NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

2027-PROF-7

In accordance with Section 103D-304, Hawaii Revised Statutes, the Maui County Police Department, hereby provides public notice to invite persons engaged in the professional services listed below to submit current statements of qualifications and expressions of interest for the fiscal years 2027 (July 1, 2026 through June 30, 2027):

Title of Project: **MPD Crime Lab Architectural and Forensic Design Services**

Description: The County of Maui anticipates the need for architectural planning and forensic design services supporting the Maui County Police Department Crime Lab renovation project, including a needs assessment, conceptual layouts, detailed design, permitting, contractor bidding assistance, construction administration, and closeout.

Projects include:

- Renovation of a 700 SF existing laboratory space
- Upgrades to a 200 SF of office space.

Scope of Work: The Consultant shall perform services including site planning, facility programming, utility coordination, and conceptual design including but not limited to the following key attributes:

Initial Assessments and Forensic Laboratory Planning:

1. Project coordination and site assessment.
2. Forensic laboratory planning.

Design Development

1. Workflow and contamination control.
2. Mechanical and ventilation.
3. Chemical and hazardous material storage.
4. Laboratory finishes and casework.
5. Plumbing and laboratory utilities.
6. Equipment, electrical, data and backup power.
7. Evidence security and storage.
8. Laboratory safety and regulatory review.
9. Roofing and structural coordination.

Deliverables

1. Preliminary design concepts.
2. Construction documents and permit sets.

Additional Criteria: In addition to the specific resume information called for, interested parties shall include the following information in their submittal:

a. Relevant team experience with toxicology laboratories, controlled-substance testing facilities, laboratory renovations, and specialized ventilation systems.
b. If applicable, the name of the firm that the interested party is affiliated with, the number of years the interested party has been with that firm, whether the interested party is a partner of the firm, the location and number of offices, and what, if any, specialty areas of practice the firm has;
c. The interested party's capacity to complete the requested scope of

work in a timely fashion, including but not limited to a brief description of staff and facilities available to the interested party or firm, including other professionals, secretarial and technician support, and whether the firm has the ability to provide electronic records during and following the conclusion of the project;

d. Examples of comparable projects and client references.
e. If applicable, awards, accolades, and recognition within the industry.

Estimated Project Budget: TBD

Contract Completion: 90 Calendar Days (3 months) from Notice to Proceed

Any general questions related to this solicitation shall be directed to Brandi Kaoni, Criminalist III, Maui Police Department at Brandi.Kaoni@mpd.net.

Parties or firms interested in providing the professional services listed shall be registered with Public Purchase and transmit the resume and letter of interest electronically to www.publicpurchase.com. Statement of Qualifications and Proposals shall be RECEIVED ELECTRONICALLY and recorded immediately via the Public Purchase System until the deadline of:

4:00 P.M., Monday, December 21, 2026

Documents shall be submitted via the **Public Purchase System**, otherwise the submittal will not be considered. Proposals received after the deadline will not be considered.

Through registration, project documents may be obtained from the above-named office via Public Purchase (http://publicpurchase.com/gems/mauico,hi/buyer/public/publicInfo), an e-procurement system.

The letter of interest shall include:

1. Project number and title; (for example: A.1 – MPD Crime Lab Architectural and Forensic Design Services)
2. Name of the department(s) to which the resume(s) is/are to be directed.
3. Signature of an authorized representative.

The subject line shall include the following reference:

2027-PROF – 7 – Project Number – Company's name (for example: 2027-PROF-7, A.1 – XYZ Co.)

The resumes may be electronically transmitted in either MS Word or PDF format.
Resumes should include:

1. Reference to this Notice by noting "2026-PROF-4" on the cover page of each resume.
2. The name of the firm or person, the principal place of business, and location of all of its offices.
3. The age of the firm and its average number of employees over the past five (5) years.
4. A description or narrative of the firm and statements of **experience and professional qualifications** (education, training, licenses, credentials) of the principals and staff members to be involved, and supporting data as it relates to the proposed projects.
5. A list of **projects of similar scope for public agencies or private industry,**

including corrective actions and other responses to notices of deficiencies undertaken and completed within the last five (5) years (including dates); the amount of the projects, owners of the projects and the scope of work performed; the names of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year.

6. **Capacity to complete the work in the required time.**
7. Any other pertinent data that should or may be considered in the evaluation of the firm's qualifications.

Selection will be made in accordance with HRS 103D-304, Procurement of Professional services.

Compliance Requirements. Hawaii Compliance Express (HCE). In accordance with Section 3-122-112, as amended, of the Hawaii Administrative Rules, the successful vendor must produce the following documents:

a) Hawaii State Tax Clearance
b) DLIR Certificate of Compliance
c) Certificate of Good Standing from DCCA

The awarded vendor is encouraged to use the Hawaii Compliance Express website to assist them in obtaining the above certificates. The state website is http://vendors.ehawaii.gov.

The furnishing of consultant services shall comply with the County of Maui's General Terms and Conditions for professional service contracts, available at https://www.mauicounty.gov/509/Purchasing-Division.

Bidders are required to comply with the newest procurement code, HRS, Chapter 103D, any rules and regulations and policy directives issued with respect to Chapter 103D and any amendments thereof.

MARCY MARTIN
Director of Finance
County of Maui