

## FOR ACTION

### I. REQUEST

Consider Authorizing the Executive Director of the Hawai'i Community Development Authority ("HCDA") to enter into a memorandum of agreement ("MOA") with the State of Hawai'i, Department of Public Safety ("PSD") to Provide Project Management Services Related to the Construction and Expansion of Kitchen Facilities and Other Related Interim and Permanent Improvements ("Project"), Including the Procurement by HCDA of Construction and Other Services Related to the Project, Located at the State of Hawai'i, Women's Community Correctional Center ("WCCC") located at 42-477 Kalaniana'ole Highway, Kailua, Oahu, Hawai'i 96734, and Further Identified by Oahu Tax Map Key Number (1) 4-002-003:004, pursuant to Section 206E-4(10), Hawaii Revised Statutes.

### II. BACKGROUND

The Strategic Plan, adopted by the HCDA Board in November 2022 ("Strategic Plan") recognized that state agencies have a need for additional infrastructure or facilities to effectively implement their legislative mandate, and might need assistance, which the HCDA can provide, as a strategic direction for the HCDA.

In 2022, the Chief Planner of PSD approached the HCDA Executive Director. PSD has initiated a planning and design project to expand the existing kitchen facilities and other related interim and permanent improvements at the WCCC. The Chief Planner of PSD had inquired if the HCDA would be able to assist PSD in the bidding, contracting, and construction management of the newly designed kitchen expansion project. The project is described more fully below.

The request by PSD illustrates the HCDA's continued collaborative role in assisting other state agencies, which aligns with the Strategic Plan.

### III. DISCUSSION

The Project is the construction of a new kitchen facility and other related interim and permanent improvements located at the WCCC. The planned upgrades and improvements will include a new stand-alone kitchen building of approximately 13,000 square feet.

The project will serve two purposes. First, the new and expanded kitchen will supply up to 1,400 meals a day and will serve as the preparation site for food service support for approximately 501 inmates and storage facility. The kitchen facility improvements are critical to serve the additional inmate housing units being constructed at the WCCC. The existing infrastructure servicing the new kitchen building will also be upgraded for increased capacity and resiliency. This includes emergency power, fuel storage, upgrades to the grease interceptors, and other utility upgrades.

Second, the new and expanded kitchen will support the transition of inmates from incarceration to the community. The PSD and the Kapiolani Community College (“KCC”) Culinary Arts Program jointly conduct a culinary program at WCCC for selected inmates. In this program, participants receive training in culinary skills and food service preparation. Graduates of this program have gone on to further their careers in food service and hospitality following their release from the WCCC. More than just teaching culinary skills, this program teaches participants life skills that are important for transitioning to the community. The construction of the new kitchen will allow the Culinary Arts Program to fully utilize the existing kitchen facilities without interrupting the operational meal services at WCCC. It is also hoped that this program, and programs like this one, will reduce the recidivism rate.

The projected cost for the new kitchen building and infrastructure is estimated at \$17.6 million, with a projected completion of construction by the end of 2025, pending the Governor’s release of the CIP funds. The funds for this project are appropriated in two fiscal years (“FY”) in the State Budget, recently signed into law by the Governor. In FY 2023-2024, \$3,000,000 is allocated for the project. Another \$16,000,000 is allocated in FY 2024-2025.

The HCDA seeks to work collaboratively with and assist PSD in the design, engineering, bidding, contracting, and construction management of the Project.

The scope of the collaboration and assistance is being discussed further and will be memorialized in a MOA. The roles and responsibilities for each agency will be detailed in project-specific exhibits to be included in the MOA. The general responsibilities and roles are as follows:

- a. The HCDA shall work with PSD to collaboratively design, engineer, permit, contract, and construct the project;
- b. PSD shall transfer funding and moneys to the HCDA in order to execute and deliver the agreed upon project;
- c. HCDA shall be the expending agency of the funds for the project;
- d. The fees for the HCDA’s assistance will be based on the DAGS fee schedule;
- e. Any third-party construction manager, archeologist, or subject-matter expert will also be procured by the HCDA; and

Staff capacity exists to assist PSD. We estimate 0.5 to 0.75 FTE for the project, with the most time expended at the front end of the project for development of the memorandum of agreement, procurement documents, and kickoff.

#### **IV. RECOMMENDATION**

It is recommended that the Authority authorize the Executive Director (subject to additional discussions with PSD and agreement on the terms of an MOA ) to enter into a MOA with PSD in order to assist in the construction and expansion of kitchen facilities and other related interim and permanent improvements located at the WCCC.

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