

**STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS
NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES FOR FY 2020**

Pursuant to Section 103D-304, Hawaii Revised Statutes (HRS), the Department of Hawaiian Home Lands (DHHL), State of Hawaii anticipates the need for professional services during FY 2020 (July 1, 2019 through June 30, 2020) in the following categories:

Architects
Civil Engineering
Construction Management
Geotechnical Engineering
Environmental Engineering
Electrical Engineering
Structural Engineering
Traffic Engineering
Mechanical Engineering
Construction Cost Estimator
Hazardous Material Remediation

1. Individuals and firms interested in providing services in 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., Monday, July 1, 2019. Submittal packages received after the specified date and time will be returned.

Mailing Address:

Department of Hawaiian Home Lands
Attn: Land Development Division
P.O. Box 1879,
Honolulu, Hawaii 96805

Delivery Address:

Department of Hawaiian Home Lands
Attn: Land Development Division
91-5420 Kapolei Parkway,
Kapolei, Hawaii 96707

or

Submit one (1) hard copy 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 120 form is attached with this solicitation notice.

Submittals shall be concise with a minimal number of pages.

Individuals and firms that applied during the previous (FY 2019) DHHL professional services solicitation, and did not receive a letter of disqualification are still qualified until September 30, 2019. To be considered for projects during the remainder of FY 2020, a response to this solicitation is required.

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. Letter of Interest shall indicate which categories your firm is qualified for and interested in performing for DHHL.
- b. DPW 120

Tab 2: License / Accreditations

- a. A Hawaii State license is required for architecture, engineering, landscape architecture and surveying. Proof of valid licensing is required. 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. 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. In addition to business registration, firms must also be compliant with State and Federal tax offices, and the Department of Labor and Industrial Relations (DLIR). Firms are not required, but are encouraged to register on the Hawaii Compliance Express (HCE) at <http://hands.ehawaii.gov/hands/compliance>. If a firm is participating in HCE, DHHL shall verify compliance via HCE. Firms who decline to participate in HCE shall submit paper certificates in a timely manner or risk award to the next firm.

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. List and photographs of past projects, preferably DHHL projects done by current personnel or other similar projects:

	Type of Project	Island	Owner Agency	Photographs
1	Infrastructure and Subdivision Development			
2	Roads			
3	Drainage			
4	Water: <ul style="list-style-type: none"> a. Exploratory Development b. Source c. Storage d. Transmission e. Agricultural f. Non-potable Water g. Catchment Systems h. etc. 			
5	Waste Water: <ul style="list-style-type: none"> a. Package Plants b. Low Pressure Transmission c. Individual Wastewater Systems d. Variance Permitting e. etc. 			
6	Storm Water			
7	Electrical			
8	Utilities			
9	Grading			
10	Buildings			
11	Reservoirs and Dams			
12	Unexploded Ordnances (UXO)			
13	Lot Maintenance and Development			
14	Americans with Disabilities Act (ADA)			
15	Construction Management and Inspection			
16	Emergency Repairs			
17	Environmental Site Assessments			
18	Hazardous Materials Remediation			
	Other similar or related Land Development 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
	<u>MAXIMUM TOTAL</u>		100
4	Evidence that the professional(s) is/are currently licensed in Hawaii (DCCA certification).	Mandatory	
5	Evidence that the firm is in compliance with HRS Section 103D-310. If not registered with Hawaii Compliance Express, the firm must provide the following: 1. Form A-6: Hawaii Department of Taxation and Internal Revenue Service 2. Form COGS: Hawaii Department of Commerce & Consumer Affairs 3. Form LIR27: Hawaii Department of Labor & Industrial Relations.	Mandatory	
6	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