



ADDENDUM NO. 1
SOLICITATION NO. HSEO-PS-25-05-01

FY25 Notice to Providers of Professional Services

Hawai'i State Energy Office
Department of Business, Economic Development & Tourism

May 16, 2024

The following changes and clarifications are hereby made and incorporated as part of Solicitation No. HSEO-PS-25-05-01, FY25 Notice to Providers of Professional Services:

1. FIRST SUBMITTAL DEADLINE

The First Submittal Deadline is changed to **June 3, 2024, 2:00 P.M (Hawai'i Standard Time)**.

All references to the "First Submittal Deadline" on the solicitation cover page (page 1) and the Submittal Deadline & Processing section (page 5) shall refer to June 3, 2024, 2:00 P.M (Hawai'i Standard Time).

2. RESPONSES TO QUESTIONS

Q1. Can off-shore/foreign companies apply to be considered for inclusion in the qualified provider list?

A1. Off-shore/foreign companies may submit qualifications to be considered for inclusion in a list of qualified providers. However, companies that are not based in the United States are still responsible for meeting all applicable requirements for being awarded and executing a contract with the State of Hawai'i, including but not limited to licensure, insurance coverage, and compliance with laws governing entities doing business in the State.

Please also note that contracts which are federally funded may require that all work be performed in the United States unless waived by the federal awarding agency and may have restrictions on the participation of foreign nationals in the performance of contract work. In some instances, this may exclude an off-shore/foreign provider from a contract award even though it has been determined to be qualified on the basis of its professional qualifications.

Q2. Is there a requirement for Geographic Information Systems (GIS) support, Unexploded Ordnance (UXO) construction support, and/or outreach services?

- A2. There are potential needs for GIS support and outreach services. Needs for services relating to UXO, construction project management, and construction design are not anticipated, but should needs arise, the State may utilize the qualified provider lists or issue a solicitation for the project.
- Q3. Would providing a SF330 in lieu of the DPW Form 120 be acceptable?
- A3. Although the DPW Form 120 is preferred, the federal SF-330 form is acceptable in lieu of the State form.
- Q4. What services under Category “GS-800 Engineering” (i.e. Project Management, Construction Management, Energy Audits, etc.) fall under this solicitation?
- A4. With regard to the Engineering service category, the Hawai'i State Energy Office (HSEO) anticipates possible needs for the following services:
- Energy audits, benchmarking, measurement and verification
 - Related energy project and technology life cycle cost and timeline estimates and studies

With regard to the Community Planning and Engineering service categories, the Office of Planning and Sustainable Development (OPSD) anticipates possible needs for the following services:

- GIS services
 - Outreach and facilitation
 - Alternative delivery models
 - Financial and feasibility analysis
- Q5. Included with the solicitation packet were Attachments 1 – DPW Form 120, Attachment 2 – Qualifications Questionnaire, and Attachment 3 – Contractor Reference Form. Are all attachments required for our submittal? Or if our submittal packet answers, addresses and/or fulfills all requirements on the attachments, is submitting in the Word document format not necessary?
- A5. For ease in reviewing submissions, a standardized format is preferred. Therefore, we request that providers submit Attachments 1-3 with their submissions.
- Q6. How will we be informed that we made a qualified list?
- A6. Providers will be notified of their inclusion on a qualified list via email.
- Q7. Will confirmations be sent that our submission packet has been received?
- A7. Please see solicitation section Submittal Deadline & Processing for information regarding confirmations.