

HAWAI'I COMMUNITY DEVELOPMENT AUTHORITY
Solicitation Notice: Providers of Professional Services
FY 2025-2026

Pursuant to Hawai'i Revised Statutes (HRS), Section 103D-304, this notice invites persons and companies engaged in providing professional services to submit current qualifications and expression of interest to the HCDA.

For almost 50 years, the [Hawai'i Community Development Authority](#) (HCDA) has developed and overseen plans for community development districts in Kaka'ako, Kalaeloa, and He'eia on the island of O'ahu. HCDA projects have included the development of community master plans and zoning rules, environmental analyses and environmental impact statements, the planning, design, and construction of infrastructure improvement projects, development of mixed-use housing projects, and the development of community facilities to address State of Hawai'i goals and community needs. HCDA is currently developing infrastructure in the Pūlehunui Community Development District in Central Maui as well as in several transit-oriented Development (TOD) districts on O'ahu.

HCDA's MISSION, CORE VALUES, AND VISION

Mission: For each community development district and transit-oriented development infrastructure improvement district HCDA will collaborate with private enterprise, public agencies, and community stakeholders to build better communities through planning, collaboration, regulation, and infrastructure development.

Core Values: HCDA's core values are focused on the following acronym:

Build better communities.

Utilize our infrastructure development expertise and assessment powers.

Innovate the planning and regulation process to improve development.

Leverage experience to foster collaboration with other agencies and stakeholders.

Develop a "yes, we can" attitude within HCDA and its partners.

Vision: HCDA envisions utilizing its experience in infrastructure and mixed-use development to collaborate on and/or undertake:
(i) infrastructure development that supports the creation of affordable housing projects of all types, and (ii) infrastructure and/or mixed-use development that supports other State goals and initiatives.

FY 2025-2026 PROJECTS:

This fiscal year, HCDA anticipates executing projects in the State of Hawai'i relating to: infrastructure master planning; infrastructure design and construction; complete streets; park improvements; roadway improvements; design and construction of community facilities; harbor improvements and repairs; environmental monitoring; environmental resiliency planning and rule making; transit center and mobility hub planning; building repair and maintenance; affordable housing development; planning and design for supportive housing; land appraisal; and land acquisition. Additional projects might arise, based on the needs of the HCDA and the State of Hawai'i throughout the year.

The HCDA values innovation and project delivery models that provide timely solutions while providing the highest value to the State and the communities that our projects are assisting. All projects are subject to the availability of funds.

The HCDA anticipates the need for professional services for the Fiscal Year 2025-2026 in the following categories:

- 1. Archaeology** (GS-193)**
Including, Ka Pa‘akai Analyses
- 2. Architecture* (GS-0808)**
- 3. Professional Engineering**
 - a. Civil Engineering*
 - b. Computer Engineering** (GS-854)
Including, IT Management and Geographic Information Systems (GIS) and Data Systems
 - c. Electrical Engineering*
 - d. Environmental Engineering** (GS-819)
 - e. Fire Protection Engineering** (GS-804)
 - f. Industrial Hygiene** (GS-690)
 - g. Mechanical Engineering*
 - h. Structural Engineering*
 - i. Traffic Management** (GS-2130)
Including, Traffic Engineer
 - j. Transportation** (GS-2101)
- 4. Professional Planning**
 - a. Community Planning** (GS-020)
 - b. Environmental Protection** (GS-028)
- 5. Construction Management** (GS-809)**
- 6. Construction Analyst** (GS-828)**
Including, Cost Estimator
- 7. Economist** (GS-110)**
- 8. Geology** (GS-1350)**
- 9. Hydrology** (GS-1315)**
- 10. Land Surveying***
- 11. Landscape Architecture***
- 12. Real Property Appraisal** (GS-1171)**
- 13. Financial Analysis** (GS-1160)**
- 14. Language Translation** (GS-1040)**
Including, ‘Ōlelo Hawai‘i
- 15. Photography** (GS-1060)**
Including, Aerial Photography

Note: Discipline is each of the enumerated and lettered items above. For example, Archaeology and Architecture are disciplines. Under Professional Engineering, Civil, Computer, Electrical, etc. are disciplines.

*Pursuant to HRS, Section 464-2, no person except those exempted by Sections 464-3 and 464-5 shall practice professional engineering, architecture, land surveying or landscape architecture in the State unless the person is duly licensed.

**Individual occupational requirements for General Schedule (GS) classifications as listed in the U.S. Office of Personnel Management Qualifications Standards Handbook.

SUBMITTAL INSTRUCTIONS – FY 2025 -2026:

Interested providers of professional services (Contractors) must email a complete submittal in PDF format (ELECTRONIC FILE) to: dbedt.hcda.contact@hawaii.gov. Indicate, "Submittal for Professional Services," in the subject header of the email.

Submit one (1) PDF file per discipline. If submitting more than one discipline, send a separate PDF for each. **Do not combine disciplines into a single file.** Each PDF file must be clearly labeled with the discipline name (e.g., 'Structural_Engineering_HCDA2025.pdf').

Maximum file size: 30MB. Larger files may be submitted through Microsoft OneDrive by sending a link to the above email address for downloading. The HCDA will not be responsible for files that are unreadable or cannot be downloaded.

Each submittal must include the following:

1. **Letter of Interest:**
 - Clearly state which professional service/discipline you are applying for.
 - Include contact name, phone, and email address.
2. **Qualifications Form:**
 - Use DPW Form 120 or FORM 330 (fully completed).
3. **Conflict of Interest Statement:**
 - Declare any conflicts. If none, state “None.”
 - If applicable, list memberships on State boards, commissions, or other potential conflicts.
 - For additional information, please refer to the State Ethics Code, Chapter 84, HRS, or the Hawai‘i State Ethics Commission at: ethics.hawaii.gov;
4. **Reference Projects:**
 - Include brief description, project scope, cost, location, and client.
 - Indicate any projects or services provided to the HCDA and the State of Hawai‘i.
 - Highlight any specialized technical expertise or capabilities, or relevant experience in projects similar to the anticipated “FY 2025-2026 Projects” listed in the section below.
5. **Specialized Expertise:**
 - Describe experience, if any, in the following areas:
 - Cultural practitioners or cultural placemaking in programs, design or construction
 - Community engagement and outreach initiatives
 - Design-build projects
 - Advanced surveying/mapping tools (Lidar, GPR, digital twin, trenchless methods)
6. **List of References:**
 - Include a list of at least three (3) references with name, project, relationship, date, cost, and full contact info (email and phone). References may be contacted to verify.
7. **Judgments and Ongoing Litigation:**
 - Declare any current or past judgements/litigation. If none, state “None.”
8. **Proof of License or Certification:**
 - Pursuant to HRS, Section 464-2, those submitting qualifications for professional engineering, architecture, land surveying or landscape architecture shall provide proof of licensing. Provide proof of certification, level of education, or training as required by the individual occupational requirements as listed in the U.S. Office of Personnel Management Qualifications Standards Handbook.
9. **Proof of Insurance:**
 - Provide proof of insurance at levels and coverage listed in this notice.

CONTACT:

Questions regarding this solicitation should be directed to Wendi Reyes, by emailing to: **wendi.reyes@hawaii.gov**. Include, “Clarification Request Regarding the Solicitation for Professional Services,” in the subject header of the email. Deadline for submitting any clarification request is by **12:00 p.m., May 30, 2025**.

DEADLINE:

Deadline to email materials is no later than **2:00 p.m., June 16, 2025**. Submittals will be accepted on the continual basis subsequent to June 16, 2025, but any submittals received after this date might receive limited consideration.

CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS:

Contractors are hereby notified of the applicability of Section 11-355, 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 a legislative body. For more information, contact the Campaign Spending Commission at (808) 586-0285 or go to their website at <http://www.hawaii.gov/campaign>.

INSURANCE:

Contractors must maintain liability and property damage insurance throughout the contract period to cover claims for personal injury, accidental death, or property damage arising from their operations or personnel. The following are the minimum required coverage limits:

| Coverage | Limits |
|--|--|
| Commercial General Liability | \$1,000,000 per occurrence \$2,000,000 aggregate \$1,000,000 completed operations aggregate \$1,000,000 each occurrence limit \$1,000,000 personal & advertising limit |
| Worker's Compensation | Coverage A: As required by Hawai'i Laws Coverage B: Employer's Liability \$1,000,000 bodily Injury by Accident each accident \$1,000,000 bodily injury by disease \$1,000,000 policy limit \$1,000,000 each employee |
| Automobile Liability | \$1,000,000 per occurrence |
| Professional Liability (Errors and Omissions) | \$1,000,000 per claim \$2,000,000 annual aggregate If the Self-Insured Retention (SIR) or Deductible (Errors and Omissions) exceeds \$25,000, the State of Hawai'i reserves the right, but not the obligation, to review and request a copy of the Consultants most recent annual report or audited financial statement. |

SUMMARY OF KEY DATES:

- **Clarification Deadline:** May 30, 2025, 12:00 p.m. HST
- **Submittal Deadline:** June 16, 2025, 2:00 p.m. HST
- **Rolling Submittals Accepted After:** June 16, 2025 (limited consideration)