

**NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES
(HRS 103D-304)**

Various Departments and Agencies of the County of Hawai'i plan to use professional services in several categories of work during the fiscal year 2025-2026, beginning approximately July 2025.

Under the requirements of HRS Sec. 103D-304, such professional services are subject to competitive selection. Accordingly, interested parties are invited to submit statements of qualification and expressions of interest. Such statements shall include:

- (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;
- (2) The age of the firm and its average number of employees over the past five years;
- (3) The education, training, and qualifications of the individual, or if a firm, its key employees in accordance with HRS 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/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-PROF>);
- (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; and
- (5) Any promotional or descriptive literature which the individual or firm desires to submit.

Individuals or firms wishing to be considered for more than one category of the services listed must submit appropriate forms (and copies of professional licenses card if applicable) for each individual category of professional service, along with a cover letter for each clearly stating for which category of service the individual or firm wishes to be considered.

Although any County department or agency may utilize any particular service, in order to prevent duplication, providers of specific services are requested to submit the above to the identified department below for each respective service they are interested in providing:

Office of the Corporation Counsel

To be submitted to Ms. Renee Schoen, Corporation Counsel, County of Hawai'i, 101 Aupuni Street, Suite 325, Hilo, Hawai'i 96720, (email: corpcounsel@hawaiicounty.gov, phone: 808-961-8251):

- CC.1) Attorney/Law (Bankruptcy)
- CC.2) Attorney/Law (Civil Rights Defense)
- CC.3) Attorney/Law (Class Actions)
- CC.4) Attorney/Law (Collections)
- CC.5) Attorney/Law (Commercial Transactions)
- CC.6) Attorney/Law (Condemnation)
- CC.7) Attorney/Law (Constitutional)
- CC.8) Attorney/Law (Construction Litigation)
- CC.9) Attorney/Law (Criminal Defense of County Employees)
- CC.10) Attorney/Law (Drafting of Legislation and Administrative Rules)
- CC.11) Attorney/Law (Enforcement of Federal, State and County Law)
- CC.12) Attorney/Law (Environmental General)
- CC.13) Attorney/Law (Environmental Litigation)
- CC.14) Attorney/Law (Fair Labor Standards Act and other laws related to compensation)
- CC.15) Attorney/Law (Federal and State Tax)
- CC.16) Attorney/Law (General defense in civil matters, including administrative proceedings)
- CC.17) Attorney/Law (General Personal Injury Defense)
- CC.18) Attorney/Law (Land Use, Planning)
- CC.19) Attorney/Law (Procurement)
- CC.20) Attorney/Law (Public Financing)
- CC.21) Attorney/Law (Public Sector Employment)
- CC.22) Attorney/Law (Real Estate)
- CC.23) Attorney/Law (Regulatory)
- CC.24) Attorney/Law (Worker's Compensation)

Hawai'i County Civil Defense Agency

To be submitted to Mr. Talmadge Magno, Civil Defense Administrator, County of Hawai'i, 920 Ululani Street, Hilo, Hawai'i 96720 (email: civildefense@hawaiicounty.gov, phone: 808-935-0031):

- CD.1) Accounting (Grant Management)
- CD.2) Professional Engineering (System Design and Engineering) for Radio and Microwave Communications Projects.
- CD.3) Safety Engineering/General Physical Science (Domestic Preparedness Training Coordinator/Project Manager)
- CD.4) Safety Engineering/General Physical Science (Emergency Management)
- CD.5) Safety Engineering/General Physical Science (Hazard Mitigation Specialist)

Department of Human Resources

To be submitted to Ms. Sommer Tokihiro, Director of Human Resources, Department of Human Resources, County of Hawai'i, 101 Pauahi Street, Suite 2, Hilo, Hawai'i 96720 (email: cohhr@hawaiicounty.gov, phone: 808-961-8361):

- CS.1) Industrial Hygiene (Industrial Hygienists)
- CS.2) Safety Engineering (Safety Inspections)
- CS.3) Auditing (ADA Compliance)

Department of Information Technology

To be submitted to Mr. Corey Stone, Director of Information Technology, County of Hawai'i, 1990 Kino'ole Street, Suite 105, Hilo, Hawai'i 96720 (email: DIT_Purchasing@hawaiicounty.gov, phone: 808-932-2964):

- DS.1) Computer Engineering (Computer Sciences - Custom Software Development)
- DS.2) Computer Engineering (Computer Sciences – Web Development and Administration)
- DS.3) Computer Engineering (Cybersecurity Analysis)
- DS.4) Computer Engineering (GIS Mapping/Programming Services)
- DS.5) Computer Engineering (Hardware Installation, Analysis & Maintenance)
- DS.6) Computer Engineering (Network Analysis)

Department of Environmental Management

To be submitted to Mr. Wesley Segawa, Director, Department of Environmental Management, County of Hawai'i, 345 Kekūanāo'a Street, Suite 41, Hilo, Hawai'i 96720, via electronic transmission in pdf format or email (preferred) (email: sandy.shore@hawaiicounty.gov, phone: 808-961-8083):

- EM.1) Civil Engineering* (Solid Waste, Wastewater)
- EM.2) Community Planning (Program Development to include; Community Engagement, Public Relations, and Event Planning)
- EM.3) Community Planning (Rate Studies, Funding Strategist)
- EM.4) Community Planning (Solid Waste, Recycling: Includes Strategic Policies and Procedures. Systems Planning and Analysis)
- EM.5) Community Planning (Wastewater: Includes Strategic Policies and Procedures. Systems Planning and Analysis)
- EM.6) Environmental Engineering* (Environmental Compliance)
- EM.7) Environmental Engineering* (Resource Recovery/Energy)
- EM.8) Environmental Engineering* (Sanitary Engineering)
- EM.9) Environmental Engineering* (Wastewater Pre-Treatment)
- EM.10) General Engineering/Fire Protection Engineering* (Landfill Closure/Fire Control Consultant)
- EM.11) General Physical Science (Environmental)
- EM.12) Industrial Hygiene (Environmental Health)

* All Engineering professionals shall include State Form DPW-120 or equivalent Federal form and provide a copy of the State of Hawai'i, Professional license number(s) and expiration date(s) for each licensed person referenced in their submittals. Electronic submittals are acceptable.

Department of Finance

To be submitted to Ms. Diane Nakagawa, Director of Finance, County of Hawai'i, 25 Aupuni Street, Suite 2103, Hilo, Hawai'i 96720 (email: crystallene.pacheco@hawaiicounty.gov, phone: 808-961-8234):

- FN.1) Accounting (Accounting, Analysis, and Administration of Special Financing Districts)
- FN.2) Accounting (Actuarial Services)
- FN.3) Accounting (Claims Adjuster)
- FN.4) Accounting (State Tax, Transient Accommodations Tax -TAT)
- FN.5) Auditing
- FN.6) Auditing (Arbitrage Compliance Consultant)
- FN.7) Auditing (Investigative Services)

- FN.8) Attorney (Bond Counsel)
- FN.9) Public Finance (Financial Advising)
- FN.10) Public Finance Bond Underwriting
- FN.11) Public Finance Bond Underwriting (Market Absorption Consultant)
- FN.12) Real Estate Broker & Salesperson (Land Agent)
- FN.13) Real Property Appraisal (Real Estate Appraisal)
- FN.14) Trustee (Trustee, Fiscal Agent, Paying Agent, Registrar)

Office of Housing and Community Development

To be submitted to Ms. Kehaulani M. Costa, Administrator, Housing and Community Development, County of Hawai'i, 1990 Kino'ole Street, Suite 102, Hilo, Hawai'i 96720 (email: ohcdprofserv@hawaiicounty.gov, phone: 808-961-8379):

- OH.1) Community Planning (Community Engagement, Strategic Planning)
- OH.2) Community Planning (Environmental Assessment)
- OH.3) Community Planning (Grant Writer)
- OH.4) Construction Management/Inspector
- OH.5) General Engineering (Construction Inspector)*
- OH.6) General Engineering (Project Manager)*
- OH.7) Instructional Systems (Design of Training, Facilitation and Evaluations Programs)
- OH.8) Safety Engineering

* All Engineering professionals shall include State Form DPW-120 or equivalent Federal form and provide a copy of the State of Hawai'i, Professional license number(s) and expiration date(s) for each licensed person referenced in their submittals.

Office of Sustainability, Climate, Equity & Resilience

To be submitted to Ms. Laura Acasio Administrator, Office of Sustainability Climate Change, Equity and Resilience, County of Hawai'i, 25 Aupuni Street, Suite 1301, Hilo, Hawai'i 96720 (email: oscer@hawaiicounty.gov, phone: 808-961-8019):

- OS.1) Ecology
- OS.2) Education Services
- OS.3) Forestry (Watershed Management)
- OS.4) General Anthropology (Cultural Practitioner)
- OS.5) General Natural Resources Management and Biological Sciences Series
- OS.6) Materials Engineering
- OS.7) Mental Health Counselors
- OS.8) Social Science (Cultural Practitioner)

OS.9) Soil Conservation

Hawai'i Police Department

To be submitted to Mr. Benjamin Moskowicz, Chief of Police, Hawai'i County Police Department, County of Hawai'i, 349 Kapiolani Street, Hilo, Hawai'i 96720 (email: hauoli.aiona@hawaiicounty.gov, phone: 808-961-2273):

PD.1) Psychology (Psychiatrists and or Psychologists) to perform psychological evaluations.

Planning Department

To be submitted to Mr. Jeffrey Darrow, Planning Director, Planning Department, County of Hawai'i, 101 Pauahi Street, Suite 3, Hilo, Hawai'i 96720, via electronic transmission in pdf format on compact disk or email (no hard copies please). (email: planning@hawaiicounty.gov, phone: 808-961-8288):

PL.1) Archaeology (including Anthropology)

PL.2) Botany (Botanical or Flora Survey)

PL.3) Community Planning (Community Planning Assistant: project management support, community organizing, public participation, meeting facilitation)

PL.4) Community Planning (Community/Regional Plans, General Plan, Climate Adaptation)

PL.5) Community Planning (Environmental Planning, Environmental Assessments, Environmental Impact Statements)

PL.6) Community Planning (Land Use Codes/Studies, Form Based Codes)

PL.7) Community Planning (Land Use Hearing Officer: Attorneys, Planners or others with experience)

PL.8) Community Planning (Public Access Planning)

PL.9) Community Planning (Writer, Grant Writer)

PL.10) Economist/Social Science (Socio-Economic and Housing Studies)

PL.11) Plant Pathology/Plant Physiology/Forestry (Arborist)

PL.12) Wildlife Biology (Fauna Survey)

Department of Parks and Recreation

To be submitted to Mr. Clayton Honma, Director, Department of Parks and Recreation, County of Hawai'i, 101 Pauahi Street, Hilo, Hawai'i 96720 (email: parks_recreation@hawaiicounty.gov, phone: 808-961-8311):

PR.1) Dietitian and Nutritionist (Registered Dietitians)

PR.2) Industrial Hygiene (Hazardous Materials Survey, Assessment & Planning)

PR.3) Veterinary (Veterinarians for Zoo Animals)

Department of Public Works

To be submitted to Mr. Neil A. Azevedo, Acting Director, Department of Public Works, County of Hawai'i, Aupuni Center, 101 Pauahi Street, Suite 7, Hilo, Hawai'i 96720-4224 via electronic transmission in pdf format on compact disk or email (no hardcopies please) (email: dpwprofserv@hawaiicounty.gov, phone: 808-961-8937):

PW.1) Architecture

PW.2) Civil Engineering

PW.3) Civil Engineering (Geotechnical/Soils Engineering, requires a licensed civil engineer)

PW.4) Civil Engineering (Traffic Engineering, including Traffic Calming, requires a licensed civil engineer)

PW.5) Electrical Engineering

PW.6) General Engineering (Construction Management, requires a licensed engineer)

PW.7) Land Surveying

PW.8) Landscape Architecture

PW.9) Mechanical Engineering

PW.10) Structural Engineering

PW.11) Structural Engineering (Failure Analysis, including Forensics, requires a licensed engineer)

All professionals are required to include State form DPW-120 or equivalent Federal forms and provide a copy of the State of Hawai'i, Professional license card with the license number(s) and expiration date(s) for each licensed person referenced in their submittals.

Department of Research and Development

To be submitted to Mr. Benson Medina, Director of Research & Development, County of Hawai'i, 25 Aupuni Street, Suite 1301, Hilo, Hawai'i 96720 (email: chresdev@hawaiicounty.gov, phone: 808-961-8366):

RD.1) Community Planning (Community and Economic Development, Community Engagement, Culture and Indigenous Data Science, Strategic Planning, Sustainability Systems)

RD.2) Community Planning (Grant Writer)

RD.3) Community Planning (Public Relations and Event Planning)

RD.4) Community Planning (Marketing and Social Media)

RD.5) Community Planning (Special Event Management)

RD.6) Data Science (Project Management)

RD.7) Economist

- RD.8) Education and vocational training (workforce development)
- RD.9) Education Program (early childhood development; healthcare programs and services)
- RD.10) Education Services (Coaching)
- RD.11) Food Technology
- RD.12) General Education and Training
- RD.13) General Engineering (Energy)
- RD.14) Instructional Systems (Design of Training, Facilitation, and Evaluation Programs)
- RD.15) Operation Research
- RD.16) Photographic Technology (Creative Media Services)
- RD.17) Soil Science
- RD.18) Statistics
- RD.19) Statistician: Data Analysis
- RD.20) Workforce Research and Analysis

County of Hawai'i Mass Transit Agency

To be submitted to the Mr. Zachary Bergum, Acting Mass Transit Administrator, County of Hawai'i, 25 Aupuni Street, Hilo, Hawai'i 96720 (email: heleonbus@hawaiicounty.gov, phone: 808-961-8744)

- TA.1) Auditing (Taxicab Investigations, vehicle inspections and performance monitoring)
- TA.2) Community Planning (Bikeshare & Micromobility Planning)
- TA.3) Community Planning (Public Transit Long Range and Strategic Planning)
- TA.4) Community Planning (Public Transit Mapping and Graphic Design)
- TA.5) Community Planning (Public Transit Marketing and Community Outreach)
- TA.6) Community Planning (Public Transit Planning and Scheduling)
- TA.7) Community Planning (Public Transit Zero Emissions Bus Implementation Support)
- TA.8) Grant Writer (Public Transit Grants and Federal Compliance Support)
- TA.9) Operations Research (Public Transit Operations and/or Maintenance Management Support)
- TA.10) Programming Services (Public Transit App Development)

Responses to this solicitation will be placed on file, and as needs arise, will be considered for selection, according to the requirements of the State Procurement Code. All County Departments and Agencies may use any of the lists in selection of providers of needed services.

Individuals or firms who have previously responded to any County of Hawai'i request for a statement of qualification and expression of interest must submit a new statement of qualification and expression of interest for each category of interest to be considered for projects arising during Fiscal Year 2025-2026.

Questions regarding this solicitation may be directed to Stephanie Letro, Acting Purchasing Agent, at (808) 961-8443, email: stephanie.letro@hawaiicounty.gov.

Individuals or firms may contact the listed Department Heads to inquire about electronic/email submissions. Individual departments shall determine the suitability of this type of submittal(s) accordingly.

All responses should be submitted prior to **4:30 p.m., June 30, 2025**. At this time, the list of qualified applicants will be established. **Interested parties may still submit statements of qualifications and expressions of interest after this deadline and may be considered for projects which are initiated after receipt of their submittal.**

Diane Nakagawa

[Diane Nakagawa \(May 16, 2025 15:11 HST\)](#)

DIANE NAKAGAWA
Director of Finance

Hawaii Tribune Herald
West Hawaii Today
Honolulu Star Advertiser
State of Hawai'i - Hawaii Awards & Notices Data System (HANDS)
June 1, 2025

Hawai'i County is an Equal Opportunity Provider and Employer