

September 24, 2024
Item IV.B

MEMO TO: KIRC Commissioners

FROM: Michael K. Nāho‘opi‘i, Executive Director

SUBJECT: Base Camp Management Services Contract for FY26

RECOMMENDED MOTION:

To authorize the Executive Director to extend the Dawson Solutions, LLC Base Camp Management contract in the amount of \$558,041.61, for the period May 15, 2025 through May 14, 2026.

BACKGROUND & SUMMARY:

A new Base Camp Management contract was approved by the Commission on February 26, 2024 and awarded to Dawson Solutions, LLC. The contract allows for one base year and three extensions.

Based upon recommendations within the State, the KIRC staff is requesting the approval for the FY26 contract extension earlier in the current fiscal year. The purpose is to encumber and protect the KIRC’s operating general funds from any potential economic down turns later in the fiscal year that might cause general funds to be rescinded or portions of the KIRC’s appropriations not to be allocated.

The following is the estimate provided by Dawson Solutions, LLC for FY26:

Services	FY26	FY25	Δ	Notes
Food Service Workforce	\$78,623.64	\$76,333.56	\$2,290.08	3% salary escalation
Facilities Support Workforce	\$373,758.12	\$352,292.12	\$21,466.00	3% salary escalation
Total Monthly Services with GET	\$471,227.98	\$446,376.96	\$24,851.02	
Contingency Transport	\$25,760.00	\$25,760.00	\$0	No change
Meals	\$51,778.75	\$51,778.75	\$0	No change
Kitchen Supplies	\$9,660.00	\$9,660.00	\$0	No change
Allowance for Contingencies	\$20,000.00	\$20,000.00	\$0	No change
Total Reimbursable services with GET	\$111,664.65	\$111,664.65	\$0	No change
Total Contract Amount	\$582,892.63	\$558,041.61	\$24,851.02	

LEGAL AUTHORITY:

The relevant provisions of Chapter 6K, Hawai`i Revised Statutes, read as follows:

[§6K-6] Responsibilities and duties of the commission. The general administration of the island reserve shall rest with the commission. In carrying out its duties and responsibilities, the commission...

(2) Shall approve all contracts for services and rules pertaining to the island reserve...

[§6K-9.5] Kaho`olawe rehabilitation trust fund. (b) The commission may use moneys in the trust fund to carry out the purposes of this chapter, including hiring employees, specialist and consultants necessary to complete projects relating to the purposes of this chapter.

KIRC Executive Policy Manual, Appendix J: Solicitation and Contracting Policy, Section 2.6 IFB, RFP and Similar Purchases (\$50,000 or more): Will be listed on the monthly status chart before the process is initiated (“Solicitations to be Posted”) and will be presented to the Commission as Action Items for approval before posting.