

September 21, 2020  
Agenda Item IV.B

MEMO TO: KIRC Commissioners

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

SUBJECT: Base Camp Management Services Contract for FY22

---

**RECOMMENDED MOTION:**

1. To authorize the Executive Director to solicit, select and award a Base Camp Management contract for the period May 16, 2021 through May 15, 2022.
2. Appoint Commissioner \_\_\_\_\_ to the contract review and selection board.

**BACKGROUND & SUMMARY:**

The current Base Camp Management contract is a subset of the “Kaho‘olawe Island Reserve Native Dryland Forest Planting and Support” signed on January 24, 2020. The current contract will expire May 15, 2021 and cannot be extended.

The previous contract which was awarded on April 24, 2018 became effective on May 2, 2018 and has been extended twice for a total contract term of three years. The original amount was for \$1,103,778.49. Subsequent contract extension amounts for the following two fiscal years (FY20 through FY21) were: \$1,097,372.14 and \$777,973.14 respectively. This contract was funded as part of the CIP funds for the Kaho‘olawe Island Reserve Native Dryland Forest Planting and Support funding in the FY18 and FY19 State CIP budgets. The current funding is the last year and the last remaining funding for this appropriation. For this solicitation, the KIRC will be using trust funds to encumber the contract. We will also be seeking reimbursable grant funding to offset the cost of this expenditure.

The Dryland Forest Planting and Support contract included:

- Base Camp Management Services
- Dryland Restoration Workforce
- Communications Services
- Area Preparation Equipment, Materials and Supplies
- Native Planting Materials
- Irrigation Supplies
- Fuel and POL
- Supplies and Materials
- Allowance for Vessel Repair

The proposed new scope of work will be limited to Facilities Maintenance Support, Food Service Support, Meals, an allocation for Vessel Repairs and an allocation for contingencies.

Staff is recommending that the solicitation for FY22 Base Camp Management Services contract begin now to establish the Base Camp Management budget obligation for the FY22 Annual Budget and to ensure a contract is in place on May 16, 2021.

The KIRC has worked with the current Base Camp Management Services provider in adjusting its services to meet the changes to the KIRC's on-island operational schedule during the past three years. This has included the addition of helicopter services and the reduction in on-island hours to accommodate the current ten-day open periods at the Honokanai'a base Camp. The staff is proposing a reduction in facilities maintenance manpower and establishing allowances for vessel repairs and contingencies. Overall, staff is looking for a significant reduction in the Base Camp Maintenance Service Contract as we enter these new fiscal challenges.

**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.