

**DRAFT**

**REQUEST FOR PROPOSALS**

**FOR**

**RENEWABLE DISPATCHABLE GENERATION**

**AND**

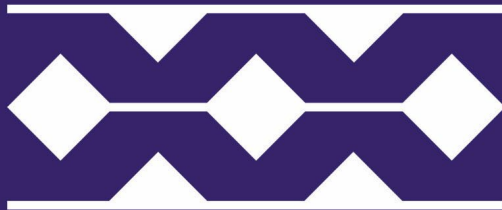
**ENERGY STORAGE**

**ISLAND OF O‘AHU [HAWAI‘I]**

MARCH 5, 2024

Docket No. 2024-####

*Appendix N – Community Engagement*



**Hawaiian  
Electric**

This DRAFT Request for Proposals (“RFP”) intends to seek input from prospective Proposers and other stakeholders through upcoming meetings with renewable energy developers and community stakeholders in order to address input received and foster a robust competitive process. A proposed RFP will then be submitted to the State of Hawai‘i Public Utilities Commission (“Commission”) for approval and is subject to further changes based on upon direction received from the Commission. After approval by the Commission, Hawaiian Electric Company, Inc. and Hawai‘i Electric Light Company, Inc will issue the final RFP specific to each island.

This draft is written for O‘ahu but where requirements differ for Hawai‘i island, they are [bracketed with Hawai‘i island’s requirements shown]. When the first draft of the RFPs are filed with the PUC, they will be separated into an O‘ahu RFP and a Hawai‘i RFP.

## COMMUNITY ENAGAGEMENT

Gaining community support is an important part of a Project's viability and success. An effective Community Engagement Plan will call for early meaningful communications with stakeholders and will reflect a deep understanding and respect for the community's desire for information. The public meeting and comment solicitation process described herein is intended to support that premise and the Hawai'i Public Utilities Commission's ("PUC") desire to increase bid transparency within the RFP process. When developers neglect to demonstrate transparency and a willingness to engage in early and frequent communication with Hawai'i's communities, costly and timely challenges to their projects have resulted. In some instances, projects have failed. Incorporating transparency during the procurement process may seem unconventional, but it has become an essential community expectation. Developers must share information and work with communities to address concerns through careful listening, thoughtful responsiveness, and a commitment to respect the environmental and cultural values of Hawai'i. Comprehensive and proactive community engagement is imperative in order to compose a Community Benefits Program that is relevant and meaningful to the Project's host community.

Proposers are also encouraged to review resources such as the Hawai'i State Energy Office's community engagement strategy, called Energize Kākou<sup>1</sup>, which includes a guide for best practices for community engagement and the participatory budgeting framework set forth by the Ulupono Initiative<sup>2</sup>. Further, the Company invited members of the community to provide feedback on areas of the island that the community is or is not amenable to use for renewable energy projects and to provide other feedback that would be helpful in siting renewable energy projects. Such community feedback may be instructive for Proposers in this RFP. Proposers are encouraged to carefully review such information when selecting sites and developing their Community Engagement Plans. This information is available at [www.hawaiiowered.com/rez](http://www.hawaiiowered.com/rez).

### **SECTION 1: PROPOSAL REQUIREMENTS**

The information provided in response to the requirements set forth below will be used in the evaluation of the Community Engagement Threshold Requirement as specified in Section 4.3 of this RFP and the Community Engagement and Community Benefits Program non-price criteria specified in Section 4.4.2.1 of the RFP. Proposers are reminded that Section 3.4.2 includes a requirement that Proposals provide all referenced material if it is to be considered during the Proposal evaluation.

1. **Community Engagement Plan:** Provide a detailed Community Engagement Plan to work with and inform neighboring communities and stakeholders and to provide them timely information during all phases of development of the Project. All proposals must submit a

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<sup>1</sup> Energize Kākou website is available at <https://energy.hawaii.gov/get-engaged/energize-kakou/>. The Playbook of community engagement best practices is available at [https://energy.hawaii.gov/wp-content/uploads/2022/10/Energize-Kakou-Playbook\\_FINAL.pdf](https://energy.hawaii.gov/wp-content/uploads/2022/10/Energize-Kakou-Playbook_FINAL.pdf).

<sup>2</sup> Ulupono Initiative's Participatory Budget Project report, "Let Communities Decide: Using Participatory Budgeting for Renewable Energy Community Benefits Packages", is available at <https://www.ulupono.com/media/4c1phrv0/pb-for-community-benefits-packages-jan-2023.pdf>.

Community Engagement Plan as a standalone document. The Community Engagement Plan should be developed for public consumption and will be required to be made public via the Project's website for all Proposals selected to the Final Award Group. The Community Engagement Plan shall address at a minimum, but not be limited to, the following items:

- a. **Project description.** A thorough description including a map of the location of the Project. This information will help the community understand the impact that the Project may have on the community.
- b. **Community scoping.** Identify stakeholders (individuals, community leaders, organizations) that may be affected by the proposed project, community issues and concerns, and community sentiment.
  - i. How will they be affected?
  - ii. What mitigation strategies will the Proposer implement?
- c. **Project benefits.** An explanation of the need for the Project. This will help the community to understand how the Project might benefit their community.
- d. **Government approvals.** Required government permits and approvals, public hearings, and other opportunities for public comment. This information will help the community to understand the level of public scrutiny and participation that might occur for the Project and the opportunities to provide public comments.
- e. **Development process and project schedule.** A Project schedule that identifies key Project milestones will facilitate the community's understanding of the development process. This schedule should be consistent with the Gantt chart required in Sections 4.3 and 4.4.2, for the Project Development and Schedule Threshold Requirement and non-price criterion.
- f. **Communications Plan.** A communications plan, including a detailed community engagement schedule that will keep the affected communities, stakeholders, and the general public informed about the Project's engagement efforts during early Project development period through construction and operations, including monthly Project status updates. Proposers are required to, at minimum:
  - i. Describe frequency of communication with identified stakeholders
  - ii. Provide a timeline of events
  - iii. Provide source of information
  - iv. Identify communication outlets
  - v. Describe opportunities, if any, for affected communities and general public to provide the developer with feedback and comments on the proposed Project
  - vi. Describe how community feedback and comments, as well as responses to community questions and concerns, will be documented and shared with the community.
  - vii. Provide the Project schedule
  - viii. Provide the name of the individual responsible for the Project's Community Engagement Plan
- g. **Construction-related updates.** Plan for reporting construction schedules and activities which include resulting impacts (e.g., traffic, noise, and dust) and proper mitigation plans beginning at least one month prior to the start of scheduled work
- h. **Local labor and prevailing wage commitment (if any)**
  - i. Preference will be given to a Proposer's commitment that eighty percent (80%) of non-supervisory construction and operations workers' hours

associated with project construction or repowering of a project will be paid at prevailing wage equivalent indicated under HRS Chapter 104 during all periods of construction; and the preference to hire qualified construction and operations/maintenance workers from the County the project is located in and the State of Hawai'i, in that order, before hiring non-resident laborers.

i. **Engagement experience**

- i. Preference will be given to Proposers who have already identified established contacts to work with the local community and started documented community engagement, have used community input to incorporate changes to the final design of the Project and mitigate community concerns, or have community consultants as part of the Project team doing business in Hawai'i that have successfully worked with communities in Hawai'i on the development of two or more energy projects or projects with similar community issues. These criteria are aligned with the Company's community engagement expectation whereby all developers will be required to engage in community engagement with a 1) pre-selection meeting and 2) prior to signing a IGP Contract with the Company. This process is outlined in Section 1.1.k and Section 5 of this Appendix.

- j. **Community support or opposition:** Provide any documentation of local community support or opposition including any letters from local organizations, newspaper articles, or communications from local officials.

- k. **Community engagement efforts:** Provide a description of community engagement efforts already taken or currently underway, including the names of organizations and stakeholders contacted about the proposed Project and indicate if engagement was successful. This includes, but is not limited to, a required post-proposal community meeting and submission of feedback to the Company.

- i. **Pre-selection meeting:** Within thirty (30) days after the Proposal Due Date, each Proposer shall hold a public meeting in the community where the proposed Project is to be located, to obtain community feedback on the proposed Project. Media advisories, as specified in Section 4 below, must be issued a minimum of fourteen (14) days prior to this public meeting. The public meeting shall provide to the community it is situated in, other stakeholders, and the general public with:

1. A reasonable opportunity to learn about the proposed Project;
2. An opportunity to engage in a dialogue about concerns, mitigation measures, and potential community benefits of the proposed Project;
3. Information regarding the Proposer's cultural impact plan, including any findings made and mitigations identified to-date as part of the Archaeological Literature Review and Field Inspection Report; and
4. Information concerning the process and/or intent for the public's input and engagement, including advising attendees that they will have fourteen (14) days from the date of said public meeting to submit written comments to the Company and/or the Proposer for inclusion for evaluation of the Proposer's Proposal. Each Proposer shall collect and compile the community feedback and then provide the Company copies of all comments received in their original, unedited form in

accordance with Section 3.15 of the RFP, within 21 days after the public meeting. This Pre-selection Community Feedback will be considered part of the Proposal.

1. **Community co-creation:** As discussed in Section 4.4.3.2 of the RFP, the Company is piloting a community co-creation criterion. Preference will be given to Proposers that choose to commit to piloting the concept of community co-creation, with additional points awarded to a Proposal's total price/non-price score. As part of this pilot, and through the scoping process, Proposers would identify influential leaders and organizations in host communities willing to help shape proposed projects and a community benefits program. This would help developers better understand the challenges, opportunities, assets, and demographics of the host community. Community members will have an opportunity to have a seat at the table earlier in the planning process. This information from the community can be used by Proposers to improve operations, inform strategy, and match community challenges and opportunities with local and organizational assets and advocacy efforts.

Proposals that commit to community co-creation shall address at a minimum, but not be limited to, the following items in the Community Engagement Plan to describe the co-creation plan:

- i. Identify influential community leaders and organizations (non-profits and community organizations) in the host community.
    1. Provide explanation of scoping and engagement efforts undertaken to reach such leaders and organizations and to notify the community of these efforts.
  - ii. Provide explanation and documentation of co-creation parties willingness and efforts undertaken to help co-create and shape the:
    1. Proposed project
      - a. Engagement and feedback gathered to date
        - i. Plans for future efforts
      - b. Plan to incorporate feedback (how the Proposer plans to improve the overall project, operations, inform strategy, and match community challenges and opportunities with local and organizational assets and advocacy efforts)
    2. Community Benefits Program
      - a. Public engagement and feedback gathered to date
        - i. Plans for future efforts
      - b. Plan to incorporate feedback (how the Proposer plans to improve the overall project, operations, inform strategy, and match community challenges and opportunities with local and organizational assets and advocacy efforts)
  - iii. Provide explanation of proven community engagement frameworks or strategies implemented in the development of the co-creation plan, if any.
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2. **Community Benefits Program and documentation:** Proposers must develop a documented community benefits program highlighting the distribution of funds for the Company's review. Proposals should include a standalone plan providing details on the amount of funds

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that the Proposer will commit on an annual basis for community benefits, along with other non-monetary community benefits.

- a. Describe any anticipated or negotiated investment in the community and other community benefits that the Proposer proposes to provide in connection with the Project, along with an estimated value of the community benefits in dollars (including the cost to Proposers providing the benefits and supporting details on how those costs and benefits were derived).
- b. The Community Benefits Program will be made public on each Proposer's website and must demonstrate how funds will directly address needs in the host community to benefit community members.
- c. The Community Benefits Program must include documentation of each Proposer's community consultation and input collection process to define host community needs, along with actions and programs aimed at addressing those needs.
- d. Preference will be given to Proposers that commit to setting aside a larger monetary amount or commit to providing other benefits including, but not limited to, creating local jobs, payment of prevailing wages, or improving community infrastructure.
- e. At a minimum, Proposers should commit to setting aside at least \$3,000 per MW per year of the IGP Contract term for community benefits.
- f. These funds shall be donated to address specific needs identified by the host community, or to a 501(c)(3) not-for-profit community-based organization(s) to directly address host community-identified needs.
  - i. Provide details regarding the intended beneficiaries of the funds, including recipients, and the area(s) in which the funds will be directed.
  - ii. The Proposer may choose to identify and select an eligible non-profit organization to serve as the administrator responsible for ensuring the project's community benefit is appropriately disbursed for the duration of the IGP Contract term. Should a Proposer need an example of the use of a community benefit funding host, the Company will provide such example(s) upon request.
  - iii. If Proposers opt to work with a 501(c)(3) non-profit organization(s) to host and distribute community benefit funding, the names of the organization(s) must be provided with the following documentation ninety (90) calendar days after execution of the applicable IGP Contract.
    1. Letter from non-profit organization, signed by organization's executive and board chair agreeing to serve as community benefit fund administrator for the duration of the IGP Contract term;
    2. Relevant experience of non-profit organization; and
    3. Years of existence of non-profit organization.
- g. The Community Benefits Program should include any other community benefits, in addition to community funding, that will provide direct benefit to the Project's host community.

**SECTION 2: SELECTION OF PRIORITY LIST**

1. Within thirty (30) days of notifying Proposers of their selection to the Priority List, the Company will provide feedback to such Proposers on the following portions of their Proposal(s):
  - a. Community Engagement Plan;
  - b. Community Benefits Program Plan; and
  - c. Cultural Resource Impacts.
2. Proposers shall respond to any Company requests for clarification and resolve potential issues identified by the Company related to the above. Proposers are not permitted to update their Proposals before selection to the Final Award Group based on any feedback provided by the Company on the Proposal’s Community Engagement Plan, Community Benefits Program, and/or Cultural Resource Impacts. Pricing components, as explained in Section 3.12.4 of the RFP, will not be allowed to change, except as allowed at the Best and Final Offer stage noted in Section 4.6.
3. The methods or means of addressing/resolving the potential issues identified by the Company shall be reflected in updated plan(s) submitted to the Company within two (2) business days of notification of selection to the Final Award Group. Unless the Company otherwise determines, such methods or means of addressing or resolving the potential issues identified by the Company shall be incorporated as additional obligations of the Seller in the negotiated IGP Contract for the Project.

**SECTION 3: WEBSITE AND COMMUNITY MEETINGS**

1. All Proposers selected to the Final Award Group must display the below table of information on the Project website to provide communities with Project information that is of interest to them in a standard format. All information in this table must be included in all community presentations in addition to the Proposer’s project website.

**PROJECT SUMMARY**

*	Proposer Name (Company name)	
*	Parent Company/Owner/Sponsor/Business Affiliation/etc.	
*	Project Name	
*	Project Capacity (MW) (must match Proposal information)	
*	Proposed Facility Location, Street Address if available, or what City/Area on the island it is near	
*	TMK(s) of Facility Location (must match Proposal information)	
*	Point of Interconnection’s Circuit (must match Proposal information)	
*	Project Description (in 200 words or less)	<i>(A description that includes information about the project that will enable the community to</i>

		<i>understand the impact that the Project might have on the community.)</i>
*	Project site map	<i>(provide a map similar to what was provided in Section 2.5.2 of Appendix B)</i>
*	Site layout plan	<i>(provide a layout similar to what was provided in Section 2.5.3 of Appendix B)</i>
*	Interconnection route	<i>(provide a map of the route similar to what was provided in Section 2.5.4 of Appendix B)</i>
<b>Environmental Compliance and Permitting Plan</b>		
*	Overall land use and environmental permits and approvals strategy	<i>(provide information in level of detail as provided in Section 2.6.1 of Appendix B)</i>
*	Gantt format schedule which identifies the sequencing of permit applications and approval activities and critical path. Schedule must be in MM/DD/YY format)	<i>(provide information in level of detail as provided in Section 2.6.1 of Appendix B)</i>
*	City Zoning and Land Use Classification	<i>(provide information in level of detail as provided in Section 2.6.2 of Appendix B)</i>
*	Discretionary and non-discretionary Land use, environmental and construction permits and approvals	<i>(provide information in level of detail as provided in Section 2.6.3 of Appendix B)</i>
*	Listing of Permits and approvals	<i>(provide information in level of detail as provided in Section 2.6.3 of Appendix B)</i>
*	Preliminary environmental assessment of the Site (including any pre-existing environmental conditions)	<i>(provide information in level of detail as provided in Section 2.6.4 of Appendix B)</i>
<b>Cultural Resource Impacts</b>		
*	Proposer's updated Community Engagement Plan must include a plan that (1) identifies any cultural, historic or natural resources that will be impacted by the Project (2) describes the potential impacts on these resources and (3) identifies measures to mitigate such impacts.	<i>(provide information in level of detail as provided in Section 2.7 of Appendix B)</i>
<b>Community Engagement</b>		
*	Detailed Community Engagement Plan	<i>(provide key information from Community Engagement Plan as specified in Section 2.8.1)</i>



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		<i>of Appendix B or provide a link to updated comprehensive Community Engagement Plan)</i>
*	Local community support or opposition	<i>(provide latest comprehensive information)</i>
*	Community engagement efforts	<i>(provide latest comprehensive information)</i>
*	Community Benefits Program	<i>(provide latest comprehensive information)</i>

2. The Community Engagement Plan and Community Benefits Program information should be as current and explanatory as possible.
  - a. The Community Engagement Plan and Community Benefits Program information must be made available on Proposer’s website.
  - b. The Company will require monthly project status updates from Proposers to verify the implementation of the plans and will ensure Proposers provide accessible opportunities for community members and stakeholders to provide public comment as required by the RFP.
3. Proposers selected to the Final Award Group must develop a public Project website, which shall include all the information on the Project Summary table for their Project.
4. Proposers must develop Project presentations that include all the information on the Community Engagement Plan table (sample template provided).
5. To offer multiple ways and opportunities for the public and community to participate in meetings, all Proposers are required to plan for both in-person and virtual community meetings. As the scheduled community meeting date(s) approach, in the interest of public health and safety, the conditions at the time will determine if in-person meetings or virtual meetings will be required.
  - a. Virtual community meetings can either be community televised, or online, but must incorporate technology that allows for live engagement and interaction between the Proposer and community participants. The meetings should also be recorded and posted to the Proposer’s website in a timely manner after each meeting so the public may view the meeting(s).
6. Proposers must communicate important information about the Project with stakeholders in advance of community meetings.
7. Proposers must perform media outreach (earned media) and advertising (paid media) to raise community awareness of any public meeting. Media advisories (sample attached) must be issued to the following media and organizations a minimum of thirty (30) days prior to a public meeting, with the exception of the pre-selection meeting, discussed in Section 1.1.k above, which requires a minimum of fourteen- (14) days notice. Media advisories do not need to be reviewed and approved by Hawaiian Electric, but must be shared with Hawaiian Electric for awareness.
  - For Oahu Projects
    - Star Advertiser
    - Civil Beat
    - Hawai‘i News Now
    - KHON2 News
    - KITV4 News

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- Neighborhood Boards
  - For Maui Projects
    - Maui News
    - Maui Now
    - Civil Beat
    - Hawai‘i News Now
    - KHON2 News
    - KITV4 News
  - For Hawai‘i Island Projects
    - Hawai‘i Tribune Herald
    - West Hawai‘i Today
    - Civil Beat
    - Hawai‘i News Now
    - KHON2 News
    - KITV4 News
8. Advertisements must be placed in area community publications.
- a. Guidance from the Company can be provided upon request.
  - b. Information in the ads must be consistent with the media advisory.
9. Public comments in support and in opposition to the proposed Project must be compiled and filed verbatim with the PUC.
10. Proposers must work with and inform neighboring communities and stakeholders to provide community members timely information during ALL phases of Project development, which must include, but not be limited to the negotiation of the applicable IGP Contract, the permitting process periods, and throughout construction of the Project.
11. Should any unforeseen events (e.g. natural disasters, public health emergencies, etc.) interfere with a Proposer’s ability to perform the listed actions, the Proposer should inform the Company immediately of such effects for the Company’s consideration and guidance, and possible proposal of alternate actions.

**SECTION 4: MEDIA ADVISORY TEMPLATE**

**CONTACT:** [REDACTED]

**Media Advisory: Title**

Project description to be drafted by developer. Description must include the location of proposed project and supporting background information.

**Date:** TBD

**Time:** TBD

**Location:** TBD

**Purpose:** To share information about a **TYPE** (e. g. CBRE solar, etc.) renewable energy project proposed to be developed in **COMMUNITY** near **AREA REFERENCE** and to solicit public comments to be filed with the Public Utilities Commission.

**Contact:** For more information, call **808.XXX.XXXX** or visit **(website/social media)**  
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## **SECTION 5: POST-AWARD REQUIREMENTS**

The public meeting and comment solicitation process described in this Appendix N, Sections 3.15 and 5.3 of the RFP, and Section 29.21 of the IGP Contracts do not represent the only community outreach and engagement activities that can or should be conducted by a Proposer. A Proposer shall be responsible for community outreach and engagement for the Project in accordance with the requirements ultimately agreed to in the IGP Contract. The Company will also require monthly Project status updates from Proposers to verify the implementation of the Community Engagement Plan and will ensure Proposers provide accessible opportunities for community members and stakeholders to provide public comment as required by the RFP.

1. **Public announcement.** The Company will publicly announce the Final Award Group no more than six (6) business days after the notification is given to Proposers selected to the Final Award Group. Selected Proposers shall not disclose their selection to the public before the Company publicly announces the Final Award Group.
2. **Project website launch.** Each Proposer will launch a Project website that will go-live by that sixth (6<sup>th</sup>) business day after notification of Final Award Group selection and which the Company will then post on the Company's website. Information on what should be included on the Project website is identified in Sections 1, 2, and 3 of this Appendix N. A selected Proposer shall provide its staged website, including the Community Engagement Plan and Community Benefits Program plan, for Company review and feedback within two (2) business days of notification of selection to the Final Award Group. Proposers must also provide the Company with the URL of the final Project website within two (2) business days of notification of selection to the Final Award Group.
3. **Updated plans.** Within two (2) business days of notification of selection to the Final Award Group, Proposers must provide the Company with an updated comprehensive Community Engagement Plan and Community Benefit Program according to the expectations of Section 1 of this Appendix N, to work with and inform neighboring communities and stakeholders and to provide timely information during all phases of Project development. The updated plans shall also incorporate the recommendations of the Company to address potential issues identified in the Company's reviews outlined in Section 4.5.2 of the RFP.
4. **Community Meetings.** Prior to the execution of the IGP Contract, Proposers shall also host a public meeting in the community where the proposed Project is to be located. The public meeting shall provide to the community it is situated in, other stakeholders and the general public with:
  - a. a reasonable opportunity to learn about the proposed Project;
  - b. an opportunity to engage in a dialogue about concerns, mitigation measures, and potential community benefits of the proposed Project;

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- c. an update regarding the Proposer's cultural impact plan, including any findings made and mitigations identified to-date as part of the Archaeological Literature Review and Field Inspection Report; and
  - d. information concerning the process and/or intent for the public's input and engagement, including advising attendees that they will have thirty (30) days from the date of said public meeting to submit written comments to Company and/or Proposer for inclusion in the Company's IGP Contract Application and for inclusion on the Proposer's website. The Proposer shall collect all public comments, and then provide the Company copies of all comments received in their original, unedited form. If an IGP Contract is executed by the Proposer and the Company, the Company may submit any and all public comments (presented in its original, unedited form) as part of its IGP Contract Application for this Project. Proposers shall notify the public at least 30 days in advance of the meeting. The Company shall be informed of the meeting. The Company has provided Proposers with detailed instructions regarding the community meeting requirement after the selection of the Final Award Group (Section 3 of Appendix N). (For example, notice will be published in county and regional newspapers/media, as well as media with statewide distribution. The Proposer will be directed to notify certain individuals and organizations. The Proposer will be provided templates to use for the public meeting notices, agenda, and presentation.) Proposers must also comply with any other requirement set forth in the IGP Contract relating to Community Engagement.
5. **Second Comment Period.** Following the submission of the IGP Contract Application, and prior to the date when the Parties' statements of position are to be filed in the docketed PUC proceeding for the Project, the Proposer shall provide another opportunity for the public to comment on the proposed Project. The Proposer's statement of position filed in the docket associated with the Project shall contain an attachment including those comments.