

Department of Hawaiian Home Lands  
Fiscal Office

June 2, 2014

To: All Administrators and DHHL Staff members

From: James Pao, Fiscal Management Officer *James Pao*  
Fiscal Office

Subject: Professional Services & Consultants Fiscal Year 2015  
Internet Advertisement

Attached is a copy of the department's advertisement for Professional Services and Consultants for Fiscal Year 2015. The advertisement was posted to the internet on Monday, June 2, 2014.

Interested Individuals or Firms should submit a packet for each category of interest consisting of a Letter of Interest, Resume and/or a current Statement of Qualifications. It should be mailed or delivered to the Department of Hawaiian Home Lands in attention to the Fiscal Office and must be received and date time stamped no later than 4:30 p.m., Monday, June 30, 2014. Submittals received after the specified date and time will be returned. 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.

# 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 6/2/14.

  
\_\_\_\_\_  
(Signature)

6 / 2 / 14  
\_\_\_\_\_  
(Date)

Attached: Procurement notice

**Place completed form in procurement/contract file.**

**STATE OF HAWAII**  
**DEPARTMENT OF HAWAIIAN HOME LANDS**

The Department of Hawaiian Home Lands anticipates the need for Professional Services and Consultants for projects during the Fiscal Year 2015, 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

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 should be mailed or delivered to the Department of Hawaiian Home Lands in attention to the Fiscal Office and must be received and date time stamped no later than 4:30 p.m., Monday, June 30, 2014. 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



# Solicitation Number: NONE

ID: 4132

Posted by: Kamanao Mills

Department: Department of Hawaiian Home Lands

County/Island(s): Statewide

Category (Select One): Professional Services

Publication Date: 06/02/2014

Due Date: 06/30/2014 - 16:30PM HST

Solicitation Number: NONE

Description: The Department of Hawaiian Home Lands' public notice Professional Services and Consultants for projects during the Fiscal Year 2015.

Contact Name: Kamana'o Mills

Phone Number: 808-620-9508

E-mail Address: kamanao.mills@hawaii.gov

Comments:

IFB/RFP/RFI,  
Professional Svcs., etc. professional-svs-ad-fy-2015.pdf  
documents:

## Pre-Bid / Pre-Proposal / Orientation Conference

Conference Scheduled:

Date/Time:

Address:

City:

Zip Code:

Additional Info:

## Addenda

Amended:

Date Last Amended:

Submission Date: 06/02/2014 - 09:23AM

Last Modified: 06/02/2014 - 09:23AM