bachelor of Science Degree in Urban Forestry, Arboriculture, Silviculture, Horticulture (4 year), or a related field from an accredited University. Legal expertise and a certified member of the International Society of Arboriculture are desired (Weighted Value 3).

- (4) Professional technical and work experience in the Pacific is needed to advise the State Urban and Community Forestry Council as it reviews urban tree planting project proposals (Weighted Value 2).
 - (5) Ability to update/change and deliver the objectives of the State Urban and Community Forestry Strategic Plan. This plan shall describe statewide actions to increase urban forestry activities in local and community forest areas throughout Hawaii (Weighted Value 2).
 - b) **Program implementation plan:**
 - (1) Implementation plan is adequate to complete and address items under Scope of Services. Items that should be included are, but are not limited to, long term program goals, annual implementation timelines, expected accomplishments, details on how successes will be measured, program evolution, expected outcomes, monitoring plan, among others. (Weighted Value 4)
 - c) **Projected budget:**
 - (1) Project budget that is adequate to cover program priorities, Scope of Service duties, staff salaries, insurance, website, etc. (Weighted Value 3).
 - (2) Illustration of anticipated alternative (other than the US Forest Service) funding sources to supplement program implementation (Weighted Value 3).
- C. **Cost of Proposal Preparation** - Costs for developing the proposals are solely the responsibility of the Applicant, whether or not any award results from this solicitation. The State of Hawaii will provide no reimbursement for such costs.
- D. **Disposition of Proposal** - All proposals become the property of the State of Hawaii. The successful proposal will be incorporated into the resulting contract. The State reserves the right to reject any or all proposals, to undertake discussions with one or more Applicants, and to accept that proposal or a modified proposal which, in its judgment, will be most advantageous to the State and the selection criteria considered. The State also reserves the right to waive any defects or accept all or portion of any proposal.
- E. **Notification** – Each organization will be notified in writing of the Evaluation Committee's awarded proposal(s) or determination, if any at the end of the evaluation period. If receiving an award letter, please note that this letter does NOT constitute a release of funds. Once a contract/agreement is executed, DOFAW will issue a Notice to Proceed.
- F. **Debriefing** – For those non-selected proposals, a debriefing to inform Applicant(s) score and non-selection can be provided upon request. A written

request for a debriefing to primary contact must be made within three (3) working days after the posting of the Notice of Award.

- G. Protest – A protest shall be submitted in writing within five (5) working days after the aggrieved knows or should have known of the facts giving rise thereto. Further provided that a protest of award or proposed award shall be submitted within five (5) working days after a debriefing has taken place. Any protests shall be submitted in writing to the Chairperson of the Department of Land and Natural Resources, 1151 Punchbowl Street, Honolulu, Hawaii 96813.
- H. Determination of Responsibility - In order to qualify as responsible bidders, entities must meet the following standards:
1. Have adequate financial resources and the ability to obtain such resources as required during performance.
 2. Possess the necessary experience, organization, technical qualifications, skills, and facilities or the ability to obtain them.
 3. Demonstrate the ability to comply with the proposed or required time of delivery or performance schedule.
 4. Possess a satisfactory record of integrity, judgment and performance.
 5. Show it is qualified and eligible to receive the award under applicable laws and regulations.

Applicants shall submit acceptable evidence of existing organizational infrastructure, financial means to operate on a reimbursement basis, experience record & technical qualifications and the overall capacity to perform the services called for in this document under this RFP.

If proprietary data or information is included in the proposal, please identify appropriate sections with a label stating "Proprietary Information." Unless otherwise identified as "Proprietary Information," please note that your proposal and contract become public documents and are available for public inspection once awards are posted. Additionally, all photos developed/used/submitted for the RFP become property of DOFAW.

- I. Reference §103D-310(c), HRS - If compliance documents have not been submitted to the Department prior to award, prospective Applicant(s) shall be asked to produce documents to the procurement officer to demonstrate compliance with this section.

1. HRS Chapter 237 Tax Clearance Requirement for Award- Instructions are as follows:

Pursuant to §103D-328, HRS, prospective Applicant(s) shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the

Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. It must be valid on the date it is received by the Department of Land and Natural Resources, DOFAW.

The tax clearance certificate shall be obtained on the State of Hawaii, DOTAX TAX CLEARANCE APPLICATION Form A-6 (Rev. 2003) which is available at

DOTAX and IRS offices in the State of Hawaii or the DOTAX website, and by mail or fax:

DOTAX Website (Forms & Information):

http://www.hawaii.gov/tax/a1_1alpha.htm

DOTAX Forms by Fax/Mail: (808) 587-7572
1-800-222-7572

Completed tax clearance applications may be mailed, faxed, or submitted in person to the Department of Taxation, Taxpayer Services Branch, to the address listed to the application. Facsimile numbers are:

DOTAX: (808) 587-1488
IRS: (808) 539-1573

The application for the clearance is the responsibility of the Applicant, and must be submitted directly to DOTAX or IRS and not to the Department of Land and Natural Resources, Division of Forestry and Wildlife. However, the tax clearance certification shall be submitted to the Department of Land and Natural Resources, DOFAW.

2. HRS Chapters 383 (Unemployment Insurance), 386 (Workers' Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care) requirements for award instructions are as follows:

Pursuant to §103D-310(c), HRS, prospective Applicant(s) shall be required to submit a certification of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the Department of Land and Natural Resources, DOFAW. A photocopy of the certificate is acceptable to the Department of Land and Natural Resources, DOFAW.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 3-122-112, HAR, Form LIR#27 which is available at: <http://hawaii.gov/labor/formsall.shtml> or at the neighbor island DLIR District Offices. The DLIR will return the form to the Applicant who in turn shall submit it to the Department of Land and Natural Resources, DOFAW.

The application for the certificate is the responsibility of the Applicant, and must be submitted to the Department of Land and Natural Resources, Division of Forestry and Wildlife. However, the certificate shall be submitted to the Department of Land and Natural Resources, DOFAW.

3. Compliance with Section §103D-310(c), HRS, for an entity doing business in the State- Prospective Applicant(s) shall be required to submit a CERTIFICATE OF GOOD STANDING

(Certificate) issued by the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division (BREG). The Certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the Department of Land and Natural Resources, DOFAW. A photocopy of the certificate is acceptable to the Department of Land and Natural Resources, DOFAW.

To obtain the Certificate, the Applicant(s) must first be registered with the BREG. A sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate. On-line business registration and the Certificate are available at www.BusinessRegistration.com. To register or obtain the Certificate by phone, call (808) 586-2727 (M-F 7:45 to 4:30 HST). Applicants are advised that there are costs associated with registering and obtaining the Certificate.

4. Hawaii Compliance Express - Alternately, instead of separately applying for these certificates at the various state agencies, vendors may choose to use the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at <http://vendor.ehawaii.gov> to acquire a "Certificate of Vendor Compliance." The HCE provides current compliance status as of the issuance date. The "Certificate of Vendor Compliance" indicating that vendor's status is compliant with the requirements of §103D310(c), HRS, shall be acceptable for both contracting purposes and final payment. Vendors that elect to use the new HCE services will be required to pay an annual fee of \$15.00 to the Hawaii Information Consortium, LLC (HIC). Vendors choosing not to participate in the HCE program will be required to provide the paper certificates as instructed in the sections previous to this one.
5. Timely Submission of all Certificates - The above certificate should be applied for and submitted to the Department as soon as possible. If a valid certificate is not submitted on a timely basis for award of a contract/permit/license, an Applicant otherwise responsive and responsible may not receive the award.

- H. Award - The Department of Land and Natural Resources, Division of Forestry and Wildlife reserves the right to award an organization that submits a proposal, or portions thereof, that meet the requirements set forth under the "Proposal Scope of Work", Section III and other requirements as provided. Award, if any, will be to the responsible Applicant receiving the highest possible points. The State reserves the right to amend or cancel this RFP if in the best interest of the State.

IX. CONTRACT EXECUTION

The awarded proposal(s) shall be required to enter into a formal contract, which will be approved by the Board of Land and Natural Resources and the Hawaii Attorney General's Office. The awarded proposal(s) shall also be required to enter into a Memorandum of Understanding with DLNR and USFS to authorize implementation of the program between entities. Upon execution of the contract, the State will issue a "Notice to Proceed" specifying the contract commencement date. No work is to be undertaken by the selected applicant prior to the commencement date specified on the Notice to Proceed. The State is not liable for any work, contract costs, expenses,

loss of profits, or any damages whatsoever incurred by the entity prior to that date.

X. TIMELINE

Kaulunani Urban & Community Forestry RFP Announcement	, 2009
RFP Pre-proposal Conference	, 2009
RFP due by 4:00pm HST	, 2009

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REQUEST FOR PROPOSALS

TO PROVIDE
CONSULTANT SERVICES
TO MANAGE THE URBAN AND COMMUNITY
FORESTRY PROGRAM "KAULUNANI"
FOR THE STATE OF HAWAII

Department of Land and Natural Resources
Division of Forestry and Wildlife
1151 Punchbowl Street, Room 325
Honolulu, HI 96813
(808) 587-4172

October 15, 2008