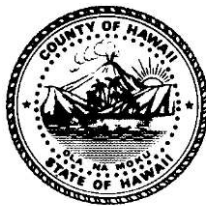


Mitchell D. Roth
Mayor



Elizabeth A. Strance
Corporation Counsel

J S. Yoshimoto
Assistant Corporation
Counsel

COUNTY OF HAWAII OFFICE OF THE CORPORATION COUNSEL

101 Aupuni Street, Suite 325 • Hilo, Hawaii 96720 • Phone (808) 961-8251 • Fax (808) 961-8622

April 2, 2024

Via Electronic Mail only

Kendra K. Kawai, Esq.

Torkildson Katz

Topa Financial Center, Bishop Street Tower

700 Bishop Street, 15th Floor

Honolulu, Hawaii 96813-4187

kkawai@torkildson.com

Dear Ms. Kawai:

Re: Fiscal Year 2023-24 Professional Services: **Supplemental** Statement of Qualifications (SOQs)

Thank you for submitting your firm's supplemental Statement of Qualifications for providing professional services to the Office of the Corporation Counsel, County of Hawaii. Based upon the information provided, the Department's review committee has determined that your firm is now qualified to perform services in the following category(ies):

- ☐ CC.1) Attorney/Law (Civil Rights Defense)
- ☒ CC.2) Attorney/Law (General Personal Injury Defense)
- ☐ CC.3) Attorney/Law (Criminal Defense of County Employees)
- ☒ CC.4) Attorney/Law (General defense in civil matters, including administrative proceedings)
- ☐ CC.5) Attorney/Law (Federal and State Tax)
- ☐ CC.6) Attorney/Law (Worker's Compensation)
- ☐ CC.7) Attorney/Law (Constitutional)
- ☒ CC.8) Attorney/Law (Public Sector Employment)
- ☐ CC.9) Attorney/Law (Public Financing)
- ☒ CC.10) Attorney/Law (Drafting of Legislation and Administrative Rules)
- ☐ CC.11) Attorney/Law (Real Estate)
- ☐ CC.12) Attorney/Law (Land Use, Planning)
- ☐ CC.13) Attorney/Law (Class Actions)
- ☐ CC.14) Attorney/Law (Procurement)

- ☐ CC.15) Attorney/Law (Enforcement of Federal, State and County Law)
- ☐ CC.16) Attorney/Law (Condemnation)
- ☐ CC.17) Attorney/Law (Construction Litigation)
- ☐ CC.18) Attorney/Law (Bankruptcy)
- ☒ CC.19) Attorney/Law (Commercial Transactions)
- ☐ CC.20) Attorney/Law (Collections)
- ☒ CC.21) Attorney/Law (Fair Labor Standards Act and other laws related to compensation)
- ☐ CC.22) Attorney/Law (Environmental)
- ☐ CC.23) Attorney/Law (Regulatory)

Your firm will remain on the Department's List of Qualified Providers of Professional Services until June 30, 2024. For your information, this list may be utilized by any County agency during this time period.

When the need for professional services arises, a selection committee will review the qualifications of firms on the list in the appropriate category. Professional services procurements that equal or exceed \$5,000.00 are posted on the County's website within seven (7) days of the contract award.

Thank you for your interest in providing professional services to the County of Hawai'i. If you have any questions or concerns, please contact Amy Bautista at corpcounsel@hawaiicounty.gov or (808) 961-8251.

Respectfully,

 Dakota Frenz
2024.04.02 13:10:36
-10'00'

Dakota (Cody) Frenz
Deputy Corporation Counsel
Chair, 2023-24 Professional Services Statement of Qualifications Review Committee
(additional submission)

cc: Lincoln S.T. Ashida (via electronic mail only)
[e-mail: lincoln.ashida@torkildson.com]

Kendra K. Kawai, Esq.
Torkildson Katz
April 2, 2024
Page 3

bcc: County of Hawai'i, Procurement with enclosure (application packet)

TORKILDSON KATZ

A LAW CORPORATION
700 BISHOP STREET, 15TH FLOOR
HONOLULU, HI 96813
TELEPHONE (808) 523-6000 • FACSIMILE (808) 523-6001

KENDRA K. KAWAI
DIRECT DIAL: (808) 523-6000
E-MAIL: KKAWAI@TORKILDSON.COM

March 20, 2024

Via Email: corpcounsel@hawaiicounty.gov

Attn: Elizabeth A. Strance
Corporation Counsel, County of Hawai'i
101 Aupuni Street, Suite 325
Hilo, Hawai'i 96720

***Re: Letter of Interest and Statement of Qualifications to Provide Investigative Services
to the County of Hawai'i***

Dear Ms. Strance:

This responds to the County of Hawaii's additional notice to submit letters of interest and statements of qualifications to provide legal and/or investigative services for the County of Hawai'i on a contract basis as the need arises for the July 1, 2023 – June 30, 2024 fiscal year. The information requested by the notice is as follows:

1. The name of the firm or person, contact information including email address, the principal place of business, and location of all of its offices.

Kendra K. Kawai, Esq., Director, Torkildson Katz, Topa Financial Center, Bishop Street Tower, 700 Bishop Street, 15th Floor, Honolulu, Hawaii 96813-4187, phone: (808) 523-6000, fax: (808) 523-6001, e-mail: kkawai@torkildson.com. Our law firm also has an office located at 120 Pauahi Street, Suite 312, Hilo, Hawaii 96720.

2. The age of the firm and its average number of employees over the past five years.

Founded in 1947, Torkildson Katz is an "AV" rated law firm with offices in Honolulu and Hilo. This year, the firm celebrated 76 years of service to the business community. The firm provides Hawaii, domestic and international corporations a range of expert legal services, including labor and employment law, business litigation, corporate law, health care law, tax planning and litigation, real estate transactions, liquor and administrative licensing, and immigration law. Currently, our law firm has 19 attorneys.

3. The education, training, and qualifications of the individual, or if a firm, its key employees in accordance with HRS Sec. 103D-304 and/or the professional and scientific occupation series contained in the United States Office of Personnel Management's Qualifications Standards Handbook (<https://www.opm.gov/policydata-oversight/classification-qualifications/general-schedule-qualificationstandards/#url=GS-PROF>);

I earned a B.A. degree in Political Science from University of California, San Diego and a J.D. degree from the University of Oregon Law School; and was employed as a Law Clerk to the Honorable Colleen Hirai (retired), 2002-2004; Deputy Corporation Counsel for the City and County of Honolulu, 2004-2007; 2014-2015; attorney with Torkildson Katz 2007 – 2014; 2015 – present.

4. A list of recent projects and the names of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year

The following clients for whom services were rendered during the preceding year may be contacted – (1) Margarete Hester (808) 543-1523; (2) Christina Cox (808) 941-9415; (3) Brandy Oki (808) 844-8352; and (4) Shari Lynn Lee (808) 924-0203.

5. Any promotional or descriptive literature which the firm desires to submit.

See my comprehensive background and qualifications in my attached resume. I also obtained the SHRM-CP credential in August 2022.

Thank you for your time and consideration. Please do not hesitate to contact me should you have any questions.

Very truly yours,

TORKILDSON KATZ
A Law Corporation



Kendra K. Kawai

Enclosure

KENDRA K. KAWAI

700 Bishop Street, 15th Floor • Honolulu, Hawai'i 96813 • 808.523.5335 • kkawai@torkildson.com

EDUCATION

UNIVERSITY OF OREGON SCHOOL OF LAW

Juris Doctorate, 2002

University of California – San Diego

B.A. Political Science, 1998

PROFESSIONAL AFFILIATIONS

SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM) HAWAII CHAPTER, EDUCATIONAL FOUNDATION

Member of Programs Committee (2008-2014; 2018-present) and Co-Chair of Programs Committee (2011- 2012)

CHAMBER OF COMMERCE OF HAWAII

Member of Board of Directors (2018-present)

PROFESSIONAL EXPERIENCE

TORKILDSON KATZ, HONOLULU, HAWAII, 2015 - PRESENT

SENIOR COUNSEL/DIRECTOR, LABOR AND EMPLOYMENT LAW SECTION

Defended employers in all aspects of labor and employment law matters before state and federal courts and administrative agencies. Drafted and reviewed employment agreements, independent contractor agreements, and settlement documents. Advised clients as to wage and hour, family leave law, and disability issues and participated in interest arbitration proceedings that resulted in successful outcomes for government agencies. Conducted independent fact-finding investigations.

KEY ACHIEVEMENTS:

- Served as co-counsel in interest arbitrations representing various government employers and obtained favorable results on behalf of management.
- Successfully served as first-chair counsel in obtaining a defense decision in an age discrimination case at arbitration on behalf of employer (December 2018).
- Assisted with the update and publication of the Chamber Desk Manual, created list of presentation topics, and organized the firm's participation at the Annual Employment Law Seminar hosted by the Chamber of Commerce of Hawaii (August 2019).

DEPARTMENT OF THE CORPORATION COUNSEL, CITY & COUNTY OF HONOLULU, HONOLULU, HAWAII, 2014-2015

DEPUTY CORPORATION COUNSEL, COUNSELING & DRAFTING DIVISION, PERSONNEL SECTION

Advised City departments on labor and employment law matters. Managed workers' compensation appeals before the State of Hawaii Labor and Industrial Relations Appeals Board. Drafted legal advisory memoranda on various issues. Reviewed contractual agreements for City departments.

TORKILDSON, KATZ, MOORE, HETHERINGTON & HARRIS, HONOLULU, HAWAII, 2007-2014

ASSOCIATE ATTORNEY/SENIOR ASSOCIATE ATTORNEY, LABOR AND EMPLOYMENT LAW SECTION

Defended employers in all aspects of labor and employment law matters before state and federal courts and administrative agencies. Drafted and reviewed employment agreements, independent contractor agreements, and settlement documents. Advised clients as to wage and hour, family leave law, and disability issues and reviewed and updated employee handbooks.

KEY ACHIEVEMENTS:

- Served as co-counsel in obtaining summary judgment in a race and sex discrimination case in federal court on behalf of an employer, prevailed on appeal to the Ninth Circuit in 2009 and successfully defeated plaintiff's application for certiorari to the United States Supreme Court in 2010.

DEPARTMENT OF THE CORPORATION COUNSEL, CITY & COUNTY OF HONOLULU, HONOLULU, HAWAI'I, 2004-2007

DEPUTY CORPORATION COUNSEL, LITIGATION DIVISION

Litigated several jury trials in state and federal court as either first or second chair. Cases included: civil rights violations, employer retaliation, breach of contract and tort. Managed a caseload of approximately 20 cases.

**HONORABLE COLLEEN HIRAI (RET.), CHIEF JUDGE, CIRCUIT COURT OF THE FIRST CIRCUIT, STATE OF HAWAII 2002-2004
LAW CLERK**

Drafted bench memos, conducted research, and managed weekly hearings.

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