

**STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS
NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES FOR FY 2017**

Pursuant to Section 103D-304, Hawaii Revised Statutes (HRS), the Department of Hawaiian Home Lands (DHHL), State of Hawaii anticipates the need for FY 2017 projects during fiscal year July 1, 2016 through June 30, 2017. The DHHL is seeking qualified firms to provide the following professional services categories:

1. ARCHITECTS
 - a. Green-build Architects
 - b. Landscape Architects

2. ENGINEERS
 - a. Construction Management (Requires a Hawaii State licensed engineer on staff that will perform, conduct or supervise the work.)
 - b. Construction Cost Estimators (A Hawaii State licensed engineer on staff that will perform, conduct or supervise the work is preferred.)
 - c. Civil Engineering
 - d. Geotechnical Engineering
 - e. Electrical Engineering
 - f. Mechanical Engineering
 - g. Structural Engineering
 - h. Traffic Engineering

A Hawaii State license is required for all architecture, engineering and surveyors categories. Proof of valid licensing is required.

1. Individuals and firms interested in providing professional services for the categories listed above are invited to submit a Letter of Interest, Department of Public Works DPW 120, and related tabbed information specified below to the Department of Hawaiian Home Lands.

2. The submittal package can be mailed or delivered but, must be received at the Department of Hawaiian Home Lands, Attn: Land Development Division by 4:00 p.m., Wednesday, July 15, 2016. Submittal packages received after the specified date and time will be returned.

Mailing Address:

Department of Hawaiian Home Lands
P.O. Box 1879,
Honolulu, Hawaii 96805

Delivery Address:

Department of Hawaiian Home Lands
or 91-5420 Kapolei Parkway,
Kapolei, Hawaii 96707

Submit three (3) hard copies and one (1) compact disc (CD) of the requested information listed below.

All Architects and Engineers are required to submit a completed DPW 120 and provide a copy of the State of Hawaii, Professional license number(s) and expiration date(s) for each licensed person referenced in their submittal. Federal form 330 will not be accepted. A copy of the DPW form 120 may be downloaded from <http://www4.hawaii.gov/StateForms.cfm?ID=1>.

Individuals and firms interested in Construction Management work must have a Hawaii State licensed engineer on staff that will perform, conduct or supervise the work.

We do not accept email or facsimile transmissions in whole or in part, under any circumstances.

**THE SUBMITTAL PACKAGE MUST INCLUDE THE FOLLOWING INFORMATION;
COLLATED AND SEPARATELY TABBED IN THE FOLLOWING ORDER:**

Tab 1: Letter of Interest and DPW 120

- a. Completed Letter of Interest.
- b. The Letter of Interest shall indicate which Architect and Engineering Categories are of interest to your firm. For example, "Landscape Architect," "Civil Engineering," etc.
- c. DPW 120

Tab 2: License / Accreditations

- a. A Hawaii State license is required for architecture, engineering, landscape architecture and surveying. Provide either a copy of the actual Department of Commerce and Consumer Affairs (DCCA) license card, or a print out from the Professional & Vocational Licensing website reflecting a current license.
- b. Planning firms must have the necessary education, training and experience.
- c. Leadership in Energy and Environmental Design (LEED) accreditation will be considered on select projects.

Tab 3: Vendor Compliance

Evidence that the firm is currently registered to do business in the State of Hawaii (Certificate of Vendor Compliance is required) (<http://vendors.ehawaii.gov/hce/>).

Tab 4: Firm Standing

A signed, self-certification statement that the firm is not debarred, suspended.

Tab 5: Client References

The names and phone numbers of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year.

Tab 6: Specialty Subconsultant Statement

Statement indicating any objections to retaining specialty subconsultants for environmental, geotechnical and other specialty services under the prime contract. Objections may affect a firm's consideration for certain projects, as it is typically DHHL's policy to hire all subconsultants under the prime consultant's contract.

Tab 7: OPTIONAL Additional Firm Information

- a. Company resume, literature or brochures
- b. Photographs of past projects
- c. Letters of commendation
- d. Company or Firm's Awards

Incomplete Submittals: Submittals received by the due date, but with missing, deficient or out-of-order items, will be considered incomplete. Applicants will be notified by email or telephone of the deficiencies and will have five (5) working days from the notification date to submit all the required items. Please include a contact telephone number or email address. If the corrected submittal is not received within five (5) working days, the submittal shall be removed from consideration.

Late Submittals: Submittal packages received after the specified date and time will not be accepted and will be available for pick-up within 30 days after the submittal deadline.

Please include a point-of-contact name, phone number and email address in the submittal.

EVALUATION

Selection of professionals will be made in accordance with section 103D-304, Hawaii Revised Statutes, and section 3-122, subchapter 7, Hawaii Administrative Rules, as amended. The following criteria will be used to evaluate all SOQs.

No.	EVALUATION CRITERIA	%
1	Experience and professional qualifications relevant to the project type.	35
2	Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.	33
3	Capacity to accomplish the work in the required time.	32
5	<u>MAXIMUM TOTAL</u>	100
6	Evidence that the professional(s) is/are currently licensed in Hawaii (DCCA certification).	Mandatory
7	Evidence that the firm is currently registered to conduct business in the State of Hawaii. Provide a compliant Certificate of Vendor Compliance.	Mandatory
8	Signed certified statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local agency.	Mandatory

If there are any questions, please contact Jeffrey Fujimoto, Engineer,
 Phone: (808) 620-9274, E-mail: Jeffrey.Y.Fujimoto@hawaii.gov.