

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 2021, including but not limited to the following Major Categories and Sub-Categories:

1. **ACCOUNTING**
 - a. Water Utility Financial Management
2. **AGRICULTURAL SCIENCES**
 - a. Farm Business Consulting
 - b. Agronomy and Soil Science
 - c. Irrigation Specialist
 - d. Plant Pathology / Entomology
 - e. Horticulture
3. **ANIMAL SCIENCE**
4. **ANTHROPOLOGY**
5. **ARCHAEOLOGY**
6. **ARCHITECTS**
 - a. All disciplines
 - b. Green-build Architects
 - c. Landscape 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 and Implementation
 - g. Community Events Planning and Coordination
 - h. Community Facilitation Services

12. **COMPUTER SCIENCE**
 - a. All disciplines
 - b. Geographic Information Systems and Specialist
 - c. Database Management
13. **ECOLOGY**
14. **ECONOMIST**
15. **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
 - g. Lease Cancellation and Foreclosure Prevention
16. **EDUCATION RESEARCH**
 - a. Federal Liaison Program
17. **EDUCATION SERVICES**
 - a. Scholarship Awards Coordinator
18. **ENGINEERING**
 - a. All disciplines
 - b. Civil Engineering
 - c. Construction Management
 - d. Geotechnical Engineering
 - e. Electrical Engineering
 - f. Structural Engineering
 - g. Traffic Engineering
 - h. Mechanical Engineering
 - i. Hazardous Material Remediation
19. **ENVIRONMENTAL SCIENCES**
 - a. All disciplines
 - b. Environmental Site Assessments - Phase I & II
 - c. Environmental Impact Statements
 - d. Environmental Review Records
20. **ESCROW AND TITLE SERVICES**
21. **FISHERY BIOLOGY**
 - a. Fish Farming Consultant
22. **FORESTRY**
23. **HISTORY**
 - a. Hawaiian History and Culture Specialist

24. **HYDROLOGY**
25. **LAND SURVEYORS**
 - a. Ground Surveyor
 - b. Aerial Surveyor
26. **OPERATIONS RESEARCH**
 - a. Energy Efficiency
27. **REAL ESTATE APPRAISERS**
 - a. Residential
 - b. Industrial / Commercial
28. **SOCIAL WORK**
29. **SOIL CONSERVATION**
30. **SURVEYORS**
 - a. Demographics and Data
31. **TELECOMMUNICATIONS**
32. **WORKFORCE RESEARCH & ANALYSIS**
 - a. Program Evaluation
 - b. Minority Business Technical Assistance

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 (DHHL).

The letter of interest must specify the major category or sub-categories your firm is qualified in providing the services for the DHHL. A submittal packet is required for each major category of interest.

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, preferably in a tabbed format:

1. The name of the firm or person, the principal place of business, and location of all of its branch offices in Hawaii.
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, telephone numbers and email address 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. As proof of compliance with the requirements of section 1030-310(c), HRS, vendors are required to provide a tax clearance certificate from the Department of Taxation and the Internal Revenue Service, Certificate of Compliance from the Department of Labor and Industrial Relations, and Certificate of Good Standing from the Business Registration Division of the Department of Commerce and Consumer Affairs. In lieu of paper certificates referenced above, vendors may register online through Hawaii Compliance Express (HCE) at <https://vendors.ehawaii.gov/hce/> and submit the single electronic "Certificate of Vendor Compliance" with a current compliance status.
7. A signed, self-certification statement that the firm is not debarred or suspended.

8. All Architects, Engineers, and Land Surveyors are required to submit one hard copy and one compact disk (CD) or flash drive which includes the following:
 - a. Completed CIP DPW Form 120 attached. Federal form 330 will not be accepted.
 - b. Copy of the State of Hawaii, Professional license number(s) and expiration date(s) for each licensed person referenced in their submittal.
 - c. If applicable, a Leadership in Energy and Environmental Design (LEED) accreditation which will be considered on select projects.
 - d. Optional: List and photographs of past projects, preferably DHHL projects done by current personnel or other similar projects.
 - e. Note: Individuals and firms that applied during the previous (FY 2020) DHHL professional services solicitation, and did not receive a letter of disqualification are still qualified until September 30, 2020. To be considered for projects during the remainder of FY 2021, a response to this solicitation is required.

All submittal packet(s) can be mailed or delivered as noted below and must be received by 4:00 p.m., Tuesday, June 30, 2020. Submittal packets received after the specified date and time will be returned.

Submittals from individuals and firms received in response to the previous (FY 2020) DHHL professional services solicitation may be considered for new contracts until all new submittals for the category have been reviewed for compliance, up to September 30, 2020. To be considered for projects during the remainder of FY 2021, a response to this solicitation is required.

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