

**REQUEST FOR INFORMATION (RFI) for  
Provide Suite of Services to Maintain  
For the County of Kauai  
2020-RFI-3**

Pursuant to the provisions of HRS 103D, HAR 3-122-9.02, the County of Kaua'i Housing Division, hereby provides public notice to invite all interested parties to submit information regarding providing a suite of services to maintain an agriculturally zoned property owned by the County of Kaua'i, located in Waimea Tax Map Key No.: 4/ 1-2-006-009, CPR 0001 through 0010.

The purpose of this this RFI is to solicit information from interested organizations willing and able to provide the County with services to maintain common elements of the property such as fire breaks, easements, drainage ditches, roadways, and access gates. Additional services include security, camera and sign installation, remote camera monitoring, remove unauthorized persons or property, and respond to emergencies including, but not limited to floods, fires, vehicular accidents, and criminal activity. It is the intent of this RFI that respondents provide brief detail regarding how it will meet the requirements stated in the sections below. This RFI is not a competitive bidding process for obtaining services. The County of Kaua'i plans to use the information provided from RFI submissions to determine the benefits and feasibility of such services.

Organizations shall transmit their information electronically thru Public Purchase.

Deadline for submittal of information shall be by **3:00 p.m. H.S.T. December 6, 2019.**

**NEITHER THE COUNTY OF KAUA'I NOR THE PARTIES RESPONDING TO THIS  
REQUEST HAS ANY OBLIGATIONS UNDER THIS REQUEST FOR INFORMATION**

## INSTRUCTIONS TO INTERESTED BIDDERS

### A. INTRO/GENERAL:

**Description:** The County of Kaua‘i is seeking information about services to maintain, repair, and secure an agriculturally zoned property owned by The County of Kaua‘i, for the purpose of preparing an integrated Request for Proposal. It is the intent of this RFI that respondents provide brief detail regarding how the proposed service will meet the requirements stated in the sections below. This RFI is not a competitive bidding process for obtaining services. The County of Kaua‘i plans to use the information provided from RFI submissions to determine costs, benefits and feasibility of issuing an integrated Request for Proposal.

### B. BACKGROUND INFORMATION:

The County of Kaua‘i intends to seek a service provider that will be able to provide the services described below:

1. Drain Canals Excavation & Maintenance – Provide excavation services to maintain the drainage canals alongside the main interior road and canal located in the middle of the lower fields, a length of approximately 10,000 LF. Work involves excavating along both sides of canals and is performed every 3-5 years as needed.
2. Mow Road Shoulders and Canals – Mow the fire-break around the perimeter of the property and the road shoulder areas along the main interior roadway; Pig-Pen/Sewer Treatment Plant Road, and Sandland Pump Road. Work frequency is performed six times per calendar year in bi-monthly intervals.
3. Security Services – Install locks on five access gate entries. Unlock each gate at 5 am and lock gates at 5 pm. Evening patrol gates located at Sandland, Kekaha entry, Sewer Treatment Plant, Waimea Athletic Field, Kikiaola Subdivision, and drive main interior road periodically. Install and maintain remote security cameras at each entry gate and the main intersection at Sandland Pump Road and the main interior road. Respond to any unauthorized persons. Remote monitoring of the cameras. Respond to any emergencies. Contact authorized County representative as needed.

The County of Kaua‘i seeks service providers with these qualifications:

1. Demonstrated managerial and operational experience with at least one (1) successful past project involving all of the above noted services.
2. Demonstrated ability to work with all federal, state, and local agencies and law-enforcement organizations, including but not limited to those of the Kaua‘i Police Department, Kaua‘i Fire Department, and Kaua‘i County Department of Parks and Recreation.
3. Ability to provide the appropriate machinery and equipment to fulfill the scope of services.
4. Demonstrated ability to work with the public and agricultural/industrial businesses leasing land on the property.

5. Experience with preparation and submission of required reports.

### **C. REQUESTED INFORMATION:**

The following Sections must be included in your response to the RFI:

***Transmittal Letter*** – The transmittal letter should be in the form of a standard business letter and signed by a vendor-authorized individual that will serve as a point of contact for future inquiries.

#### ***Response***

1. Indicate company name, address, point of contact with telephone number and email address.
2. Minimum qualifications that the organization should have to accomplish the services.
3. Please also indicate any recommendations or comments that you want to share.
4. Minimum operating funding that would be required.

Organizations or firms shall transmit their information electronically thru Public Purchase to be received no later than the deadline stated on the Notice.

**The responses shall be electronically transmitted in PDF format via Public Purchase.**

Responses will be opened electronically following the due date and time.

All responses submitted shall remain confidential until award of the RFP or MOA, if issued.

### **D. COUNTY OF KAUA'I - POINT OF CONTACT**

Point of Contact: Wade Lord  
Phone number: (808) 241-4906  
Email Address: [wlord@kauai.gov](mailto:wlord@kauai.gov)

THIS RFI IS FOR PLANNING PURPOSES ONLY AND WILL BE UTILIZED AS A RESEARCH TOOL TO DETERMINE AVAILABILITY OF POTENTIAL SOURCES AND FOR INFORMATION GATHERING PARTICULARLY IN THE AREA OF HOME AND COMMUNITY BASED SERVICES FOR THE COUNTY OF KAUA'I. THE COUNTY OF KAUA'I, DOES NOT INTEND TO MAKE ANY AWARDS BASED ON RESPONSES TO THIS RFI BUT INTENDS TO ISSUE A REQUEST FOR PROPOSAL (RFP) OR MEMORANDUM OF AGREEMENT (MOA) AT A LATER DATE.