

Reviewed and Approved by Executive Director: DN

December 9, 2020

FOR ACTION

I. REQUEST

Authorize the Executive Director to Expend Up to \$82,427 from the Hawaii Community Development Revolving Funds, to Retain a Consultant to Assist the Hawaii Community Development Authority in Complying with the State Department of Health, National Pollutant Discharge Elimination Systems General Permit Requirements for the Kakaako Community Development District and Kewalo Basin Harbor Small Municipal Separate Storm Sewer Systems

II. BACKGROUND

The stormwater drainage systems in the Kakaako Community Development District (KCDD) and Kewalo Basin Harbor (Kewalo) are owned by the Hawaii Community Development Authority (HCDA). Pursuant to State Department of Health (DOH) requirements, the HCDA has been administering stormwater management program plans (SWMPP) for the Kakaako and Kewalo systems through a contract with AECOM Technical Services, Inc. (AECOM). The existing contract with AECOM expired on July 31, 2020. Staff is requesting the Authority's approval to retain a consultant to ensure continued compliance with the DOH requirements.

The stormwater drainage systems in the KCCD and Kewalo are classified as Municipal Separate Storm Sewer System (MS4)¹ by the DOH. Stormwater runoff is commonly transported through municipal separate storm drainage systems and then often discharged, untreated, into local water bodies. Within the HCDA jurisdiction, these small MS4 discharge to Mamala Bay, via the culvert at the southern end of Keawe Street. The HCDA MS4 drainage systems are subject to the requirements of the National Pollution Discharge Elimination System (NPDES) General Permit (Permit); this Permit authorizes certain discharges² from the MS4. To prevent harmful pollutants from being washed or dumped into MS4s, certain operators are required to obtain NPDES General Permits and develop Stormwater Management Program Plans, which describe the stormwater control practices that will be implemented consistent with Permit requirements to minimize the discharge of pollutants from the sewer system.

¹ An MS4 is a conveyance or system of conveyances that is:

- owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.,
- designed or used to collect or convey stormwater (e.g., storm drains, pipes, ditches),
- not a combined sewer, and
- not part of a sewage treatment plant, or publicly owned treatment works.

² Allowed Discharges include stormwater and certain non-storm water discharge, e.g. runoff from car washing, or irrigation.

The HCDA's compliance with the Permit is mandatory and must continue as long as the stormwater drainage systems are owned by the HCDA. Since 2008, the Authority has approved retaining an engineering consultant to assist staff in complying with the Permit requirements. Staff is seeking the approval to retain an engineering consultant to ensure continued compliance with the Permit requirements, and to avoid potential violations.

III. DISCUSSION

In accordance with the State procurement rules, a committee to evaluate and rank consultant qualifications to perform this work was established. The committee reviewed the statement of qualifications of all consultants listed under the Environmental Engineering category from the Fiscal Year 2019-2020 Professional Services List and ranked AECOM as the most qualified consultant. The staff negotiated with AECOM to streamline the scope and fees, and the AECOM billing rates are within the Department of Accounting and General Services' rates. The proposed scope of services for the consultant contract is similar to previous contracts. The proposal from AECOM is divided into three one-year segments, each with the same scope and fee. The proposed fee of \$82,427.00 applies to the first year. Staff plans to reopen discussion with the City and County of Honolulu (City) regarding the City including the drainage system within KCDD into its MS4 management system. Therefore, for now staff is requesting funding for one-year contract only. If staff is unable to transfer the KCDD storm drainage system to the City, staff will seek funding for extending the contract with AECOM towards the end of the first year of the contract.

AECOM's performance in its previous contracts with the HCDA for the KCDD and Kewalo MS4 has been excellent. AECOM personnel are very knowledgeable of state and federal regulations and procedures and are knowledgeable of the MS4 specific to HCDA. AECOM has conducted inspections of construction sites, facilities, and businesses in the KCDD and Kewalo in a professional manner, serving to translate DOH requirements to the various projects underway, as well as disseminating information about the SWMPP and providing suggestions on how to prevent pollutants from entering the KCDD and Kewalo MS4.

IV. RECOMMENDATION

Authorize the Executive Director to expend up to \$82,427.00 to retain AECOM Technical Services, Inc. to assist the HCDA in complying with the DOH and Permit requirements relating to the stormwater drainage systems belonging to HCDA, from the Hawaii Community Development revolving funds, and undertake all tasks necessary to effectuate the purpose(s) of this For Action.

Attachments: Exhibit A - Scope of Services for Hawaii Community Development Authority Kakaako Community Development District and Kewalo Basin Harbor NPDES Permit and Storm Water Management Program Plan

Prepared By: Germaine Salim, Project Management Engineer GS

Reviewed By: Deepak Neupane, P.E., AIA, Executive Director DN



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November 2, 2020

Mr. Deepak Neupane
Executive Director
State of Hawaii
Hawaii Community Development Authority
547 Queen Street
Honolulu, Hawaii 96813

SUBJECT: Professional Services Relating to the Small Municipal Separate Storm Sewer Systems in the Kakaako Community Development District and Kewalo Basin

Dear Mr. Neupane:

AECOM Technical Services, Inc. (AECOM) is pleased to submit a fee proposal for providing consulting services for both Kakaako Community Development District (KCDD) and Kewalo Basin (KB) Small Municipal Separate Storm Sewer Systems (MS4s). The scopes of services include implementation of the SWMPPs for both KCDD and KB MS4. The following is a summary of our proposed fee for calendar year (CY) 2021 (January 1, 2021 to December 31, 2021) consulting services. The proposed fee is on a Lump Sum basis. Detailed breakdowns and scopes of work are attached.

Calendar Year	CY21
HCDD/ KB	\$82,427

It is our understanding that HCDA may have the option to extend the contract. If HCDA exercises this option, the scope and proposed fee for calendar year 2022 and 2023 shall remain the same as calendar year 2021. It is also our understanding that HCDA is in the process of dedicating some of its properties to the City and County of Honolulu, as a result, scope of services may be reduced and we will evaluate the fee reduction with reduced scope and send revised fee to HCDA for review and approval.

Calendar Year	CY22	CY23
HCDD/ KB	\$82,427	\$82,427

Thank you for the opportunity to serve you and we look forward to working with you on this project. If you have any questions, please feel free to call Dr. Ming Ding or me at (808) 521-3051.

Sincerely,

for Rudolph Mina
District General Manager
AECOM Technical Services, Inc.

	KCDD and Kewalo Basin MS4 Tasks		CY21	CY22	CY23
1	Overall Coordination		\$11,242	\$11,242	\$11,242
2	Public Education/Outreach		\$8,257	\$8,257	\$8,257
3	Illicit Discharge Detection and Elimination		\$6,492	\$6,492	\$6,492
4	Construction Site Runoff Control		\$7,814	\$7,814	\$7,814
5	Post-Construction Runoff Control		\$4,531	\$4,531	\$4,531
6	Pollution Prevention/Good Housekeeping		\$3,636	\$3,636	\$3,636
7	Drain Inspections		\$12,356	\$12,356	\$12,356
8	Training		\$7,531	\$7,531	\$7,531
9	Annual Report		\$15,058	\$15,058	\$15,058
10	Miscellaneous Expenses		\$1,800	\$1,800	\$1,800
	Total, All Labor Tasks		\$76,918	\$76,918	\$76,918
	4.712 % TAX Labor (Items 1 to 10)		\$6,217	\$6,255	\$4,567
	Miscellaneous Expenses		\$1,800	\$1,800	\$1,800
	Tax, 4.712% on Misc. Expenses		\$85	\$85	\$85
	GRAND TOTAL		\$82,427	\$82,427	\$82,427



**Hawaii Community Development Authority
Small Municipal Separate Storm Sewer System in the Kakaako
Community Development District and Kewalo Basin**

SCOPES OF WORK

1) Overall Coordination

- a) Oversee all aspects of the project

2) Public Education and Outreach

- a) Develop annual article for HCDA website, including annual survey
- b) Develop monthly newsletter articles for Kewalo Basin
- c) Distribute outreach materials to business identified during wet weather and drain inspections as potential sources of pollution annually
- d) Distribute outreach material to one target audience per year (ie: children's activity book to condo property managers)

3) Illicit Discharge Detection and Elimination

- a) Update business inventory businesses for entire Kakaako District annually
- b) Prepare Site Investigation Sheets (SIS) when illicit discharges are discovered
- c) Perform annual Wet Weather Inspections

4) Construction Site Runoff Control

- a) Provide courtesy review on erosion control plans & reports
- b) Conduct 3rd party inspections for priority construction projects
- c) Document inspections and plan reviews in spreadsheet

5) Post-Construction Runoff Control

- a) Provide courtesy review on permanent BMPs including LID BMPs and stormwater quality reports
- b) Conduct annual inspection of permanent BMPs
- c) Document plan reviews and inspections in a spreadsheet

6) Pollution Prevention/Good Housekeeping

- a) Update drainage maps to note with catch basins are tidally influenced, as needed
- b) Perform annual inspections for facilities with revocable lease/tenant agreement with HCDA (HCDA parks)

7) Drain Inspections

- a) Update drainage maps to add new structures as a result of new construction and remove structures that were transferred to the City
- b) Inspect catch basins in KCDD and outfalls/ curb cut opening in KB



- c) Provide inspection report on which catch basins need cleaning and/or repair
- d) Prioritize catch basin, create inspection frequencies based on priority and perform inspections based on inspection as required by NPDES permit. Highest priority catch basins shall not exceed an inspection frequency of semiannually.

8) Training

- a) Provide training on at least one of the following topics per year:
 - i) Illicit Discharge Detection and Elimination
 - ii) Construction/ Post Construction
 - iii) Good Housekeeping

9) Prepare Annual Report

- a) Evaluate all efforts related to the NPDES permit, including program effectiveness.
- b) Summarize the efforts into the Annual Report to the DOH
- c) Prepare Annual Report (Draft, Pre-final, Final)

Hawaii Community Development Authority
NPDES Permit and Storm Water Management Program

HCDA SWMP - Fee Proposal rev 11-2-2020	Direct Labor								
	2021			2022			2023		
	Rate	Hours	Costs	Rate	Hours	Costs	Rate	Hours	Cost
Overall Coordination									
Project Manager (Engineer VI)	176.10	40	7,044	176.10	40	7,044	176.10	40	7,044
Senior Project Manager (Engineer VII)	220.20	16	3,523	220.20	16	3,523	220.20	16	3,523
Clerical	84.30	8	674	84.30	8	674	84.30	8	674
Subtotal		64	11,242		64	11,242		64	11,242
Public Education/Outreach									
Project Engineer (Engineer IV)	142.20	8	1,138	142.20	8	1,138	142.20	8	1,138
Engineer I	104.10	36	3,748	104.10	36	3,748	104.10	36	3,748
Clerical	84.30	40	3,372	84.30	40	3,372	84.30	40	3,372
Subtotal		84	8,257		84	8,257		84	8,257
Illicit Discharge Detection and Elimination				0.00					
Project Engineer (Engineer IV)	142.20	8	1,138	142.20	8	1,138	142.20	8	1,138
Engineer I	104.10	32	3,331	104.10	32	3,331	104.10	32	3,331
Clerical	84.30	24	2,023	84.30	24	2,023	84.30	24	2,023
Subtotal		64	6,492		64	6,492		64	6,492
Construction Site Runoff Control									
Project Manager (Engineer VI)	176.10	16	2,818	176.10	16	2,818	176.10	16	2,818
Engineer I	104.10	48	4,997	104.10	48	4,997	104.10	48	4,997
Subtotal		64	7,814		64	7,814		64	7,814
Post-Construction Runoff Control									
Project Manager (Engineer VI)	176.10	8	1,409	176.10	8	1,409	176.10	8	1,409
Engineer III	122.40	20	2,448	122.40	20	2,448	122.40	20	2,448
Clerical	84.30	8	674	84.30	8	674	84.30	8	674
Subtotal		36	4,531		36	4,531		36	4,531
Pollution Prevention/Good Housekeeping									
Project Engineer (Engineer IV)	142.20	8	1,138	142.20	8	1,138	142.20	8	1,138
Engineer I	104.10	24	2,498	104.10	24	2,498	104.10	24	2,498
Clerical	84.30	0	0	84.30	0	0	84.30	0	0
Subtotal		32	3,636		32	3,636		32	3,636
Drain Inspections									
Project Engineer (Engineer IV)	142.20	24	3,413	142.20	24	3,413	142.20	24	3,413
Engineer III	122.40	0	0	122.40	0	0	122.40	0	0
Engineer I	104.10	60	6,246	104.10	60	6,246	104.10	60	6,246
Clerical	84.30	32	2,698	84.30	32	2,698	84.30	32	2,698
Subtotal		116	12,356		116	12,356		116	12,356
Training									
Project Manager (Engineer VI)	176.10	8	1,409	176.10	8	1,409	176.10	8	1,409
Engineer III	122.40	16	1,958	122.40	16	1,958	122.40	16	1,958
Engineer I	104.10	40	4,164	104.10	40	4,164	104.10	40	4,164
Subtotal		64	7,531		64	7,531		64	7,531
Annual Report									
Project Manager (Engineer VI)	176.10	8	1,409	176.10	8	1,409	176.10	8	1,409
Project Engineer (Engineer IV)	142.20	40	5,688	142.20	40	5,688	142.20	40	5,688
Engineer I	104.10	70	7,287	104.10	70	7,287	104.10	70	7,287
Clerical	84.30	8	674	84.30	8	674	84.30	8	674
Subtotal		126	15,058		126	15,058		126	15,058
Miscellaneous Expenses									
Printing (draft, prefinal, final)			1,700			1,700			1,700
CD, Binders, other misc. expenses			100			100			100
Subtotal			1,800			1,800			1,800
Total, Tasks 1 to 10			76,918			76,918			76,918
4.712 % TAX DIRECT LABOR (Items 1 to 9)			3,624			3,624			3,624
Subtotal			80,542			80,542			80,542
Miscellaneous Expenses (Item 10)			1,800			1,800			1,800
Subtotal			82,342			82,342			82,342
4.17% TAX NON-LABOR (Item 10)			85			85			85
GRAND TOTAL for Tasks 1 to 10			82,427			82,427			82,427

FY21 DAGs Rates			
Project Role	Engineering Position	Hourly	3X multiplier
Clerical/ Word Processing/ Intern	Clerica/ Word Processor	28.1	\$84.30
Planner I	Engineer I	34.7	\$104.10
Planner II	Engineer II	37.2	\$111.60
	Engineer III	40.8	\$122.40
Project Engineer	Engineer IV	47.4	\$142.20
	Engineer V	52.5	\$157.50
Project Manager	Engineer VI	58.7	\$176.10
Senior Project Manager	Engineer VII	73.4	\$220.20
	Engineer VIII	83.6	\$250.80
	Drafting Tech/ CAD Operator IV	37.2	\$111.60

Signature: *G. Salim Hagihara*

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Signature: *Deepak Neupane*

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DIRECT SALARY RATES - MAXIMUM HOURLY RATES

Department of Accounting & General Services
Division of Public Works

A. ARCHITECTURAL POSITIONS:

	<u>07/19/19- 06/30/20</u>	<u>07/01/20- 06/30/21</u>	<u>07/01/21- 06/30/22</u>
Clerical/Word Processor	\$27.50	\$28.10	\$28.70
Drafting Tech/CAD Operator I	\$23.00	\$23.50	\$24.00
Drafting Tech/CAD Operator II	\$26.50	\$27.00	\$27.50
Drafting Tech/CAD Operator III	\$31.00	\$31.60	\$32.20
Drafting Tech/CAD Operator IV	\$36.50	\$37.20	\$37.90
Drafting Tech/CAD Operator V	\$40.00	\$40.80	\$41.60
Drafting Tech/CAD Operator VI	\$41.30	\$42.10	\$42.90
Architect I	\$34.00	\$34.70	\$35.40
Architect II	\$36.50	\$37.20	\$37.90
Architect III	\$40.00	\$40.80	\$41.60
Licensed Architect	\$46.50	\$47.40	\$48.30
Senior Architect	\$51.50	\$52.50	\$53.60
Associate Architect	\$57.50	\$58.70	\$59.90
Principal Architect	\$72.00	\$73.40	\$74.90
Principal Architect in Charge	\$82.00	\$83.60	\$85.30

B. ENGINEERING POSITIONS:

	<u>07/19/19- 06/30/20</u>	<u>07/01/20- 06/30/21</u>	<u>07/01/21- 06/30/22</u>
Clerical/Word Processor	\$27.50	\$28.10	\$28.70
Drafting Tech/CAD Operator I	\$23.00	\$23.50	\$24.00
Drafting Tech/CAD Operator II	\$26.50	\$27.00	\$27.50
Drafting Tech/CAD Operator III	\$31.00	\$31.60	\$32.20
Drafting Tech/CAD Operator IV	\$36.50	\$37.20	\$37.90
Drafting Tech/CAD Operator V	\$40.00	\$40.80	\$41.60
Drafting Tech/CAD Operator VI	\$41.30	\$42.10	\$42.90
Engineer I	\$34.00	\$34.70	\$35.40
Engineer II	\$36.50	\$37.20	\$37.90
Engineer III	\$40.00	\$40.80	\$41.60
Engineer IV (Licensed)	\$46.50	\$47.40	\$48.30
Engineer V (Licensed)	\$51.50	\$52.50	\$53.60
Engineer VI (Licensed)	\$57.50	\$58.70	\$59.90
Engineer VII (Licensed)	\$72.00	\$73.40	\$74.90
Engineer VIII (Licensed)	\$82.00	\$83.60	\$85.30

NOTE:

1. The rates shown are the MAXIMUM rates that will be allowed by the Division of Public Works for time and materials compensation.
2. Invoices shall be based on the actual rates paid by each respective firm (up to the maximum)
3. Overhead Multiplier Factor shall be a standard 3.0 factor plus taxes.
4. Rates shown will also be used as a guide in evaluating fixed fee proposals.

(Rev. 10/19)