

## HAWAII COMMUNITY DEVELOPMENT AUTHORITY

The Hawaii Community Development Authority ("HCDA") anticipates the need for the following professional services for Fiscal Year 2015-2016. Pursuant to Section 103D-304, Hawaii Revised Statutes ("HRS"), this notice invites persons engaged in providing professional services to submit current statements of qualifications and expression of interest. Professional services may be required in, but shall not be limited to, the following categories:

1. Architecture
2. Land Surveying
3. Civil Engineering
4. Environmental Engineering
5. Electrical Engineering
6. Mechanical Engineering
7. Community Planning
8. Landscape Architecture
9. Archaeology
10. Real Property Appraisal
11. Computer Science

Individuals or firms interested in being considered for selection are invited to submit a letter of interest together with the following information.

1. Name of firm or individual, principal place of business, and location of all of its offices;
2. Age of the firm and its average number of employees over the past three (3) years;
3. Education, training, and qualification of key members of the firm;
4. Names, phone numbers, and email addresses of up to 5 clients who may be contacted, including two for whom services were rendered during the preceding year; and
5. Any promotional or descriptive literature which the individual or firm desires to submit.

A list of past projects or services provided to the HCDA and experience with State projects will be helpful for the HCDA to determine qualifications of the applicant. If you wish to be considered for multiple categories submit a letter of interest specifying all categories you want to be considered for. You may submit DPW Form 120, Federal

Standard Form 330, or a company brochure that provides the information requested above. All submittals should be in electronic portable document format (pdf).

**Delivery Address for the Submittal**

Hawaii Community Development Authority  
547 Queen Street  
Honolulu, Hawaii 96813

Attention: Mr. Deepak Neupane, P.E., AIA, Director of Planning and Development

**Contact**

Question regarding this solicitation should be directed to Mr. Deepak Neupane, P.E., AIA, by emailing to [contact@hcdaweb.org](mailto:contact@hcdaweb.org). Include "Clarification Request Regarding the Solicitation for Professional Services" in the subject header of the email. Deadline for submitting clarification request is by 2:00 p.m., June 17, 2015.

**Deadline**

Submit the materials no later than 2:00 p.m., June 30, 2015, to the HCDA office. Submittals will be accepted on a continual basis even after the deadline but any submittals received after this date may receive limited consideration.