



STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

FROM: Water Resources and Planning Division, Edward Doi  
*Name of Requesting Department*

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.

Provide a powerpoint presentation at the public hearing held by the Department of Water (DOW), County of Kauai (COK) for the proposed Amendments to the Department of Water Rules and Regulations of the Board of Water Supply. The Amendments to the Rules and Regulations include but are not limited to amending the Facilities Reserve Charge. The powerpoint presentation shall include but not be limited to summarizing the process and results of the "Needs Assessment Study and Facility Reserve Charge Update" which was completed for the Department of Water. Meet in person with staff prior to and after public hearing to discuss concerns, answer staff/public questions, finalize presentations, and to make any necessary recommendations for the overall evaluation of the project as needed.

2. Vendor/Contractor/Service Provider Name: Hawksley Consulting	3. Amount of Request: \$4,000.00
4. Term of contract (shall not exceed 12 months), if applicable: From: <u>1-Nov-15</u> To: <u>1-Nov-16</u>	5. Prior SPO-001, Sole Source (SS) No.: N/A

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

The DOW "Needs Assessment Study and Facility Reserve Charge Update" was completed by Louis Berger Group (formerly R.W. Beck). During the duration of the study, R.W. Beck, Inc. was aquired serveral times by other companies. Primary personnel who conducted the work effort for the "Needs Assessment Study and Facility Reserve Charge Update" are no longer employed at Loius Berger Group. Andy Baker, Civil Engineer for SAID Energy, Environment & Infrastructure LLC. was the primary person directly involved in the development of the "Needs Assessment Study and Facility Reserve Charge Update" while at Louis Berger Group (formally R.W. Beck). Andy Baker is uniquely qualified to provided the services identified in item 1, above for the DOW and he is presently employed by Hawksley Consulting.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

Andy Baker is the primary person who performed most of the work for the devleopment of the "Needs Assessment Study and Facility Reserve Charge Update" Report for the DOW throughout the changing of companies. He has provided service to the DOW throughout the process of finalizing the report. Andy Baker is the only qualified personnel to perform the servcies required by the DOW at this time and under these circumstances.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

Andy Baker is the primary person who has worked on the "Needs Assessment Study and Facility Reserve Charge Update" through various companies that the DOW has obtained services from. 5 years ago, the DOW began the process to amend the DOW's Rules and Regulations which affected the Facilities Reserve Charge. The finalized "Needs Assessment Study and Facility Reserve Charge Update" Report has been approved by the DOW during its 09/17/15 Regular Board Meeting. A public hearing is set for Tuesday, 11/10/15. With Andy Bakers involvement from the beginning, determining to have other vendors/contractor/service provider would be difficult to have them familiarize themselves with the "Needs Assessment Study and Facility Reserve Charge Update" Report in order to understand, explain, and make recommendations if inquired.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

Andy Baker is the primary person for the project, who has been working on the "Needs Assessment Study and Facility Reserve Charge Update" through various companies that the DOW has obtained services from. The DOW determined that Andy Baker is the only qualified person to perform the required services needed by the DOW as shown in item 1. above.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Edward Doi	Dept. of Water	808-245-5417	edoi@kauaiwater.org

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.*

*I certify that the information provided is to the best of my knowledge, true and correct.*



Department Head Signature



Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 10/13/15

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

- Approved       Disapproved       No Action Required

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*Chief Procurement Officer Signature      Date*