

## HAWAII COMMUNITY DEVELOPMENT AUTHORITY

The Hawaii Community Development Authority (HCDA) anticipates the need for the following professional services for Fiscal Year 2016-2017. Pursuant to Section 103D-304, Hawaii Revised Statutes (HRS), this notice invites persons engaged in providing professional services to submit current statements of qualifications and expression of interest. Professional services may be required in, but shall not be limited to, the following categories:

1. **Architecture**
2. **Land Surveying**
3. **Professional Engineering:**
  - a. Civil Engineering,
  - b. Transportation/Traffic Engineering,
  - c. Structural Engineering,
  - d. Geotechnical Engineering,
  - e. Cost Engineering,
  - f. Environmental Engineering,
  - g. Fire Protection Engineering,
  - h. General Engineering:
    - *Including Project Management and Construction Management,*
  - i. Computer Engineering:
    - *Including, but not limited to, Information Technology Management and Geographic Information Systems,*
  - j. **Mechanical Engineering, and**
  - k. **Electrical Engineering.**
4. **Community Planning**
5. **Landscape Architecture**
6. **Archaeology**
7. **Real Property Appraisal**
8. **Computer Science:**
  - *Including, but not limited to, Information Technology Management and Geographic Information Systems.*

Hawaii State Professional Registration is required for engineering, architecture, landscape architecture, and land surveying work.

Interested firms should submit an ELECTRONIC FILE of the following information in PDF format:

1. Letter of interest (including an email address(es) for notification of future notices).
2. Completed DPW Form 120 or Federal Form 330.

3. Proof of Insurance for:

- a. General liability insurance for limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The HCDA and State of Hawaii shall be named as additional insured.
- b. Automobile liability insurance for limit of not less than \$1,000,000 per accident.

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- c. Professional liability insurance for limit of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate.

If a firm is not able to provide the above insurance certificates at this time, a letter from an insurance company stating, if the firm is selected, they will insure the firm for the insurance policies and the amount of minimum coverage required above, will be accepted as proof of insurance.

4. Any other pertinent information.

A list of past projects or services provided to the HCDA and experience with State of Hawaii projects will be helpful for the HCDA to determine qualifications of the applicant. If you wish to be considered for multiple categories indicate which disciplines you want to be considered for in your letter of interest.

Submit all information by email to [annette.m.kawasaki@hawaii.gov](mailto:annette.m.kawasaki@hawaii.gov). Indicate "Submittal for Professional Services" in the email subject line. Limit the PDF file to 30MB. Large files may be submitted through Microsoft Onedrive by sending a link to the above email address for downloading. The HCDA will not be responsible for files that cannot be downloaded for whatever reason.

### **Contact**

Question regarding this solicitation should be directed to Mr. Deepak Neupane, P.E., AIA, by emailing to [deepak.neupane@hawaii.gov](mailto:deepak.neupane@hawaii.gov). Include "Clarification Request Regarding the Solicitation for Professional Services" in the subject header of the email. Deadline for submitting clarification request is by 2:00 p.m., June 15, 2016.

### **Deadline**

Email the materials no later than 2:00 p.m., June 30, 2016, to the HCDA office. Submittals will be accepted on a continual basis even after the deadline but any submittals received after this date may receive limited consideration.

## **Selection Criteria**

Selection of professionals will be made in accordance with Section 103D-304, HRS and Section 3-122 Subchapter 7, Hawaii Administrative Rules, as amended. The selection criteria employed in descending order of importance shall be:

1. Experience and professional qualifications relevant to the project type;
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
3. Capacity to accomplish the work in the required time; and
4. Any additional criteria determined in writing by the selection committee to be relevant or necessary.

## **Campaign Contributions by State and County Contractors**

Contractors are hereby notified of the applicability of Section 11-355, HRS, which states that campaign contributions are prohibited from specified State or County government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, contact the Campaign Spending Commission at (808) 586-0285 or go to their web site at <http://www.hawaii.gov/campaign>.