

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

July 12, 2024

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

Land Board Members:

SUBJECT: APPROVE THE USE OF A COMPETITIVE SEALED PROPOSAL FOR A SOLICITATION FOR THE CONTINUED MANAGEMENT OF THE NĀ MANU 'ELELE LAND STEWARD PROGRAM.

AND

APPROVE A COMMITTEE TO EVALUATE AND SELECT THE COMPETITIVE SEALED PROPOSALS.

AND

DELEGATE AUTHORITY TO THE CHAIRPERSON TO:

- 1) 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.
- 2) APPOINT EVALUATION COMMITTEE ALTERNATES SHOULD THE NEED ARISE.

BACKGROUND:

The State of Hawaii Department of Land and Natural Resources (DLNR) Division of Forestry and Wildlife (Division) has been selected by the Hawaii Tourism Authority to manage the Nā Manu 'Elele Land Steward Program as part of a U.S. Economic Development Authority's (EDA) Travel, Tourism & Outdoor Recreation grant, part of the American Rescue Act. The Division recommends the Request for Proposals (RFP) process to select a vendor for distribution of the Federal funds.

**ITEM C-2**

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. Funds are available now through 2026.

In traditional Hawaiian context, birds (nā manu) represent messengers, guardians, and beings of a particular place. 'Elele is a Hawaiian term that refers to individuals who act as ambassadors. The primary goal of the Nā Manu 'Elele Land Steward Program is to embody that philosophy and 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, as well as mitigate unwanted behaviors and promote safety. This program empowers local communities to assist in the management and mitigation of high visitor use in sensitive heritage areas within their sense of place. This program is based on the successful Pololū Trail Steward pilot project which was in operation from August 2021 to January 2022.

The Nā Manu 'Elele Land Steward Program is currently in its first year of implementation, employing over 22 stewards at seven sites managed by DLNR programs. This contract will continue the success of the Steward Program through the grant's funding period ending December 2026.

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

#### DISCUSSION:

Due to the limited timeframe to implement the EDA grant, the Division 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 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 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; the Division recommends the following individuals:

- Jackson Bauer, DOFAW (Nā Ala Hele Hawai'i Island Program Manager)
- Stephanie Franklin, DOFAW (Nā Ala Hele Maui Program Manager)
- Aaron Lowe, DOFAW (Nā Ala Hele O'ahu Program Manager)

To expedite a contract for this procurement, the Division 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.

RECOMMENDATIONS:

That the Board:

- 1) Approve the use of:
  - a. A competitive sealed proposal for a solicitation for the continued program management of the Nā Manu 'Elele Land Steward Program.
  - b. An evaluation committee to evaluate and select the competitive sealed proposals.
- 2) Delegates 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,

*Robert Hauff*

---

DAVID G. SMITH, Administrator  
Division of Forestry and Wildlife

APPROVED FOR SUBMITTAL:



---

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

JOSH GREEN, M.D.  
GOVERNOR | KE KIA'ĀINA

SYLVIA LUKE  
LIEUTENANT GOVERNOR | KA HOPE KIA'ĀINA



STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAI'I  
DEPARTMENT OF LAND AND NATURAL RESOURCES  
KA 'OIHANA KUMUWAIWAI 'ĀINA

P.O. BOX 621  
HONOLULU, HAWAII 96809

June 26, 2024

DAWN N.S. CHANG  
CHAIRPERSON  
BOARD OF LAND AND NATURAL RESOURCES  
COMMISSION ON WATER RESOURCE  
MANAGEMENT

RYAN K.P. KANAKA'OLE  
FIRST DEPUTY

DEAN D. UYENO  
ACTING DEPUTY DIRECTOR - WATER

AQUATIC RESOURCES  
BOATING AND OCEAN RECREATION  
BUREAU OF CONVEYANCES  
COMMISSION ON WATER RESOURCE  
MANAGEMENT  
CONSERVATION AND COASTAL LANDS  
CONSERVATION AND RESOURCES  
ENFORCEMENT  
ENGINEERING  
FORESTRY AND WILDLIFE  
HISTORIC PRESERVATION  
KAHOOLAWE ISLAND RESERVE COMMISSION  
LAND  
STATE PARKS

MEMORANDUM

TO: Division Administrators, Heads of Offices, DOFAW Staff

FROM: David G. Smith, DOFAW Administrator *DGS*

SUBJECT: Acting Administrator, Division of Forestry and Wildlife

I will be on out on sick leave from June 27-July 2, 2024. In my absence, Protection Forester, Robert Hauff will be Acting Administrator.

Your usual courtesy and cooperation to Mr. Hauff will be greatly appreciated.



# Acting Administrator - June 27-July 2, 2024

Final Audit Report

2024-06-26

Created:	2024-06-26 (Hawaii-Aleutian Standard Time)
By:	Sharleen Lee (sharleen.y.lee@hawaii.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYYQcQFraYAttaleQm-1giJ-6IA0esFEm
Number of Documents:	1
Document page count:	1
Number of supporting files:	0
Supporting files page count:	0

## "Acting Administrator - June 27-July 2, 2024" History

-  Document created by Sharleen Lee (sharleen.y.lee@hawaii.gov)  
2024-06-26 - 1:29:00 PM HST - IP address: 162.221.246.37
-  Document emailed to David Smith (david.g.smith@hawaii.gov) for signature  
2024-06-26 - 1:29:17 PM HST
-  Email viewed by David Smith (david.g.smith@hawaii.gov)  
2024-06-26 - 1:30:50 PM HST - IP address: 104.47.65.254
-  Agreement viewed by David Smith (david.g.smith@hawaii.gov)  
2024-06-26 - 1:30:52 PM HST - IP address: 50.113.21.202
-  Document e-signed by David Smith (david.g.smith@hawaii.gov)  
Signature Date: 2024-06-26 - 1:31:05 PM HST - Time Source: server- IP address: 50.113.21.202
-  Agreement completed.  
2024-06-26 - 1:31:05 PM HST




# July 12, 2024, BLNR Meeting- Submittal RFP Na Manu Elele Land Stewards 24 DGS

Final Audit Report

2024-06-28

Created:	2024-06-28 (Hawaii-Aleutian Standard Time)
By:	Rubyrosa Terrago (rubyrosa.t.terrago@hawaii.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA32wY-8PShZc9X709GOJg9TvyaGDC2JJ
Number of Documents:	2
Document page count:	5
Number of supporting files:	0
Supporting files page count:	0

## "July 12, 2024, BLNR Meeting- Submittal RFP Na Manu Elele Land Stewards 24 DGS" History

-  Document created by Rubyrosa Terrago (rubyrosa.t.terrago@hawaii.gov)  
2024-06-28 - 9:26:49 AM HST- IP address: 162.221.246.37
-  Document emailed to Robert Hauff (robert.d.hauff@hawaii.gov) for signature  
2024-06-28 - 9:35:57 AM HST
-  Agreement viewed by Robert Hauff (robert.d.hauff@hawaii.gov)  
2024-06-28 - 9:58:36 AM HST- IP address: 162.221.246.37
-  Document e-signed by Robert Hauff (robert.d.hauff@hawaii.gov)  
Signature Date: 2024-06-28 - 1:59:44 PM HST - Time Source: server- IP address: 162.221.246.37
-  Document emailed to Dawn Chang (dawn.chang@hawaii.gov) for signature  
2024-06-28 - 1:59:45 PM HST
-  Agreement viewed by Dawn Chang (dawn.chang@hawaii.gov)  
2024-06-28 - 3:57:46 PM HST- IP address: 162.221.246.37
-  Document e-signed by Dawn Chang (dawn.chang@hawaii.gov)  
Signature Date: 2024-06-28 - 3:58:00 PM HST - Time Source: server- IP address: 162.221.246.37
-  Agreement completed.  
2024-06-28 - 3:58:00 PM HST