

Department of Hawaiian Home Lands
Fiscal Office

June 3, 2013

To: All Administrators and DHHL Staff
From: James Pao, Fiscal Management Officer 
Subject: Professional Services & Consultants FY 2014
Internet Advertisement

Attached is a copy of the department's advertisement for Professional Services and Consultants for FY 2014. The advertisement was posted to the internet on Friday, May 31, 2013.

Interested Individuals or Firms should submit a packet consisting of a Letter of Interest, Resume and Statement of Qualifications. The deadline to submit a packet(s) to the department is on Friday, June 28, 2013, by 4:00 p.m., and should be addressed in attention to the Fiscal Office. No email or facsimile transmissions in whole or in part, will be accepted under any circumstances.

If you have any questions, you may email or contact me at 620-9560.

Mahalo

Attach.

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

The Department of Hawaiian Home Lands anticipates the need for
Professional Services for projects for FY2014,
including but not limited to the following:

1. ACCOUNTING
2. AGRICULTURAL EXTENSION
 - a. Organic Farming Consultant
3. ANTHROPOLOGY
4. ARCHAEOLOGY
5. APPRAISERS
 - a. Residential
 - b. Real Estate / Commercial
6. ARCHITECTS
 - a. All disciplines
 - b. Green-build Architects
7. ARCHIVIST
 - a. Document Imaging and Archiving
8. ATTORNEYS
 - a. All disciplines
 - b. Hearings / Appeals Officers
9. AUDITORS
10. BIOLOGISTS/BOTANISTS/ZOOLOGISTS
11. COMMUNITY PLANNING
 - a. All disciplines
 - b. Island Plans
 - c. Regional Plans
 - d. Site Plans
 - e. Community Outreach
 - f. Policy Development & Implementation
 - g. Community Events Planning & Coordination
 - h. Community Facilitation Services
 - i. Natural Resource Planning

12. COMPUTER SCIENCE
 - a. All disciplines
 - b. Geographic Information Specialist
 - c. Data Management
13. ECONOMIST
14. EDUCATION AND TRAINING
 - a. Credit Counseling Services
 - b. Grant Training & Support
 - c. Policy Formulation Education & Training
 - d. Community Economic Development Training
 - e. Sustainable Living Education & Training
 - f. Home Repair and Maintenance Education
15. EDUCATION RESEARCH
 - a. Federal Liaison Program
16. EDUCATION SERVICES
 - a. Scholarship Awards Coordinator
17. ENGINEERS
 - a. All disciplines
 - b. Construction Management (Requires a Hawaii State licensed engineer on staff that will perform, conduct or supervise the work.)
 - c. Geotechnical Engineering
 - d. Civil Engineering
 - e. Structural Engineering
 - f. Traffic Engineering
 - g. Electrical Engineering
 - h. Mechanical Engineering
18. ENVIRONMENTAL ENGINEERING
 - a. All disciplines
 - b. Environmental Assessments - Phase I & II
 - c. Environmental Impact Statements
19. FISHERY BIOLOGY
 - a. Fish Farming Consultant
20. FORESTRY
21. HISTORY
 - a. Hawaiian History and Culture Specialist
22. HYDROLOGISTS
23. LANDSCAPE ARCHITECTS

- 24. LAND SURVEYORS
- 25. OPERATIONAL RESEARCH
 - a. Energy Efficiency
- 26. SOCIAL WORK
- 27. SURVEYORS
 - a. Demographics & Data
- 28. WORKFORCE RESEARCH & ANALYSIS

SUBMITTAL REQUIREMENTS:

Individuals and firms interested in providing Professional Services for the above categories are invited to submit a Letter of Interest, Resume and a Current Statement of Qualifications to the Department of Hawaiian of Home Lands.

The Statement of Qualifications must include a description of the firm and related experience of the principles and staff members, including, but not limited to the following information:

1. The name of the firm or person, the principal place of business, and location of all of its offices;
2. The age of the firm and its average number of employees over the past year;
3. The education, training, and qualifications of key members of the firm;
4. The names and telephone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
5. Any promotional or descriptive literature which the firm desires to submit;
6. Certificate of Good Standing or Certificate of Vendor Compliance that reflects a "Compliant" status from the Hawaii Compliance Express (<http://vendors.ehawaii.gov/hce/>); and
7. All Architects and Engineers are required to submit a completed CIP DPW Form 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 CIP DPW form 120 may be downloaded from <http://www4.hawaii.gov/StateForms/ShowForm.cfm?ID=1>

Individuals and firms interested in the categories of Architecture, Engineering or Surveying must have the applicable Hawaii State licensed architect or engineer on staff that will perform, conduct or supervise the work.

Individuals and firms interested in Construction Management work must have a Hawaii State licensed engineer on staff that will perform, conduct or supervise the work.

Individuals and firms interested in being considered for multiple categories must submit a Letter of Interest, Resume and/or Statement of Qualification for each category of interest. You do not need to submit a packet for the sub-categories. The submittal packet(s) will be filed under the main category for future projects.

Letters of Interest, Resumes and/or a current Statement of Qualifications can be mailed or delivered but, must be received at the Department of Hawaiian Home Lands, Attn: Fiscal Office by 4:00p.m., Friday, June 28, 2013. Submittal packets received after the specified date and time will be returned.

We do not accept email or facsimile transmissions in whole or in part, under any circumstances.

Mailing Address:

Department of Hawaiian Home Lands
Attn: Fiscal Office
P.O. Box 1879
Honolulu, Hawaii 96805

Delivery Address:

Department of Hawaiian Home Lands
Attn: Fiscal Office
91-5420 Kapolei Parkway
Kapolei, Hawaii 96707

STATEMENT OF ATTESTATION FOR INTERNET POSTING

I, Kamana'o Mills, Special Assistant

of the Department of Hawaiian Home Lands, do attest that in

(Check appropriate statement)

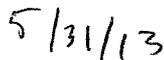
Chapter 103D, HRS
compliance with §3-122-16.03, Hawaii Administrative Rules (HAR), the attached
procurement notice was posted to the State & County Procurement Notices for
Solicitations site (PANS)

Chapter 103F, HRS
compliance with §3-141-407, Hawaii Administrative Rules (HAR), the attached
procurement notice was posted to the State & County Procurement Notices for
Solicitations site (PANS)

on 5/31/13.



(Signature)



(Date)

Attached: Procurement notice

Place completed form in procurement/contract file.