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09 APR 20 AIO:49 STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

- 1. TO: Chief Procurement Officer
- 2. FROM: DBEDT, Office of Planning (OP)  
Department/Division/Agency

Pursuant to §103D-306, HRS, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following:

3. Description of goods, services, or construction:

Consulting services for the preparation of materials for and the planning and conduct of no less than four informational workshops, a minimum of one in each County, on alternative onsite wastewater systems for rural areas and alternative models for planning for rural wastewater management, including mapping techniques that can be used to support regional planning of rural wastewater systems.

4. Vendor Name: Brown and Caldwell Address: P.O. Box 45208 San Francisco, CA 94145-0208 VC 246011-01	5. Price: \$95,000
6. Term of Contract: (mm/dd/yyyy) From: effective date To: Dec 31, 2009	7. Prior Sole Source Ref No. _____

8. Feature: The good, service, or construction has the following unique features, characteristics, or capabilities: Brown & Caldwell (B&C) is the City & County of Honolulu's consultant for its North Shore Regional Wastewater Alternatives Plan, responsible for the design, team assembly, and implementation of a broad-based community planning process that links rural wastewater infrastructure planning to county plans on a regional basis. This is an unique project for Hawaii, melding many diverse elements that illustrate the benefits of alternatives to current practice. The B&C project team includes a mainland expert with extensive experience with rural wastewater management and an experienced facilitator.

9. Essential features. How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:  
 OP's Coastal Zone Management (CZM) Program has several programs working with State and County agencies to improve wastewater management in unsewered areas to: (1) protect coastal waters from pollution from onsite disposal systems; and (2) find appropriate systems for rural land use patterns. By using the project team (including County project manager), the North Shore project can be used to showcase its broader applicability to Hawaii and the opportunities it provides in addressing rural wastewater management issues facing Hawaii. As a local, County-initiated and sponsored project, it is likely to be better received by local stakeholders than outside expert presentations of best practices in rural wastewater systems. This is essential to enhancing public agency stakeholders and other players' receptivity and acceptance of potential changes that CZM seeks to current practice in Hawaii, which is typically permit-driven and lacks a proactive, cumulative, and regional perspective to planning for rural wastewater management and addressing problems with existing onsite disposal systems.

11. Alternate source. The following other possible sources for the good, service, or construction were investigated but do not meet our needs because: NA

12. Direct any inquiries to:  
Department: Office of Planning, DBEDT  
Contact Name/Title: Mary Lou Kobayashi, Planning Prg Admin

13 Phone Number:  
(808) 587-2808  
Fax Number:  
(808) 587-2824

Expenditure may be processed with a purchase order/p-Card:  Yes  No If no, a contract must be executed and funds certified.

Agency shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

14. I certify that the information provided above is to the best of my knowledge, true, correct and that the goods, services, or construction are available through only one source.

APR 16 2009

Department Head Signature

Date

Reserved for SPO Use Only

15 Date Notice Posted: 4-21-09

Submit written objections to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to: Chief Procurement Officer  
State Procurement Office  
P.O. Box 119  
Honolulu, Hawaii 96810-0119

16. Chief Procurement Officer's comments:

Request has been withdrawn by department.

17.  
 APPROVED  DISAPPROVED  NO ACTION REQUIRED

Chief Procurement Officer Date 8/20/09

# RURAL WASTEWATER SYSTEMS OUTREACH PROJECT

## Office of Planning, Coastal Zone Management Program

### A. INTRODUCTION

The Hawaii Coastal Zone Management (CZM) Program of the Office of Planning (OP) proposes to conduct informational and technical workshops statewide on alternative approaches and technologies for managing wastewater treatment and disposal in unsewered—largely rural—areas of the State. These unsewered areas represent large portions of Hawaii’s inhabited islands, though less so on Oahu than the other islands.

In urban settings in the State, wastewater is managed—collected, treated, then the treated effluent disposed of—through County public sewer systems, which are operated by professional staff and are subject to regulatory oversight. In areas without public sewerage, homeowners or developers assume the responsibility of wastewater management, which includes selecting, designing, constructing, operating, and maintaining the appropriate treatment and disposal systems. These individual systems are regulated by the Department of Health (DOH).

A 1999 survey by DOH found that there were approximately 176,026 cesspools and 4,560 septic tanks in the State, representing approximately 19 percent of the households in the State. Individual Wastewater System (IWS) permit requests almost quadrupled between 2002 and 2006, indicating increasing development in areas not served by public or private sewer systems. With over half of the land in the State within five miles of the shoreline, new development in rural areas raises concerns about the cumulative and secondary impacts of wastewater treatment and disposal in unsewered areas along or near the coast.

#### **CZM and OP Concerns**

The project furthers initiatives underway in two CZM programs: implementation of the *Hawai`i Ocean Resources Management Plan (ORMP)*, issued in December 2006, and the *Hawai`i Hawaii Coastal Nonpoint Pollution Control Program, Management Plan (CNPCP)*, published in June 1996. Both programs have strategic and management areas that target reducing the impact of individual wastewater systems on fresh and coastal water quality in Hawaii.

ORMP linkage. Perspective 1, “Connecting Land and Sea,” which focuses on reducing land-based sources of pollution from all land uses, includes a five-year management goal to improve and ensure maintenance and appropriate use of environmental infrastructure. One of the strategic actions for this management goal is to reduce the number of individual wastewater systems and improve the operation of existing systems in the coastal environment. Maui County and Hawaii County have included in the ORMP “Consolidated State Work Plan, July 2007-June 2009”, projects that propose the use of alternative

wastewater systems in rural areas. DOH includes in the Work Plan a project to develop a risk-based approach to operation and maintenance of onsite wastewater disposal, limited to Oahu. Hawaii County, in particular, seeks to work with DOH on the acceptance of small package septic systems as well as clustered septic systems for wastewater treatment in village centers. This project would complement and supplement the work and findings of these projects.

CNPCP linkage. The *CNPCP Management Plan*, a joint project of DOH and CZM, includes two proposed management measures to protect land and waters from pollutants discharged by onsite disposal systems (OSDS). The management measures are directed at: (1) ensuring proper siting, design, and installation of new onsite disposal systems; and (2) improving the operations of existing onsite disposal systems. This project would provide an opportunity to consider alternative approaches and systems that could promote the retrofitting of areas served by cesspools, as well as systemic approaches to identifying the constraints and opportunities for the use of alternative systems appropriate to the desired rural land use pattern, which could complement the current efforts of the State in implementing the OSDS management measures in the *CNPCP Management Plan*.

Section 309 linkage. In addition, the project seeks to present information on approaches and models that place rural wastewater management in a regional perspective, with associated processes that engage the local community to enhance understanding and planning for rural wastewater systems. In this way, the project furthers objectives in CZM's *Section 309, Enhancement Area Grant Program, FY 2006-2010*, by promoting the adoption of place-based approaches that involve communities in regional planning and decision-making, as well as enhancing program changes that would improve how the State deals with cumulative and secondary impacts from rural wastewater systems.

OP rural planning linkage. One of the key recommendations from the OP/CZM Rural Policy Project conducted in 2006, was for technical assistance to the Counties on the types of infrastructure systems appropriate for rural areas. This project is an example of the assistance OP wishes to provide to improve the planning and management of rural areas to ensure that rural communities and areas remain a permanent feature of Hawaii's landscapes.

## **B. OBJECTIVES**

The Rural Wastewater Systems Outreach Project is intended to provide information to State and County regulators and functional agencies, stakeholders in rural land use, the public, and policy makers on alternative models and best practices for planning for and selecting appropriate wastewater systems for new and existing development in rural and unsewered areas of the State. The project was initiated in response to the need for information on systemic approaches that could be considered to complement and supplement current State and County efforts to improve how wastewater in rural areas is managed in Hawaii.

The project has the following objectives:

1. To increase State and County agency and public awareness of alternative wastewater treatment systems and best practices in use in rural areas elsewhere, to further efforts to improve watershed resource protection and polluted runoff control in Hawaii;
2. To provide models for and promote the adoption of regional approaches to rural wastewater management that integrate land use and physical constraint considerations with appropriate wastewater systems strategies for existing and new development, including the identification and examination of spatial models and mapping that support regional wastewater infrastructure planning for rural areas; and
3. To provide continued technical assistance to County planning departments and other County agencies on tools and practices that may be adopted for improving rural land use planning and management, in particular, the identification and adoption of appropriate infrastructure for rural areas.

The targeted audiences for the workshops include: (a) County agencies involved in land use planning and wastewater management; (b) State agency staff involved in permitting onsite disposal or treatment systems; (c) rural land use stakeholders and homeowners; (d) County planning commissioners and State and County elected officials; and (e) community and environmental organizations and the general public. The outreach workshop strategy and formats must be designed to suit the needs of the target audiences.

### **C. CONSULTANT QUALIFICATIONS AND ROLE**

The consultant must have knowledge and experience in working with local governments and individuals in the selection and design of onsite wastewater systems in Hawaii and elsewhere: in particular, systems that are designed for rural settings. The consultant must have knowledge of a range of alternative, environmentally-friendly treatment and disposal systems and best practices related to rural wastewater management systems in the U.S., particularly locales that are experiencing urban and exurban development pressures. The consultant should be familiar with examples of innovative rural wastewater projects being undertaken in Hawaii for inclusion in the workshops. The consultant should also have an understanding of the codes, ordinances, and administrative and management structures that are needed to implement best practices in rural wastewater management. The consultant should be familiar with examples of local governments that have instituted state-of-the-art rural wastewater management programs, and be prepared to include an experienced administrator or planner from one of these programs as a presenter and resource person in the workshops, as funds allow. The State reserves the right to approve the final selection of resource people and any sub-contractors.

The consultant must be able to communicate persuasively through presentations, outreach materials, and technical reports, and be able to work collaboratively with the project team

in designing the outreach content and process. The consultant should also be able to demonstrate the ability to: (1) assemble a cross-sector, multi-disciplinary team for projects; (2) design a collaborative process for community participation in regional planning; and (3) present technical information effectively to a lay or community audience.

#### **D. SCOPE OF SERVICES**

The consultant will be responsible for services related to the development and conduct of workshops and consultations to be conducted in each county, as follows:

1. Preparation of a final workplan and schedule in collaboration with the State and project partners that specifies the methodology, process, resource people, and budget for completing all aspects of the project within the prescribed timeframes.
2. Identification of exemplary local government programs on the mainland U.S. for rural wastewater management that integrate land use planning and rural wastewater planning, and the acquisition of a representative from one of these programs to serve as a workshop presenter and resource person for consultations, as approved by the State.
3. Review and summary of the case study/ies in D.2 above pertaining to the ordinances, rules, administrative structure, and funding mechanisms required to implement the rural wastewater management system.
4. Comparison of best practices to Hawaii laws and rules as to what is in place and what is needed to implement the *CNPCP*'s management measures for onsite disposal systems, including spatial modeling and mapping strategies that support planning for rural wastewater systems.
5. Design and schedule for the workshops to be conducted on each island in the four counties, including:
  - a. Appropriate formats and lengths for workshops and presentations;
  - b. Workshop scope and content, workshop processes, and materials for presentation of workshop content. Workshop topics shall include:
    - (1) Alternative systems, technologies, and system configurations and best practices, and planning approaches including modeling and mapping being used to plan for and manage rural wastewater;
    - (2) Visual illustrations of systems, model plans, and codes in use, including local examples if available;
    - (3) Implementation issues, such as cost, funding mechanisms, barriers, lessons learned, etc.
    - (4) City & County of Honolulu's North Shore Regional Wastewater Alternatives Plan as a local example of a community process for planning

- for new and existing wastewater systems in conjunction with local land use plans;
- (5) City & County of Honolulu's Laie low-pressure pump wastewater project as a local example of retrofitting existing systems; and
  - (6) University of Hawaii, Water Resources Research Center and DOH project for the development of models and mapping of individual wastewater system hotspots for Oahu in support of risk-based approaches to managing existing systems.
- c. Practitioners and technical experts that will serve as resource people for the workshops and consultations, to include the project team and City agency project manager for the City and County of Honolulu's North Shore Regional Wastewater Alternatives Plan;
  - d. Appropriate facility and support needs for the workshops and presentations; and
  - e. Dates for the workshops and presentations for each island.
6. Procurement of facilities, equipment, and supplies for the workshops, as approved by the State.
  7. Assistance with publicizing and inviting participants to the workshops, including the preparation of registration forms, flyers, or other materials and announcements for distribution to the media and targeted audiences.
  8. Development of workshop materials to be provided to each participant, including but not limited to:
    - a. Presentations in a handout format;
    - b. Materials documenting and supporting workshop topics; and
    - c. Additional reference materials and resources.
  9. Conduct of the workshops and workshop support, including but not limited to:
    - a. Making presentations and facilitating group processes, if needed, in the workshops;
    - b. Paying for travel, lodging, and per diem expenses and coordinating travel arrangements of all resource and support people participating in the workshops and consultations, as approved by the State; and
    - c. Paying for facility rental fees, equipment rental, and workshop supplies, as approved by the State.
  10. Preparation of reports for submittal to the State, to include the following:
    - a. A summary of activities related to the planning and conduct of the workshops and any comments or recommendations received during the workshops; and

- b. A final project report, including observations and recommendations related to improving wastewater management for rural areas in Hawaii.

#### **E. TIME SCHEDULE**

1. All services shall be completed on or before December 31, 2009, provided that all activities and products related to the conduct of the workshops and preparation of workshop materials shall be completed on or before June 30, 2009.
2. Unless terminated as provided by contract specifications and general conditions, the term of the contract Agreement may be extended for a total period of time not to exceed six (6) months. The Contractor shall submit any extension request in writing for State approval a minimum of one (1) month prior to the termination of the Agreement. Said request shall provide detailed reasons for the delay in and steps to be taken to ensure the timely completion of the project. If the State approves the extension request, a supplemental agreement shall be executed by both parties in accordance with the State "General Terms and Conditions". The Contractor shall not be entitled to any additional compensation to complete the work described in the Agreement.

#### **F. COMPENSATION**

1. Award will be made on a firm fixed fee basis, not to exceed \$95,000, inclusive of the 4.712 percent general excise tax on gross income. The Contractor's proposal shall be priced and shall include a budget that shows costs for all tasks and expenses in accordance with the final Scope of Work approved by the State.
2. Payments shall be made in predetermined installments contingent on the State's approval of specified deliverables or progress reports.
3. The Contractor shall be required to obtain a current tax clearance from the State of Hawaii Department of Taxation and the Internal Revenue Service prior to entering into a contract with the State, and again to receive final payment.