

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

In accordance with §103D-304, HRS, the State of Hawaii, Department of Hawaiian Home Lands (DHHL) is seeking a qualified consultant to **Provide Assistance with Energy and Energy-Related Matters for DHHL Lands Statewide.**

General Scope of Services

DHHL seeks to contract with an experienced provider with technical expertise in energy matters that can assist DHHL staff in planning for small and large-scale renewable energy projects on DHHL lands; providing assistance with the evaluation process for inquiries or proposals from prospective renewable energy developers; assist with specific renewable energy projects currently underway; and provide support services such as preparing written assessment reports and memoranda, advising DHHL staff about new developments in the energy industry and their impact, and making presentations on energy-related matters.

Deadline for Responses

2:00 PM, Hawaii Standard Time (HST), on Friday, February 2, 2018.

Response to this Notice

- A. Individuals or firms on DHHL's FY18 qualified DPW 120 list of community planning firms are invited to submit a letter of their interest and current qualifications for the project. Please submit four copies of no more than six pages (single-sided) by the deadline below. **Only those individuals who submit their expression of interest and current qualifications will be considered for this project.** The letter should include the following:
1. Experience and professional qualifications relevant to the scope of services, including the identification of the key personnel that will be assigned to assist DHHL staff and the number of years of experience providing clients based in Hawaii with consulting services primarily on renewable energy and energy-related matters;
 2. Past performance on energy-related projects of similar scope for public agencies or private industry;
 3. Capacity to accomplish the scope of work requested; and
 4. Three relevant professional references with full name, title, company name, phone number, email, and postal addresses.
- B. Individuals or firms who are **not on** the DHHL's FY18 qualified DPW 120 list of community planning firms and wish to be considered in the selection for this project must submit four copies of the following by the deadline below:
1. A summary of no more than six pages (single-sided) of their interest and qualifications for the project which should include the following:

- a. Experience and professional qualifications relevant to the scope of services, including the identification of the key personnel that will be assigned to assist DHHL staff and the number of years of experience providing clients based in Hawaii with consulting services primarily on renewable energy and energy-related matters;
 - b. Past performance on energy-related projects of similar scope for public agencies or private industry;
 - c. Capacity to accomplish the scope of work requested; and
 - d. Three relevant professional references with full name, title, company name, phone number, email, and postal addresses.
2. DPW Form 120. The DPW Form 120 may be downloaded from the following website:
<http://hawaii.gov/forms/department-of-accounting-and-general-services/cip-dpw-120/view>
 3. Any other related information including promotional literature, brochures, letters of recommendation, etc.

C. Responses must be mailed or hand-delivered by 2:00 p.m., HST, Friday, February 2, 2018, at the following address:

**Department of Hawaiian Home Lands
Land Management Division
Attention: Allen Yanos
91-5420 Kapolei Parkway
Kapolei, Hawaii 96707**

Responses received after the deadline above (including those sent by the United States Postal Service, or by private mail services, such as Federal Express) or delivered anywhere other than as specified above will not be considered. Responses sent via email or facsimile will not be accepted.

Evaluation

DHHL will use the following evaluation criteria to evaluate firms who submitted the required information by the deadline above:

1. Experience and professional qualifications relevant to the project - 40%;
2. Past performance on projects of similar scope for public agencies or private industry, - 35%; and
3. Capacity to accomplish the scope of work requested – 25%.

Vendor Certificates Required: Applicants must produce proof of compliance as required by §103D-310, HRS. Applicants must submit an original consolidated Certificate of Vendor Compliance as issued by the State Procurement Office via the online system, "Hawaii Compliance Express." Details regarding this online application process may be viewed at: <http://vendors.ehawaii.gov/hce/>.

Any award resulting from this solicitation shall be subject to DHHL's standard General Conditions. A copy may be obtained from the Land Management Division contact below.

Other Information

Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or County government contractors during the term of the contract if the contractors are paid with funds appropriated by the legislative body. For more information, contact the Campaign Spending Commission at (808) 586-0285.

Contact for Additional Information:

Any inquiries regarding the above should be directed to Allen Yanos, in the Land Management Division, via email at allen.g.yanos@hawaii.gov.

DEPARTMENT OF HAWAIIAN HOME LANDS



Jobie M. K. Masagatani, Chairman
Hawaiian Homes Commission

January 12, 2018