

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 2017 (July 1, 2016 thru June 30, 2017) and hereby requests Statements of Qualifications and letters of interest 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*

At a minimum, qualification packets shall include the following:

1. A letter of interest indicating the discipline of 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 [DAGS Forms Central - DPW120](#) or the HHFDC website at <http://dbedt.hawaii.gov/hhfdc/>. The Federal Standard Form 330 can also be used in lieu of the DPW Form 120.
3. The names and phone numbers of five (5) or more client references who may be contacted, including at least two for whom services were rendered during the preceding year; and
4. 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 solicitation notices by the State of Hawaii in the last two years will remain on the HHFDC list of qualified professional services providers through June 2017. However, these firms are required to submit a letter of interest and written hard-copy updates of any information contained in their previous submittals that may have changed by the date and time indicated below for new submittals.

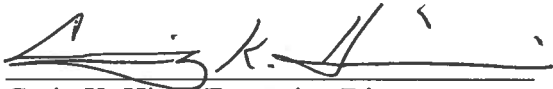
Those persons and/or firms interested and capable of providing the professional services required and described herein should submit the requested information **no later than:**

May 23, 2016 at 4:30 p.m., HST

Statements shall be submitted via email to HHFDC Procurement Specialist, Krystal-Lee Tabangcura, at krystal-lee.k.tabangcura@hawaii.gov.

A maximum file size of 35 MB per email is allowed. If your document exceeds the maximum file size, please attempt to reduce the size of the document or split the document into multiple sections and submit each section in a separate email.

Generally, submittal packages 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.



Craig K. Hirai, Executive Director
Hawaii Housing Finance and Development Corporation

State and County Procurement Notices – Hawaii.gov
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Legal Ad Date: April 4, 2016