

# ADDENDUM NO. 1

STATE OF HAWAII  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM

## OFFICE OF PLANNING

September 30, 2016

### REQUEST FOR PROPOSALS

#### SOLICITATION NO. RFP-17-02-OP

#### SEALED OFFERS FOR REPORT ASSESSING THE FEASIBILITY AND IMPLICATIONS OF MANAGED RETREAT STRATEGIES FOR VULNERABLE COASTAL AREAS IN HAWAII

The items listed hereinafter are in response to questions concerning this solicitation and amend the previously issued specifications and are hereby made a part of the subject solicitation. Unless indicated below, all other specifications from the subject solicitation shall remain in effect.

#### Section I – Responses to Questions on Solicitation No. RFP 17-02-OP

**Responses are highlighted in bold.**

1. Just to clarify the offer should be submitted on Offer forms OF-1 and OF-2, along with the itemized budget and a recommended progress payment schedule?

**Yes, Offer Forms OF-1 and OF-2, an itemized budget, and recommended progress payment schedule are a part of the required proposal format. However, please refer to RFP 17-02-OP Section Three: Proposal Format and Content for complete information regarding what should be submitted as part of your proposal, including but not limited to: forms, content, and submission of proposals.**

2. Item I: Please clarify who would be responsible for identifying and paying for venue, food, and other expenses related to conducting the managed retreat symposium.

**The STATE is responsible for the symposium, including identifying and paying for venue, food, and other expenses (i.e., honoraria and travel costs for speakers) related to the symposium. Section 2.2 Scope of Work Items E, F, G, H, and I are the items**

**related to the managed retreat symposium that the CONTRACTOR is responsible for.**

3. Item J/K: Please clarify the final deliverable for this contract: the “Draft/final report on the case studies, including feasibility analysis.”
  - a. Is the feasibility analysis focused on the four case studies?

**The four case studies should be used as illustrative examples and drawn upon, in addition to information gathered at the symposium and background research, to inform the feasibility analysis on the potential for a managed retreat framework in Hawaii.**

- b. Is the feasibility analysis based on factors such those described in Item C.3?

**The factors listed in Section 2.2 Scope of Work Item C3 include “land ownership patterns, price of land, lot sizes on shoreline, vacant land locations, and other constraints/opportunities” and these should be considered when analyzing the feasibility of a managed retreat framework in Hawaii. This is not an exhaustive list of considerations. CONTRACTOR may recommend additional factors for the feasibility analysis for consideration by the STATE.**

- c. We are assuming that the draft report would provide information in a form that the State could use to develop a “managed retreat framework.” Is this a correct assumption?

**Yes, that is a correct assumption.**

4. Is additional funding available beyond the \$125,000 stated budget?

**No, additional funding beyond the stated \$125,000 is not available.**

5. What is the allocated budget for hosting the symposium? Costs would include venue, food, speaker fees, travel, etc. – (it is assumed the contractor is not being asked to cover these costs).

**See response to question 2.**

6. Who will be responsible for marketing the symposium?

**Section 2.2 Scope of Work Item H states “CONTRACTOR shall prepare, for STATE review and approval, an outreach mailing list, outreach materials, a draft agenda, invitations for participants, as well as distribute approved invitations and collect RSVPs, and coordinate preparations for a managed retreat symposium.” The approved outreach materials should be sent by the CONTRACTOR to those on the**

**outreach mailing list in order to advertise the symposium and solicit interest in attendance.**

- a. Has a designated marketing budget been established for the symposium?
- b. How much is the marketing budget?

**No, a designated marketing budget has not been established. The extent of marketing is described in Section 2.2 Scope of Work Item H.**

7. Where will the funds for the symposium originate?

**The STATE is responsible for the symposium. Funding for the symposium is being provided by the STATE.**

- a. Is there an organizing committee already established to seek funding partners for the symposium?

**Currently no organizing committee for the symposium exists. The STATE shall be responsible for convening such a committee, and the CONTRACTOR is expected to be a member of the organizing committee for the symposium.**

- b. Will there be an attendance fee to cover some or all of the symposium costs?

**At this time, it is not anticipated that there will be an attendance fee for the symposium.**

- c. Will the symposium be subject to cancellation based on insufficient registrations received?

**At this time, it is not anticipated that the symposium would be cancelled based on insufficient registrations received.**

8. Please confirm the anticipated location of the symposium. Will O‘ahu host the symposium?

**At this time, it is anticipated that the symposium will be located on O‘ahu.**

9. What role will the Interagency Climate Adaptation Committee (ICAP) serve regarding this symposium?

**The role that the Interagency Climate Adaptation Committee (ICAC) serves in the symposium may include participating as speakers, resource persons and/or participants. See Addendum 1 Section II, Section 2.1 for additional information on the ICAC.**

10. Synergies may exist between the statewide Sea Level Rise Vulnerability and Adaptation Report (SLR Report) and this report. Please provide the progress of this report and the entity authoring the report.

**As stated in the question posed, “this report” refers to the managed retreat report described in this RFP 17-02-OP Section 2.2 Scope of Work Items J and K. The progress of “this report” is that proposals are currently being solicited to complete the report as part of the managed retreat project. The managed retreat report will be authored by the selected CONTRACTOR. For more information on the SLR Report, See Addendum 1 section II, Section 2.1.**

11. OMB Circular A-133 states in Subpart B—Audits §.210 (e) that “Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients.” It is our understanding that a for-profit subrecipient is not required to conduct or hire the services of an auditor to conduct a single audit or program-specific report. Please clarify whether the State is requiring the Contractor to conduct and/or hire the services of an auditor to perform this audit as a condition of contract award.

**The STATE fulfills its responsibility to ensure compliance with the single audit requirement as established in Section 2.2 Scope of Work Item M. Please refer to Addendum 1, Section II – Amendments to Solicitation No. RFP 17-02-OP No. 3.**

**Section 2.2 Scope of Work, Subsection M which states, “CONTRACTOR shall provide the STATE with a letter (1) stating whether or not the CONTRACTOR expended more than \$750,000 in aggregate of federal funding in any fiscal year covered by this Contract and (2) if such funding was expended, confirming that the CONTRACTOR shall provide the STATE a copy of its single audit report, or program-specific report, as required by [~~OMB Circular A-133,~~] Title 2, Code of Federal Regulations (2 CFR), Part 200, Subpart F, within 30 days after receipt of the auditor’s report.” An audit report is therefore only required if the CONTRACTOR has expended more than \$750,000 in aggregate federal funding in any fiscal year covered by this Contract.**

Section II – Amendments to Solicitation No. RFP 17-02-OP

Solicitation No. RFP-17-02-OP Sealed Offers for Report Assessing the Feasibility and Implications of Managed Retreat Strategies for Vulnerable Coastal Areas in Hawai‘i is amended as follows. Deletions are bracketed and stricken, and additions are underscored.

1. Section 2.1 Project Overview and History, is amended as follows:

The State of Hawai‘i has begun to address climate change and its associated threats by passing the Hawai‘i Climate Adaptation Initiative Act (Act 83, Session Laws of Hawai‘i

2014). Act 83, codified as Hawai'i Revised Statutes (HRS) § 225P, seeks to protect the State's economy, health, environment, and way of life. One of the major expected impacts to the state from climate change is the threat to coastal environments and increased vulnerability of our coastal communities. The managed retreat project described in RFP 17-02-OP seeks to complement the sea level rise vulnerability analysis and recommendations from the State Sea Level Rise Vulnerability and Adaptation Report being developed by the Interagency Climate Adaptation Committee (ICAC) pursuant to Act 83 of the Hawaii Climate Adaptation Initiative.

Act 83, SLH 2014 established the ICAC to guide the State's climate adaptation efforts. The ICAC is developing a State Sea Level Rise Vulnerability and Adaptation Report (SLR Report) that is due to the Legislature by December 2017. The SLR Report, which is the first of its kind in Hawaii State Government, will provide detailed maps to show the state's most vulnerable areas for erosion and flooding in this century (2030, 2050, 2075 and 2100), and how it will affect our coastal areas and ultimately, our way of life. The SLR Report will include adaptation recommendations for areas of exposure to coastal submersion and land loss by sector and over time, and initial recommendations how to strategize and prioritize the movement of critical infrastructure and people over the next few decades (i.e., managed retreat). Another important aspect of the SLR Report process, the ICAC, and the Hawai'i Climate Adaptation Initiative is to create a framework for a State Climate Adaptation Plan, to be developed by the State Office of Planning, that endeavors to improve coordination and organization of all climate adaptation efforts and the State, local, and federal levels for the Hawaiian Islands.

The State Office of Planning (OP) implements the Ocean Resources Management Plan (ORMP) as required under HRS § 205A-3. Since 1985, a partnership of state and county agency directors has been collaborating to improve the management of the State's ocean and coastal resources through the Council on Ocean Resources. At the staff level, these agencies participate in the Coordinated Working Group (CWG) on these issues and also participate in targeted Action Teams. This plan supports effective management, beneficial use, protection, and development of the state's coastal zone, which includes all lands of the state and the area extending seaward from the shoreline to the limit of the State's police power and management authority, including the U.S. territorial sea. The ORMP was updated in 2013 and includes eleven Management Priorities.

This project seeks to address ORMP Management Priorities 1 and 2, centering on Appropriate Coastal Development and Management of Coastal Hazards. Goal C under Management Priority 1 states "Expand options to protect existing developments from further coastal erosion." In 2015, the Appropriate Coastal Development and Management of Coastal Hazards Action Team (ACT) refined this goal in their Implementation Plan (2013-2018) to read "Expand cost-effective and time-efficient options to protect,

accommodate, and retreat existing and future coastal development from coastal hazards (e.g., erosion and inundation).”

The ACT prioritized actions listed under the multiple goals in the Implementation Plan in 2015. A highly rated action was Management Priority 1, Goal C, Action 6 (MP1C6):

“Expand efforts (e.g., under Act 83, SLH 2014) to assess the feasibility and implications of implementing managed retreat strategies (e.g., shoreline armoring restrictions, rebuilding restrictions, structure removal requirements, acquisition and buy-out programs, conservation easements, rolling easements, etc.) to gradually shift threatened development inland and away from vulnerable coastal areas.”

This project will center on a managed retreat symposium which will do 3 things:

- Present information on existing programs for managed retreat;
- Include presentations from expert speakers from Hawai‘i and the mainland; and
- Present generalized Hawai‘i-specific exercises for symposium participants based on specific case studies, chosen with input from the STATE and ACT and include available data on projected coastal hazard exposure with sea level rise in coordination with the ICAC, to explore the feasibility of potential managed retreat programs in Hawai‘i, including the economic, political, regulatory, social, and environmental aspects and implications of managed retreat programs, including the potential effect of [a] managed retreat [~~framework~~] on coastal communities, public infrastructure, and public access to and use of [the] shorelines and beaches, as well as the effect on [and] state and county land use [management] plans and policies.

The input gathered at the symposium will [~~feed into~~] be incorporated in a report covering the potential for and feasibility of a managed retreat framework for the state and counties that builds upon the findings and recommendations of the SLR Report being developed by the ICAC. This report will summarize [~~the complex systems~~] land use plans and policies affected by potential managed retreat, and provide a basis to inform future legislation [for the State, under which funding and requirements for a managed retreat framework would occur.] in concert with the state SLR Report, as well as means of financing.

This project meets the goal set forth in the ORMP as well as complements the work being undertaken to implement Act 83, SLH 2014.

2. Section 2.2 Scope of Work, Subsection J, is amended as follows:

- J. CONTRACTOR shall use input from the managed retreat symposium to develop a draft report on the case studies, including a feasibility analysis, for a managed retreat framework at the State level for Hawai‘i for STATE review and approval. The report

shall also include the discussion takeaways from the symposium on the potential for providing and enhancing public access to the shoreline and state land use management policies through a managed retreat framework. CONTRACTOR shall coordinate with ICAC on the development and overlap of relevant content within ICAC's sea level rise vulnerability analysis and the Scope of Work described within this RFP. CONTRACTOR shall submit the draft report for STATE review and approval prior to finalization.

3. Section 2.2 Scope of Work, Subsection M, is amended as follows:

M. CONTRACTOR shall provide the STATE with a letter (1) stating whether or not the CONTRACTOR expended more than \$750,000 in aggregate of federal funding in any fiscal year covered by this Contract and (2) if such funding was expended, confirming that the CONTRACTOR shall provide the STATE a copy of its single audit report, or program-specific report, as required by [~~OMB Circular A-133,~~] Title 2, Code of Federal Regulations (2 CFR), Part 200, Subpart F, within 30 days after receipt of the auditor's report.

DIRECT QUESTIONS RELATING TO THIS ADDENDUM TO JUSTINE NIHIPALI,  
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