

February 26, 2024  
Item V.C

MEMO TO: KIRC Commissioners

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

SUBJECT: Base Camp Management Services Contract for FY25

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**RECOMMENDED MOTION:**

To authorize the Executive Director to award a Base Camp Management contract to Dawson Solutions, LLC in the amount of \$558,041.61, for the period May 15, 2024 through May 14, 2025.

**BACKGROUND & SUMMARY:**

The current Base Camp Management contract was authorized for a second of three extensions at the February 27, 2023 Commission meeting. The current contract was initially encumbered with Trust Funds, but staff was able to retroactively re-encumber it with general funds. Staff had intended to encumber the current contract extension with the KIRC’s additional general fund increase in Act 164, but due to the late release of funding caused by the Governor’s line-item veto on the subject measure, staff was only able to partially encumber the contract with the funds available at the time. Even though, the KIRC had previously partially encumbered this contract in the past, DLNR Fiscal explained that the current contract language does not allow for partial encumbrances.

Therefore, staff initiated a new solicitation for Base Camp Management Services that would include updated contract language allowing partial contract encumbrances and annual price adjustments with Commission approval. The KIRC staff’s intentions are to encumber the new contract for five (5) months (May 2024 to September 2024) with FY24 general funds in the hope that the new FY25 general fund allotments would be released by September 2024. The remaining seven (7) months will then be encumbered with FY25 general funds.

Two bidders submitted responses to our solicitation. Only one bidder was compliant on Hawaii Compliance Express, a requirement for contract award. The bidder was Dawson Solutions, LLC with the proposal summarized below. The last contract extension was awarded to Dawson for \$505,768.76.

Services	FY25	FY24	Δ	Notes
Food Service Workforce	\$76,333.56	\$70,727.64	\$5,605.92	
Facilities Support Workforce	\$352,292.12	\$322,660.80	\$29,631.32	
Total Monthly Services with GET	\$446,376.96	\$409,776.96	\$36,600.00	

**MEMORANDUM:** KIRC Commissioners

December 15, 2023

Page 2

Services	FY25	FY24	Δ	Notes
Contingency Transport	\$25,760.00	\$35,760.00	(\$10,00.00)	
Meals	\$51,778.75	\$51,750.00	\$28.75	Minimal change
Kitchen Supplies	\$9,660.00	\$9,660.00	\$0.00	No change
Allowance for Contingencies	\$20,000.00	\$5,000.00	\$15,000.00	KIRC requested increase
Total Reimbursable services with GET	\$111,664.65	\$96,009.80	\$15,654.85	
Total Contract Amount	\$558,041.61	\$505,768.76	\$52,272.85	

**Changes from previous proposal:**

*Chef/Logistics Coordinator:* Increase billable rate from \$63.54/hr to \$66.26/hr. (4.3% rate increase).

*Project Manager:* Increase billable rate and hours from \$102.79/hr at 112hrs to \$110.88/hr at 120 hrs (7.9% rate increase and 15.5% overall increase).

*Lead GMT/GMT:* Previously billed Lead GMT and GMT different rates. Current proposal bills Lead GMT and GMT at same rate, \$76.46. Overall increase of 7.7%.

*Contingency Transport:* Allows to extract two base camp staff via helicopter to reduce number of KIRC boat runs. Reduction of \$10,000.

*Meals and Kitchen Supplies:* No rate changes.

*Allowance for Contingencies:* KIRC increased the allowance from \$5,000 to \$20,000 in anticipation of any future unforeseen vessel repairs or overhaul if needed.

**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.