



**PURCHASING DIVISION
DEPARTMENT OF FINANCE
THE COUNTY OF KAUAI**

**DEREK S. K. KAWAKAMI, MAYOR
MICHAEL A. DAHILIG, MANAGING DIRECTOR**

**REIKO MATSUYAMA
DIRECTOR**

**MICHELLE L. LIZAMA
DEPUTY DIRECTOR**

April 14, 2020

Tetra Tech Inc.
737 Bishop Street, Suite 2340
Pacific Guardian Center Mauka Tower
Honolulu, HI 96813-3201

Attn: Mr. Eric Jensen, CHMM Operation Manager

RE: CONTRACT 212425 – **COUNTY OF KAUAI MULTI-HAZARD
MITIGATION AND RESILIENCE PLAN UPDATE**

Your firm has been awarded the negotiated contract to provide the COUNTY OF KAUAI MULTI-HAZARD MITIGATION AND RESILIENCE PLAN UPDATE, for the Kauai Emergency Management Agency, County of Kauai in accordance with 2020-PROF-6 A.1, and to the terms and conditions set forth in the contract document. The award is subject to your return of the executed contract together with:

- Insurance as required per solicitation or negotiation. *** An electronic copy of your Certificate of Insurance must be emailed within five (5) working days of receipt of Notice of Award.*

The contract amount shall not exceed **ONE HUNDREDTHOUSAND AND NO/100 DOLLARS (\$100,000.00)**.

The contract term shall be from the official date from the “Notice to Proceed” until project is completed. Contract documents will be emailed to you under separate cover for your review and execution. Contract No. **212425** is assigned and should be referenced in all future communications relating to this contract.

After the contract is fully executed a “Notice to Proceed” will be issued to designate the official contract starting date. Until said Notice is issued the County may find cause for cancellation of the award and any expenses incurred by you will be at your own risk.

Further as a reminder, the following is requirement for final payment and should be submitted with your final payment invoice:

- Tax clearance compliance required by HRS 103D-328; and 103D-310(c)



Contractor's Certificate of Compliance for Final Payment (self-certification form),
Required by HAR 3-122-112 (c), Responsibility of Offers. Purchasing Division
Schedule G-1 is available upon request.

We appreciate the opportunity to work with you on this project and look forward to its successful
and timely completion.

Please feel free to call us on any questions or if we may be of service.

Very truly yours,

Ernest Barreira

Digitally signed by Ernest
Barreira
Date: 2020.04.14 11:41:59
-10'00'

Ernest W. Barreira, M.S.
Assistant Chief Procurement Officer

cc: KEMA- C. Kabasawa

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**County of Kauai
Department of Finance - Purchasing Division**

Professional Services Procurement Disclosure

Pursuant to the requirements of HRS 304-103D,
the following information is hereby publicly disclosed.



**Award Date : 4/14/2020
Contract # : 212425**

1. **Professional Services Publication Number:**
 - **Publication Number:** 2020-PROF-6, A.1.;
2. **Description of Services Required:**

County of Kauai Multi-Hazard Mitigation and Resilience Plan Update
3. **Check if Small Purchase procedures used.**
4. **The ranking and names of a minimum of the top three (3) persons or organizations ranked by the Selection Committee for negotiation of a contract (note- the minimum of 3 persons may be limited to less than 3 by the review committee or by the number of responses to the solicitation):**
 - **Tetra Tech Inc**
 - **Martin & Chock Incorporated**
 - **Hagerty Consulting**
5. **The legal name of the person or organization receiving the award:**
 - **Tetra Tech Inc**
6. **The Dollar amount of the contract: \$100,000.00**
7. **The names of the Selection Committee members:**
 - **Larry Kanda, Disaster Mitigation Planner (HEMA)**
 - **David N. Kennard, Disaster Assistant Program Manager (KEMA)**
 - **Marie Williams, Long Range Planning Program Manager**
 - **Chelsie Sakai, Senior Staff Officer (KEMA)**
8. **Describe the relationship of any of the principals to any of the persons making the recommendation of award and award:**
 - **DIRECTOR OF FINANCE (AUTHORITY TO AWARD): NONE**
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Date Posted : 4/14/20,