

**REQUEST FOR SOLE SOURCE**

TO: CHIEF PROCUREMENT OFFICER, COUNTY OF MAUI FINANCE DEPARTMENT

FROM: Planning Administration

(DEPARTMENT/DIVISION/BRANCH)

RE: REQUEST FOR SOLE SOURCE APPROVAL

**PURSUANT TO 103D-306, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following (Description of goods, services, or construction):**

Update the Maui County Traffic Impact Fee Study, completed in 2013, with current figures and costs.

The vendor Wilbur Smith Associates was retained in May 2009 and completed its work in September

2013 with a contract that totaled approximately \$391,000 with extensions.

Name of Vendor: CDM Smith (formerly Wilbur Smith Associates)

Cost: \$ 124,978.16 Term of Contract: From: 6/15/20 To: 12/31/21

Prior Sole Source Reference No.(s), if any: n/a

- (1) The goods, services, or construction has the following unique features, characteristics, or capabilities:  
The methodology and assumptions used to create the 2013 final report are unique to this vendor, which still employs the same project manager who worked on the earlier study.
  
- (2) How are the unique features, characteristics, or capabilities essential for the agency to accomplish its work:  
In the Department's FY20 budget, the Council imposed a proviso on certain funds that they be used to update prior studies, including the permit application fee cost recovery study, traffic impact fee study, and development impact fee study. The Council wants these specific studies to be updated.

(Attach Additional Sheets If Necessary)

SOLE SOURCE REF. NO. 20-48


- (3) The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:

Given the original cost of the fee study, any other vendor would have to "start from scratch" to produce a final product. Using the same vendor to simply update the prior study will result in a substantial cost savings.

Direct questions to: Michele McLean Phone: 270-1755

A completed Notice of Sole Source is attached.

**I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE TRUE, CORRECT AND THAT THE GOODS, SERVICES, OR CONSTRUCTION ARE AVAILABLE THROUGH ONLY ONE SOURCE.**

  
\_\_\_\_\_  
Department/Agency Head  
5/11/20  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Designee (if any)  
Title: \_\_\_\_\_  
\_\_\_\_\_  
Date


CHIEF PROCUREMENT OFFICER'S COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please ensure adherence to applicable administrative and statutory requirements. This expenditure may be processed through a purchase order:

Yes  No \_\_\_\_\_. If no, a contract must be executed and funds certified.

\_\_\_\_\_  
APPROVED \_\_\_\_\_ DENIED

  
\_\_\_\_\_  
CHIEF PROCUREMENT OFFICER  
5/15/20  
\_\_\_\_\_  
Date

SOLE SOURCE REF. NO. 20-48

**NOTICE OF SOLE SOURCE**

The Chief Procurement Officer is in the process of reviewing the request from the department of  
Planning

for the sole source purchase of the following goods, services, or construction:

Update the 2013 County of Maui Traffic Impact Fee Study

Name of Vendor: CDM Smith (formerly Wilbur Smith Associates)

Address: 75 State Street, Suite 701, Boston, MA 02109

Cost: \$ 124,978.16

Term of Contract: From: 6/15/20

To: 12/31/21

Direct Any Inquiries To:

Name/Title: Michele McLean, AICP, Planning Director

Phone No.: 808-270-1755

Address: 2200 Main Street, Suite 315

Wailuku, HI 96793

Fax No.: \_\_\_\_\_

5/18/20  
Date Notice Posted

**A copy of this notice of intent shall be posted by the Chief Procurement Officer and the purchasing agency in an area accessible to the public at least seven calendar days prior to any approval action.**

\*\*\*\*\*

**Submit written objections to this notice of intent to issue a sole source contract within seven calendar days from the date this notice was posted to:**

**Chief Procurement Officer  
County of Maui Finance Department  
200 South High Street  
Wailuku, Maui, HI 96793**

SOLE SOURCE REF. NO. \_\_\_\_\_

20-48

