

Division of Aquatic Resources

REQUEST FOR QUOTES
No. RFQ-2022-08

OFFERS
FOR

Holomua Marine 30x30 Consultant

STATE OF HAWAII
DEPARTMENT OF LAND & NATURAL RESOURCES

WILL BE RECEIVED UP TO 2:00 PM (HST) ON

December 5, 2022

ELECTRONICALLY THROUGH THE STATE OF HAWAII ELECTRONIC
PROCUREMENT SYSTEM (HiePRO)



Laura Jackson,
DAR Procurement Officer

STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
DIVISION OF AQUATIC RESOURCES
1151 PUNCHBOWL STREET, ROOM 330
HONOLULU, HAWAII 96813

NOTICE TO OFFERORS

Specifications for Solicitation No. **RFQ-2022-08 Holomua Marine 30x30 Consultant** are available for download on the State of Hawaii Electronic Procurement System (HlePRO). **All offers are due through electronic submittal on HlePRO by:**

Offers are due Date: December 5, 2022
Time: 2:00 PM (HST)

At the time of the Award, Offeror shall be compliant with the State Rules and Regulations through Hawaii Compliance Express (HCE), if not compliant, award shall not be issued. Offeror shall submit **Offer / Bid** as requested in following specifications, uploaded to HlePRO.

The award, if awarded, shall be subject to the availability of funds.

Should there be any question on this matter, please contact Laura Jackson or designee, email: laura.a.jackson@hawaii.gov.

DAR Principal Investigator:

Luna Kekoa,
Recreational Fisheries Program Manager
edward.l.kekoa@hawaii.gov

Overview:

The Department of Land and Natural Resources (DLNR), Division of Aquatic Resources (DAR) is seeking a responsible party to consult and support the coordination of the Holomua Marine 30 x 30 Initiative, including assisting with research, writing, and meeting facilitation. The project involves collaboration with both state and federal agencies, other consultants, and community members to plan and implement the community engagement process for the initiative. Additionally, this position will make recommendations on the designation of marine management areas, evaluate existing management areas, and draft and update management plans for management areas and support research to assess condition of fish stocks and their habitats.

Scope of Work and Objectives:

The selected provider will be responsible for performing the following activities in coordination with DAR.

The tasks to be completed by the winning vendor:

1. Support the implementation of the Holomua Marine 30x30 Initiative following:
 1. 30x30 Roadmap
(https://dlnr.hawaii.gov/holomua/files/2022/03/HolomuaMarine30x30_Roadmap_final.pdf),
 2. Memorandum of Understanding between the Hawaii Community Foundation
https://dlnr.hawaii.gov/dar/files/2020/04/Hawaii_Marine_30x30_MOU.pdf.
2. Attend meetings with DAR and Holomua pillar teams (Place-based planning and Pono Practices) to better coordinate planning and implementation of the initiative. This may include facilitation and leading relevant meetings as necessary.
3. Draft, update, and review management plans for existing and proposed marine management areas (MMAs) and broader regional and statewide management strategies.
4. Coordinate effectively with stakeholders, the facilitation, communication, and evaluation contractors, project implementing partners and other agency partners to ensure smooth implementation of assigned activities.

5. Provide technical support to the Holomua Team and other relevant stakeholders throughout the process, including conducting research of scientific literature, preparing technical reports, biological assessments, management tool effectiveness and research related to marine management.
6. Review and provide technical feedback on feasibility of projects related to Holomua Marine 30 x 30 Initiative.
7. Participate in development of research projects, proposals, and grant applications to prioritize research needs for management plans and future marine management planning.

Deliverables:

1. Quarter 1 (Estimated Jan – Mar 2023):
 - a. workplan for Holomua related activities and projects,
 - b. Produce a resources status report for the island of Maui. The report will include data from DAR and collaborating partners with jurisdiction of, or projects affecting, the nearshore marine area and resources,
 - c. Full completed drafts of management plans for existing marine management areas on Maui,
 - d. List of coordination meetings with DAR teams, Holomua consultants and community groups,
 - e. Meeting minutes and compiled feedback from meetings organized and prepared to review and discuss island management plan proposals.
 - f. Planning document summarizing plan for community engagement process on Lānaʻi.
2. Quarter 2 (Estimated April – June 2023):
 - a. Draft SOPs for Holomua coordination, including list of relevant files, documents, and presentations,
 - b. Full completed drafts of management plans for existing marine management areas on Lānaʻi,
 - c. Copies of presentation materials for Information sessions with Maui communities,
 - d. List of coordination meetings with DAR teams, Holomua contractors and community groups,
 - e. Meeting minutes and compiled feedback from meetings organized and prepared to review and discuss island management plan proposals.

3. Quarter 3: (Estimated July – Sep 2023):
 - a. Copy of presentation for Maui Island management plan and Holomua proposal public scoping,
 - b. Meeting notes from planning meetings for public scoping and preparing for BLNR hearing for Maui Island management plan and Holomua proposal,
 - c. Produce a resources status report for the island of Lānaʻi. The report will include data from DAR and collaborating partners with jurisdiction of, or projects affecting, the nearshore marine area and resources,
 - d. Summary of training and coordination provided to new Holomua team leads,
 - e. List of coordination meetings with DAR teams, Holomua contractors and community groups.
4. Quarter 4: (Estimated Oct – Dec 2023)
 - a. List of coordination meetings with DAR teams, Holomua contractors and community groups,
 - b. Updated workplan for Holomua related activities and projects,
 - c. Meeting notes from community engagement opportunities on Lānaʻi,
 - d. Meeting minutes and compiled feedback from meetings organized and prepared to review and discuss island management plan proposals.

Qualifications:

1. Two to four (2-4) years of work with specialized, progressively responsible experience in fishery or aquatic biology which involved the management, conservation, development, utilization, and protection of aquatic resources, and/or scientific research dealing with aquatic resources and environment.
2. Knowledge of marine management area design and reef resiliency principals.
3. Understanding of the resource management landscape of Hawaiʻi. Experience working with diverse stakeholders in marine management decision making. Knowledge of Hawaiian fishing practices and culture.
4. Familiarity with State laws, departmental rules, and regulations, policies, and procedures; and applicable Federal laws, rules, regulations, and policies in relation to environmental policies, marine management, and conservation.
5. Knowledge of effective writing techniques. Must show documentation of technical writing, such as planning documents, environmental assessments, or similar materials.
6. Experience facilitating meetings for various target audiences.

7. Minimum of two (2) years' experience developing collaborative management strategies with state and county agencies, non-government groups, and communities.
8. Demonstrated positive working relationship with DAR.
9. Compliant with the State's Rules and Regulations through the Hawaii Compliance Express.

Offer / Bid:

Offeror shall submit Offer / Bid as requested and it *must* be uploaded to HlePRO. Offer/Bid Shall include:

1. Evidence of Experience and address all required qualifications listed herein
2. Submitting organization, office address, principal investigator/staff, phone number, email contact
3. Work Plan/Schedule
4. Anticipated deliverables
5. Offer amount, budget, and budget narrative
6. Certificate of Vendor Compliance through the Hawaii Compliance Express.

Performance Schedule:

The Period of Performance to complete the Scope of Work is from the Notice to Proceed (NTP), estimated to be first week of January 2023, through December 31, 2023, with the option of two (2) @ No Cost Extensions of three (3) months each.

Funding and compensation:

This opportunity is funded by a grant from the Hawai'i Community Foundation. Funding for the project shall be subject to availability.

Payment Schedule:

Payments shall be made upon submission of signed invoices and deliverables as requested and approved by the State. At the time of invoicing, applicant shall be compliant with the State's Rules and Regulations through the Hawaii Compliance Express. If not compliant, invoices shall not be processed and paid.

Offeror's authority to submit an offer:

The State will not participate in determinations regarding the Offerer's authority to sell a product or service. If there is a question or doubt regarding the Offerer's right or ability to obtain and sell a product or service, the Offerer shall resolve that question prior to submitting an offer.

Offer preparation costs:

Any and all costs incurred by the Offerer in preparing or submitting an offer shall be the Offerer's sole responsibility whether or not any award results from this RFQ. The State shall not reimburse such costs.

Award:

Successful applicant shall be notified by email. Work may not begin until issuance of Purchase Order (PO) Agreement and Notice to Proceed (NTP). At the time of the Award, applicant shall be compliant with the State's Rules and Regulations through the Hawaii Compliance Express. If not compliant, award shall not be issued.

Cancellation:

This Request for Quotes (RFQ) may be cancelled and any or all offers rejected in whole or in part, without liability to the State, when it is determined to be in the best interest of the State.