

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

ADDENDUM NO. 1
2023 STATE HAZARD MITIGATION PLAN UPDATE
STATE OF HAWAII
DEPARTMENT OF DEFENSE
HAWAII EMERGENCY MANAGEMENT AGENCY
RFP CA-202202

The items listed hereinafter are hereby made a part of the contract for the above-mentioned project and shall govern the work taking precedence over previously issued contract documents governing the items mentioned. Receipt of this addendum is to be acknowledged on the page "Offer Form, Attachment 3_Revised" of the RFP packet.

Replacement Pages

1. On Section Seven, Attachments and Exhibits, replace "OFFER FORM, ATTACHMENT 3," (one page) with the attached "OFFER FORM ATTACHMENT 3_Revised" (two pages).

The following are questions submitted prior to the due date of January 17, 2022

1. How is the response to the above-mentioned solicitation to be submitted? I cannot find a direct answer in the RFP package, perhaps I am missing it? Any help you can provide is greatly appreciated.
 - A. *Offeror shall submit to the State its Proposal in printed format by hand-delivery or U.S. post, and in electronic format that is either saved onto a flash drive, sent as an attachment by email, or shared online (similar to Dropbox or the like).*

Offeror's hard copy submission shall include three (3) complete printed sets (1 complete original set marked "ORIGINAL," plus two (2) complete copy sets marked "COPY") and delivered to the address as specified on the cover (first) page to this RFP solicitation: Department of Defense, Engineering Office, 3949 Diamond Head Road, Room 228, Honolulu, Hawai'i 96816-4495.

Offeror's electronic copy submission can be achieved by saving a complete proposal onto a flash drive and accompany the hard copies, or be delivered via online file sharing or email at the address specified on the cover (first) page to this RFP solicitation: estelita.a.pumares@hawaii.gov (Estelita Pumares). If the soft copy of the Proposal will be delivered via email, please note that the maximum

allowable file size for email attachments is estimated at 25 MB; therefore, an Offeror may need to send the complete Proposal in multiple parts.

It is the Offeror's responsibility to confirm with the specified point of contact (listed below) that the Offeror's Proposal was received by the State prior to the Proposal Due Date/Time listed in Section 1.4 RFP Schedule and Significant Dates.

*Point of Contact: Estelita Pumares
estelita.a.pumares@hawaii.gov
Direct Line: (808) 369-3491*

2. Is there a certain number of copies or electronic copies desired?
 - A. *Please see answer to question #1.*
3. Can the State confirm if this is a print submission or electronic submission? How many original and copy submissions does the State require if this is a print submission?
 - A. *Please see answer to question #1*
4. On p. 5, the RFP notes contract requirements for the process, which are three staff (one Principal Investigator and two additional staff. Can the State clarify whether this list is correct, and if so, what role does the State expect the contractor to take in managing the update process?
 - A. *The list is correct. The staff should include a Principal Investigator, an experienced planner and a GISP Specialist, who shall perform the duties as described in phase 1-5.*
5. Will the State of Hawaii be providing an updated critical facilities list, or will the State expect the contractor to update the list?
 - A. *Yes, The State will provide the State Building Inventory to the Contractor. The State is requesting information on who owns /operates and who is the tenant of the public building.*
6. On p. 5, regarding bullet 4 under Phase I, "Update State Building Inventory, maintenance for content of interactive GIS web-based plan," can the State elaborate on what this process entails?
 - A. *The State will provide the data for Critical Facilities. The State prefers the Contractor to update the data points. The Contractor is requested to identify physical structures and not the mailing addresses.*
7. On p. 5, under the same bullet, the RFP describes an "interactive, web-based plan." Can the state describe the interactive features and functionality that it expects in the final product?

A. *Interactive web-based plan is to be an ArcGIS dashboard. Interactive web-based plan is to include public building inventory only. The data will be accessed by application from end user desktop. The State prefers a print to PDF function similar to FEMA's NFHL Print Tool for FIRMettes, if additional download a CSV file is to be provided through the application or link.*

8. What is the State's budget for this project?

A. *\$300,000.00*

9. What is the expected number of public forum meetings?

A. *There will be 4 public community meetings scheduled.*

10. Will the State or the contractor be furnishing the sign language and other language interpreters?

A. *With proper notice, the State will provide interpreters for ESL and sign language. The Contractor may give the State an add-on cost for this service as needed if the State's in-house interpreter is not available.*

11. Is there is a requirement that the working group and public forum meetings will be online, or rather (or which are to be) in person? Please indicate the assumption to use for consistency.

A. *The State is currently using online virtual meetings such as Microsoft TEAMS. In person meetings may be scheduled for Phase 4, depending on public safety considerations.*

12. Since it is stated that "The modification of the Plan will be built upon consolidated recommendations of the consensus of [SHMF] Forum members", is it to be assumed that this voluntary advisory group will be made available together on a monthly meeting basis online? Otherwise, the schedule may be impacted while the contractor awaits their review and recommendations, since the SHMF is integrated into the SMP process. If not, please state how many meetings with the SHMF will occur in each of the five phases of the scope of work.

A. *6 State Hazard Mitigation Forum Meetings are scheduled.*

13. Are the members of the HI-EMA Hazard Mitigation team in addition to the SHMO all staff members of HIEMA? Will the team members be in attendance at all the meetings with the SHMF?

A. *Yes, Hazard Mitigation Team and the SHMO are all staff members of the HI-EMA. The team members will participate in the SHMF meetings.*

14. Will the HI-EMA Hazard Mitigation team arrange the meetings and participation of the other government and NGO stakeholder workshops?

- A. *Yes, Hazard Mitigation Team will arrange the meetings and participation of other government and NGO stakeholders.*
15. Is it the HI-EMA Hazard Mitigation team that will define the 10 HAZUS Level 3 analyses to be performed, as well as the 5 human-caused hazards of the annex?
- A. *Yes, the HI-EMA Hazard Mitigation team will make those determinations.*
16. Does the State have a designated webpage IT provider established for this project that will integrate the content (text, graphics, video, GIS mapping layers) the contractor will provide into the current HIEMA website/ArcGIS on-line organization?
- A. *The HI-EMA has a designated ArcGIS website/on-line organization to integrate the content.*
17. The complete pdf HMP for FEMA review and approval is typically a voluminous document, so when is the online version created and will the SHMO determine what desired content is to be made available online, or is that an additional collaborative review and approval function responsibility of the SHMF?
- A. *The SHMO prefers the 2023 SHMP update PDF to be available online in its entirety as the 2018 SHMP is now. The SHMO with the HI-EMA Leadership will determine online content.*
18. Will the Evaluation Committee selection be done per an advice and consent process with HIEMA, or will the Evaluation Committee be independently selected by the State Procurement Officer?
- A. *The Evaluation Committee selection will be completed under the advisement and consent process of HI-EMA.*
19. If the Evaluation Committee is independently selected by the State Procurement Officer, what qualifications and experience with the State Hazard Mitigation Planning process and FEMA review will they be required to have?
- A. *The Evaluation Committee is not independently selected.*
20. In Exhibit A, General Provisions for Goods and Services, #16 Section 16. Delivery Extensions it states: *The STATE reserves the right to terminate the contract or to assess liquidated damages, if provided for in the contract, for delays not covered by specific authorized extension.*

In General Conditions #9, it states : *When the CONTRACTOR is given notice of delay or nonperformance as specified in paragraph 13 (Termination for Default) and fails to cure in the time specified, it is agreed the CONTRACTOR shall pay to the STATE the amount, if any, set forth in this Contract per calendar day*

a) Would the State consider waving the liquidated damages from the resulting agreement?

A. *The State will delete the liquidated damages. The State intends to recover actual damages in the event of a breach of contract.*

b) If not, please provide the amount that will be charged per day and the maximum that would be charged.

A. *Please see answer to question 20a (above).*

21. Would the State please provide the following documents that are identified at award for review - Accessibility Standards, Procurement Rules, and sections 103-53 and 103D-328, HRS?

A. *Listed below are the links:*

Accessibility 508 and 255 Guidelines: <https://www.access-board.gov/ict/ict-final-rule.pdf>

Hawaii Procurement Rules Section 103-53: <https://spo.hawaii.gov/references/har/goods/>

[https://www.capitol.hawaii.gov/hrscurrent/vol02_ch0046-0115/hrs0103/HRS_0103-0053.HTM#:~:text=\(a\)%20All%20state%20and%20county,been%20filed%2C%20and%20all%20taxes%2C](https://www.capitol.hawaii.gov/hrscurrent/vol02_ch0046-0115/hrs0103/HRS_0103-0053.HTM#:~:text=(a)%20All%20state%20and%20county,been%20filed%2C%20and%20all%20taxes%2C)

*Hawaii Procurement Rules Section 103D-328:
https://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/hrs0103D/HRS_0103D-0328.htm*

*Hawaii Revised Statutes:
https://www.capitol.hawaii.gov/docs/HRS_Index.pdf*

*Hawaii State Legislature to browse Hawai'i Revised Statutes:
<https://www.capitol.hawaii.gov/errorpage.aspx>*

22. How many planning team meetings and public meetings do you prefer?

A. *The SHMO and HM Team expect a weekly meeting with the Contractor for project updates. There is 6 planned Hazard Mitigation Forum Meetings and 4 Public Meetings.*

23. Is the State open to a virtual meeting process?

A. *The State is open to both in-person and virtual meetings, depending on public safety considerations.*

24. Offer Form O2 #5- What is the anticipated maintenance update responsibility and timeframe for web-based products?
- A. The HI-EMA is to provide the maintenance of the web-based products.*
25. The RFP references Contractor Requirements: The number of positions required is three, one Principal Investigator and two additional staff. Is this the mandatory staffing requirement with no other staff ability to work on the project or is this an on-site staff requirement?
- A. The State requires a minimum of a Principal Investigator, an experienced Planner and a GISP Specialist on or off-site.*
26. Section 2.1, second paragraph: Can you confirm that the Hazus analysis for the 10 sites indicated must be Level 3, as opposed to Level 2? What engineering data for the sites is available to support the 10 Level 3 Hazus analyses? What changes to the Hazus loss estimation model does the State envision?
- A. Listed below are the answers to the multiple questions presented under #26:*
- a) The most current HAZUS model Level 3 runs.*
- b) The State will provide the Engineering data*
- c) The Contractor is responsible for changes in loss estimation model and is to provide options to the State.*
27. Section 3.10: Section 3.10.4 requires that all information be provided in the order specified, and Section 3.10.5 lists the sections to include as Table of Contents, Forms, Narrative Project Proposal, and Exceptions. However, the Offer Checklist lists the Exceptions before the Narrative Project Proposal. What is the correct order for all sections of the proposal?
- A. Please follow the Checklist Order 1- 10. The content information is what is important not the order of the content information.*
28. Section 5.13: Would the State be amenable to monthly invoices and payments instead of quarterly payments?
- A. Yes, the State will pay on a monthly and/or quarterly basis against the Contractor's state-approved invoices for goods and services that were satisfactorily and completely delivered and/or rendered.*
29. Qualifications Questionnaire
- a) Is there a version of the Qualifications Questionnaire in Microsoft Word format available?
- A. No, a Microsoft Word version is not available.*

- b) Item #3 requires résumés of key personnel. Where (i.e., as listed in the answer to Question 2 above) should those résumés be included in the proposal?
- A. *Resumes and a certification for the GIS specialist should be inserted as a separate section and included at the end of the proposal.*
- c) Item #4: Would the State accept an abbreviated list of relevant and current clients?
- A. *An abbreviated list of relevant and current clients is unnecessary.*
- d) Item #11: Would the State accept an abbreviated list of projects for the U.S. Government?
- A. *An abbreviated list of US Government contracts is unnecessary.*
- e) Item #12: Would the State accept an abbreviated list of projects for governmental agencies outside the State of Hawai'i?
- A. *An abbreviated list of projects for governmental agencies outside the State of Hawaii is unnecessary.*
30. Page 7 (pdf) in RFP notes: "Contractor Requirements: The number of positions required is three, one Principal Investigator and two additional staff (An experienced Planner and GISP Specialist with certification)." Can you please confirm these are key positions and additional support staff is permitted?
- A. *Principal Investigator, an experienced Planner, and a GIS Specialist with certification are required staff members, and additional support staff is permitted for this project.*
31. What is the budget for the whole project? For the plan? For the website?
- A. *\$300,000.00*
32. What is meant by public trust data?
- A. *In Phase 4, conducting public meetings is to build confidence and public trust. Through these meetings it is requested that the Contractor collects Survey data on public trust of the State of Hawaii and the HI-EMA.*
33. In what phase do you expect the Contractor to update the Capability Assessment?
- A. *The Capability Assessment is expected to be accomplished in Phase 2-Hazard Analysis and Risk Assessment*
34. What role does the HI-EMA Mitigation Section intend to play in this project?

- A. *The SHMO and the HI-EMA Mitigation Team plan to be interactive in this project and will be the primary Point of Contact and Project Managers. The SHMO and the Mitigation Team will oversee the Contractor in the completion of the 2023 SHMP update, providing direction and clarification as needed. The Contractor is expected to provide weekly meeting updates and meeting notes.*
35. Do you mind if tasks overlap? The schedule in the RFP has tasks listed consecutively without overlap.
- A. *It is encouraged to overlap tasks for efficiency and time.*
36. What are the goals for access to the data? Is data access for simple viewing, online analysis, public downloads, others?
- A. *The access to data applies to the Public Building Inventory only. The data will be accessed by application from end user desktop. The User's access includes a print function to pdf. If additional download is needed a CSV file may be obtained through the application or link.*
37. Can you provide additional details on what updates are needed to the state building inventory and when it was last updated?
- A. *The last update to the state building inventory list was 2017. An updated FGDC Metadata has been requested for the current 2023 update*
38. Please explain what is meant by, "Update State Building Inventory, maintenance for content of the interactive web-based plan."
- A. *The State will provide the data for Critical Facilities. The State prefers the Contractor to update the data points. The Contractor is requested to identify physical structures and not the mailing addresses. (same as question #6)*
39. Will the state provide translation services for meetings? What languages or needs does the state believe need accommodation at meetings?
- A. *With proper notice, the State will provide interpreters for ESL and sign language. The Contractor may give the State an add-on cost for this service as needed if the State's in-house interpreter is not available. (same as question #10) At this time, the State is unsure what languages or needs will need accommodation at meetings.*
40. Should the contractor assume all meetings are virtual?
- A. *Yes, meetings are planned to be held virtually. In Phase 4 that includes public meetings, if it is feasible to have public meetings, it is expected that meetings will also be done virtually as well for health safety and public accessibility.*

41. Is there a designated or preferred platform already? If yes, what platform should be used to house the online plan?
- A. The Contractor will need to beta test the ArcGIS online dashboard to work out the bugs on their own website before submitting the product to the HI-EMA.*
42. Does the state want training or instructional materials for how to navigate the online plan and use/download online data?
- A. No training or instructional materials are needed.*
43. How long is the contractor expected to host/maintain the web-based plan?
- A. The Contractor will need to beta test the ArcGIS online dashboard to work out the bugs on their own website before submitting the product to the HI-EMA. The amount of time depends on the Vendor, due to collection of FGDC Metadata*
44. For the interactive web-based plan / online platform, are there particular features the State is interested in seeing (e.g., website to host plan content, interactive risk mapper/property search function, climate change scenario viewer)?
- A. The HI-EMA wants the web-based plan to have an interactive risk mapper/property search function with the public building inventory.*
45. Item #6 on pdf page 2 of the Offer Form requests GIS products. Are there specific GIS products the state would like to see created for this plan outside of HAZUS products and asset analysis?
- A. The specific GIS product is the Online ArcGIS Dashboard.*
46. What type of maintenance do you expect from contractor or are you referring to setting up the web-based plan to accept State Building Inventory updates?
- A. The Contractor is not expected to perform maintenance.*
47. How are proposals to be submitted- in hard copy or electronically? If in hard copy, how many copies are required? If electronically, how should they be submitted?
- A. The digital proposal is to be emailed to the following address:*
- ESTELITA PUMARES at estelita.a.pumares@hawaii.gov*
Ms. Pumares' telephone number is (808) 369-3491 (same as question #1)
48. Will Remote work be accepted to deliver the work on this contract?
- A. Telework is acceptable within the United States.*
49. We noticed tsunamis are not included as a hazard nor do they seem to be tied into the plan in the RFP, however the current plan includes tsunamis as hazards.

Please confirm that Tsunamis will be part of the risks in the new plan.

A. *Yes, the tsunami risk will be included in the new plan.*

50. Will the HAZUS tsunami module use the current tsunami data or updated tsunami data?

A. *In 2018 SHMP HAZUS runs did not include a tsunami module.*

51. We noticed Volcanic hazards (lava flows & vog) were included in the current plan in 2018 and that same summer lava flows were very destructive. Were those incidents included in the current plan and/or has this hazard data been updated since then?

A. *No, in 2018 SHMP does not include lava flows or VOG HAZUS modules. Volcanic issues will be included in the updated Hazard Mitigation Plan as part of the risk hazards.*

52. With the new COVID-19 pandemic, has the State of Hawaii considered conducting public meetings virtually?

A. *The State is currently using online virtual meetings such as Microsoft TEAMS. In person meetings may be scheduled for Phase 4, depending on public safety considerations. (same as question #11)*

Kenneth S. Hara
Major General
Adjutant General

Posted: January 24, 2022