



## HAWAII COMMUNITY DEVELOPMENT AUTHORITY

547 Queen Street, Honolulu, Hawaii 96813  
Telephone: (808) 594-0300 Fax: (808) 587-0299  
Web site: <http://dbedt.hawaii.gov/hcda/>

JOSH GREEN, M.D.  
GOVERNOR

SYLVIA LUKE  
LT. GOVERNOR

STERLING HIGA  
CHAIRPERSON

CRAIG K. NAKAMOTO  
EXECUTIVE DIRECTOR

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

- 41-9021 [Real Estate Brokers](#)
- 41-9022 [Real Estate Sales Agents](#)

### **SUBMITTAL REQUIREMENTS:**

Interested providers of professional services should submit the following items in an ELECTRONIC FILE (PDF format). Please submit ELECTRONIC FILE of qualifications. All Contractors shall provide:

1. **Letter of Interest:** Designate a point of contact with contact information.
2. **DPW Form 120 or FORM 330:** completely filled.
3. **Conflict of Interest Statement:** submit a statement indicating any conflicts of interest in performing services for the HCDA, and/or the State of Hawai'i. Should indicate "none," if no conflicts are applicable to the proposed services. 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](http://ethics.hawaii.gov);
4. **Reference Projects:** include project scope of work, project cost, location, client. Indicate any projects or services provided to the HCDA, or past experience with the State of Hawai'i. Highlight any specialized technical expertise or capabilities, or experience in projects similar to the anticipated "FY 2025-2026 Projects" listed in the section below.
  - a. **Specialized Expertise:** highlight any work including cultural practitioners particularly in the implementation of programs, designs, or construction; cultural placemaking; community outreach; past experience with design-build method of project delivery; and any use of innovative surveying/mapping technologies such as Lidar (vehical mounted or drone), GPR, digital twin modeling, or other laser-scanning tools; trenchless construction methods.
5. **List of References:** include a list of at least three (3) references. State your relationship to the reference, if applicable the project name, date of project, project cost, scope of work. Provide contact information both email and phone. References may be contacted to verify.
6. **Judgments and Ongoing Litigation:** submit a statement indicating any judgments issued against yourself/firm and/or any ongoing litigation involving yourself/firm that are public record. The statement should indicate "none," if there are no judgments.
7. **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.
8. **Proof of Insurance:** provide proof of insurance at levels and coverage listed in the "Insurance" section of this notice.

Submit all required information by email to: [wendi.reyes@hawaii.gov](mailto:wendi.reyes@hawaii.gov). Indicate, "Submittal for Professional Services," in the subject header of the email. Limit the PDF file to 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.

**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., March 5, 2026**.

**DEADLINE:**

Deadline to email materials is no later than **2:00 p.m., March 13, 2026**. Submittals will be accepted on the continual basis subsequent to March 13, 2026.

**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 are required to maintain in full force and effect during the life of contracted work, liability, and property damage insurance on an occurring basis to protect the Contractor from claims for damages for personal injury, accidental death and property damage which may arise from operations under the Contractor, whether such operations be by that individual or by anyone directly or indirectly employed by that individual or company. Contractors shall provide the following minimum insurance coverage and limits:

<b>Coverage</b>	<b>Limits</b>
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.