

State of Hawai'i  
DEPARTMENT OF LAND AND NATURAL RESOURCES  
Division of Forestry and Wildlife  
Honolulu, Hawai'i 96813

March 24, 2023

Chairperson and Members  
Board of Land and Natural Resources  
State of Hawai'i  
Honolulu, Hawai'i

Land Board Members:

**SUBJECT:** REQUEST APPROVAL TO NEGOTIATE AND SIGN A CONTRACT(S)  
FOR THE MANAGEMENT OF THE DEPARTMENT OF LAND AND  
NATURAL RESOURCES HAWAII ISLAND TRAIL STEWARDS  
PROGRAM.

**BACKGROUND:**

The State of Hawaii Department of Land and Natural Resources (DLNR) Division of Forestry and Wildlife (DOFAW) has been delegated to manage the Hawai'i Island Trail Stewards Program as a recipient of the U.S. Department of Commerce's Economic Development Authority's (EDA) Travel, Tourism and Outdoor Recreation competitive grant, part of the American Rescue Plan Act. This project is funded by Federal dollars.

The goal of the federal economic development grant program is to support a comprehensive economic recovery of the recreation sector that was severely impacted by the drastic decline of the tourism industry due to the COVID-19 pandemic.

The primary goal of the Hawai'i Island Trail Stewards Program is to provide temporary work and training opportunities utilizing local "stewards" to assist in interpreting the historic nature, natural history, and safety concerns of sensitive natural areas to minimize unwanted behaviors and encourage safe backcountry practices. This program empowers local communities to manage and mitigate high visitor use in sensitive heritage areas within their sense of place. This project is based on the successes of the Pololū Trail Steward pilot project.

The contractor(s) will be responsible for coordinating and managing the work and training program consisting of individuals at a specific work site or individuals that rotate service at multiple specified sites.

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## DISCUSSION:

Due to the limited timeframe to implement the EDA grant, DOFAW requests that the Board delegate authority to the Chairperson to award, execute, and extend contract(s) for goods and services and other terms and conditions for the project as may be prescribed by the Chairperson to best serve the interest of the State.

Pursuant to Hawaii Administrative Rules (HAR) § 3-122-43, a determination by the Department procurement officer must be made for the use of the competitive sealed proposal process over the competitive sealed bidding process when the competitive sealed bidding process is neither practicable nor advantageous to the State.

The contract(s) will be in the form of requirements contracts, where funds will be encumbered by purchase order, at the contracted rate.

Additionally, pursuant to HAR § 3-122-45, a determination must be made by the procurement officer that an evaluation committee, selected in writing by the procurement officer, shall evaluate the competitive sealed proposals. The Division recommends the use of an evaluation committee for the selection of the proposals as an evaluation committee will allow for an objective review, evaluation, ranking and selection of the most qualified proposal for the program.

The evaluation committee must consist of at least three government employees with sufficient qualification in the goods or services to be procured; DOFAW recommends the following individuals:

- William Stormont, DOFAW (Nā Ala Hele Statewide Program Manager)
- Jackson Bauer, DOFAW (Nā Ala Hele Hawai'i Island Program Manager)
- Loke Davis, DOFAW (Nā Ala Hele Hawai'i Island Trails and Access Specialist)

To expedite a contract for this procurement, DOFAW requests that the Board delegate authority to the Chairperson to award and execute the contract for goods and services based on the recommendations of the evaluation committee and other terms and conditions as may be prescribed by the Chairperson to best serve the interest of the State. Additionally, should any of the committee members above be unable to participate, DOFAW requests that the Board delegate authority to the Chairperson to appoint alternates should the need arise.

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RECOMMENDATIONS:

That the Board:

- 1) Approve the use of:
  - a. A competitive sealed proposal for a solicitation for the management of the Hawai'i Island Trail Stewards Program.
  - b. An evaluation committee to evaluate and select the competitive sealed proposals.
  
- 2) Delegate authority to the Chairperson to:
  - a. Award and execute a contract for goods and services, subject to the availability of funds and review and approval by the Department of the Attorney General contingent on Budget and Finance authorization.
  - b. Appoint evaluation committee alternates should the need arise.

Respectfully submitted,



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DAVID G. SMITH, Administrator  
Division of Forestry and Wildlife

APPROVED FOR SUBMITTAL:



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DAWN N.S. CHANG, Chairperson  
Board of Land and Natural Resources