



## State of Hawai'i

560 North Nimitz Highway  
Honolulu, Hawai'i 96817

April 8, 2016

### **Request for Quotes ("RFQ") No. WKOP 2016-04** Road and Property Maintenance for Wao Kele O Puna

#### **To All Interested Parties:**

The Office of Hawaiian Affairs ("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 ("WKOP").

WKOP Forest Reserve is located in the upper Puna area of the Big Island. Recently acquired by the Office of Hawaiian Affairs ("OHA") and managed in partnership by the Department of Land and Natural Resources ("DLNR"), WKOP covers approximately 26,000 acres (40 square miles) of mesic forest ecosystems. WKOP is a location where both water and fire interact with the earth, sky, and forest; a place of sacred endeavors. With only one (1) access road of four (4) miles, the majority of WKOP is only accessible by foot or by helicopter.

The two (2) main areas of concern to be serviced are:

1. Area 1: Four (4) miles of gravel road (2.5 mi. OHA, 1.5 mi. Olsen easement)  
The road shall be serviced, kept clear from vegetative debris, and maintained to ensure safe and smooth use of any vehicle accessing the road. The road extends from the point entering the forest (Olsen Property) up to the old well site clearing at the end of the road. Any trees that hang over the road shall be trimmed such that they do not pose a threat to any vehicle traversing the road. All pot holes and mud ruts shall be filled with a substance that is recommended by the successful Offeror and approved by the OHA in writing.

The width of road and shoulder to be serviced and maintained is approximately sixteen (16) feet wide.

2. Area 2: Old well site clearing of approximately 5 acres at the end of the road. The successful Offeror shall cut and maintain the vegetation in the clearing. Prior to commencing work, the successful Offeror shall work with the 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.

All Offerors must demonstrate either experience or aptitude to complete the objectives and deliverables required. All Offerors shall submit their qualifications and experience.

**Objectives:**

1. **Road Maintenance Service**

Road to be serviced to include middle of road and extending four (4) feet out in both directions with an additional four (4) feet in both directions. In other words, the road to be maintained will be no less than eight (8) feet wide with an additional four (4) foot shoulder on each side for a total width to be serviced of approximately sixteen (16) feet. The eight (8) foot gravel road will have gravel added as needed and grass cut when shoulders are cut.

2. **Roadside (shoulder) Service**

Vendor to control weeds by herbicide spray as needed, but no less than once every three (3) months. Herbicide formulation will be prepared to target broadleaf species and avoid damaging grasses and sedges already established. Encroaching weeds, such as overhanging strawberry guava may be controlled using frill application of appropriate herbicides (hack and squirt). The four (4) foot shoulders on each side of the road should be maintained free of any trees, and or brush, this area should be made and kept as flat as possible and maintained with grass.

3. **Mowing Service**

Roadside and open former wellhead area (5 acres) will be mowed as needed, but no less than once every two (2) to three (3) months depending on the season. Mowing as such will promote grass coverage making it harder for weeds to occupy open spaces. By combining mowing with selective herbicide use, an innocuous grass cover can be maintained in perpetuity.

4. **Wearing road surface maintenance and shaping (light)**

Light, frequent maintenance is the key to gravel road maintenance, focusing on keeping water off the wearing surface. Road surface maintenance will be done every four (4) months (or more frequently if deemed necessary) to preserve road surface quality, shaping as needed to improve drainage. Pot holes resulting from rain and traffic will be filled using two (2) inch minus gravel, compacted manually. Minor shaping will be done as needed. Gravel may be stockpiled at the lower end of the road to provide for periodic maintenance, replaced from time to time as needs warrant. During monthly access checks stockpile may be used for pot holes. Fallen trees impacting road use will be removed as and when needed. Note: Fallen trees may be returned to forest; however such must be cut/broken into sections no longer than six (6) feet and placed at least six (6) feet into forest such that it would not be visible from the road.

## 5. Approach and Methodology

- a. Work within the confines of the OHA permit (if required);
- b. Minimize any negative impact to natural and cultural resources;
- c. Be sensitive to Native Hawaiian culture and practices, particularly in the case of inadvertent finds of human burials and religious sites;
- d. Utilize highly trained and experienced staff;
- e. Take all precautions to anticipate known hazards within WKOP to ensure safety of workers; and
- f. Access WKOP Forest Reserve from approved access routes or if access is located on private property, work with the land owner to secure access.

### **Deliverables:**

1. The successful Offeror shall present to the OHA a maintenance report every four (4) months that shall include, but may not be limited to:
  - a. Tabular summary of operation (entries and work performed);
  - b. Field observations and recommendations; and
  - c. A map of operations area and recommended action areas.
2. All work, studies, research, pictures, video, recordings, etc. conducted by the successful Offeror's execution of Contract will constitute "work product" and become the sole and exclusive property of the OHA.
3. Keep the OHA informed of any changes in staff, equipment, facilities, licenses and insurances that may negatively impact its ability to satisfy the terms and conditions of this Contract.
4. Provide all services in a professional, safe and timely manner.
5. Provide services in the most ecologically friendly and most culturally competent manner possible.
6. Provide work and services as well as conduct communications in English.
7. Safeguard all persons and property of the OHA while at its facilities or as services are provided in the air.
8. Frequency of service shall include, but may not be limited to:
  - a. Road Maintenance as needed, but no less than once every four (4) months (3 times per year);
  - b. Herbicide as needed, but no less than once every three (3) months (4 times per year). Prior to use, the successful Offeror shall inform the OHA of the herbicide that they are recommending for use and shall not proceed to utilize the herbicide until approved by the OHA in writing. Should the OHA propose a different herbicide, the

- successful Offeror shall utilize the said herbicide and the OHA shall be responsible for any and all costs of the herbicide; and
- c. Mowing no less than once every two (2) to three (3) months (4 to 6 times a year).

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 twelve (12) months subject to the availability of funds with a start date of July 1, 2016.

Interested Offerors are strongly encouraged to attend a site inspection. Date and time to be determined later and posted.

**Offers must be received at the OHA-Headquarters, 560 N. Nimitz Hwy, Suite 200, Honolulu, Hawai'i 96817 by 2:00 p.m. HST on April 29, 2016. Electronic mail and facsimile transmission of the offer shall not be accepted and shall automatically be rejected.**

All offers should be addressed to:

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

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