NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

Pursuant to Hawaii Revised Statutes (HRS), Section 103D-304, the Hawaii Housing Finance and Development Corporation (HHFDC) anticipates the need for professional services in fiscal year 2014 (July 1, 2013 thru June 30, 2014) and hereby requests Statements of Qualifications from interested and qualified professionals able to provide the following services:

1) **Accounting,** *including, but not limited to, Financial Feasibility Analyses*
2) **Architecture**
3) **Archivist**
4) **Auditing**
5) **Community Planning**
6) **Computer Science**, *including, but not limited to Information Technology Management and Geographic Information Systems*
7) **Hydrology**
8) **Land Surveying**
9) **Landscape Architecture**
10) **Real Property Appraisal**
11) **Professional Engineering**
    a. Civil Engineering
    b. Transportation/Traffic Engineering
    c. Structural Engineering
    d. Geotechnical Engineering
    e. Cost Engineering
    f. Environmental Engineering
    g. Fire Protection Engineering
    h. General Engineering
    i. Computer Engineering, *including, but not limited to Information Technology Management and Geographic Information Systems*

Statements of Qualifications should include the following:

1. A letter of interest indicating the professional services in which the person or firm is interested and qualified to provide, and a brief summary about the person or firm and its qualifications;
2. A fully completed DPW Form 120 (revised 6/99), which may be obtained from the State of Hawaii website at: http://www.hawaii.gov/pwd/profsvcs or by faxing a request to HHFDC at (808) 587-0600. The Federal Standard Form 330 can be submitted in lieu of the DPW Form 120;
3. Certification of Insurance or Insurability verifying that person or firm has or is able to obtain the following insurance coverage:
    a. Commercial General Liability (CGL)
        i. $1,000,000 Each Occurrence
        ii. $2,000,000 General Aggregate
    b. Automobile Liability
        i. $1,000,000 Per Accident
    c. Errors & Omissions (Professional Liability)
        i. $1,000,000 Per Claim
        ii. $2,000,000 Annual Aggregate
4. Five (5) or more client references whom HHFDC may contact;
5. Brochures and similar promotional materials (optional); and

6. Any other relevant information or materials that the submitting person or firm believes would be useful and pertinent in establishing its qualifications to provide the types of services set forth above.

In accordance with HRS, Section 464-2, no person shall practice professional engineering, architecture, land surveying or landscape architecture in the State of Hawaii unless the person is duly licensed under this chapter or exempted by Sections 464-3 and 464-5.

Persons or firms that previously responded to HHFDC for similar solicitations notices by the State of Hawaii in the last two years will remain under consideration to provide professional services through June 2014, but are required to submit a letter of interest and written hard-copy updates of any information contained in those earlier submittals that may have changed by the date and time indicated below for new submittals.

Those persons and/or firms interested and capable of providing the professional services required and described, should submit the following information listed above by 4:00 p.m., May 31, 2013 to:

Hawaii Housing Finance and Development Corporation
Attention: Beth Malvestiti
677 Queen Street, Suite 300
Honolulu, Hawaii 96813

Generally, submittal packages and formats provided to other public agencies in response to advertisements of a similar nature are acceptable, provided that the foregoing minimum requirements are met. Late submittals will also be accepted, but may not receive the same consideration as timely submittals.

Karen Seddon, Executive Director
Hawaii Housing Finance and Development Corporation

Honolulu Star-Advertiser
May 1, 2013