

**NOTICE TO FIRMS/INDIVIDUALS
INTERESTED IN PROVIDING REAL ESTATE SERVICES
TO THE UNIVERSITY OF HAWAII**

The University of Hawai'i hereby invites firms/individuals to submit letters of interest and statements of qualifications to provide real estate services on a contract basis as the need arises through December 31, 2022.

At a minimum, the University anticipates the need to contract for real estate services in the following areas:

1. Real Estate Brokerage Services (property marketing and sales).
2. Land use strategies.
3. Property Leasing and Management strategies; rental rates, CAM, tenant improvements; landlord representation.
4. Property marketing and promotion; define brand and position; identify competition.
5. Property evaluation; market & feasibility, financial assessment/pro-forma analysis.
6. Accounting and Facilities Management programs.
7. Tenant screening, evaluation, and selection recommendation; tenant relations.
8. Advertising and promotion.
9. Property research, valuation assessment, appraisal.
10. Industry network and prospective clientele cultivation & evaluations.
11. Community/public relations.
12. Assist with, and provide all necessary related services, for the development of University owned real properties.

Firms/individuals are not required to provide real estate services in all areas.

Firms/individuals interested in being considered for selection are invited to submit a letter of interest and completed Statement of Qualifications Questionnaire for Real Estate Services, to:

University of Hawai'i
Office of Procurement and Real Property Management
1400 Lower Campus Road, Room 15
Honolulu Hawai'i 96822

There is no deadline for submission of the Statement of Qualifications. The University will conduct a continuous recruitment for the aforementioned real estate services through December 31, 2022.

The Statement of Qualifications Questionnaire for Real Estate Services may be obtained from <https://hands.ehawaii.gov/hands/opportunities>, or at the Office of Procurement and Real Property Management at the above address.

All questions pertaining to this solicitation may be directed to Karlee Hisashima at the Office of Procurement and Real Property Management, email karlee@hawaii.edu, telephone (808) 956-8687.

David Lassner
President, University of Hawai'i

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