

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

*REVISED 03/17/2017*

Various Departments and Agencies of the County of Hawai`i plan to use professional services in several categories of work during the fiscal year 2016-2017, beginning July 1, 2016.

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;
- (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.

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:

To be submitted to Mr. Frank J. De Marco, P.E, Director, Department of Public Works, County of Hawai`i, Aupuni Center, 101 Pauahi Street, Suite 7, Hilo, Hawai`i 96720-4224 (email electronic submittals to: [dpwprofserv@hawaiicounty.gov](mailto:dpwprofserv@hawaiicounty.gov), phone: 808-961-8919):

- 1) Architecture
- 2) Civil Engineering
- 3) Civil Engineering (Geotechnical/Soils Engineering, requires a licensed civil engineer)
- 4) Civil Engineering (Traffic Engineering, including Traffic Calming, requires a licensed civil engineer)
- 5) Electrical Engineering
- 6) General Engineering (Construction Management, requires a licensed engineer)
- 7) Land Surveying
- 8) Landscape Architecture
- 9) Mechanical Engineering
- 10) Structural Engineering
- 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 number(s) and expiration date(s) for each licensed person referenced in their submittals.

To be submitted to Mr. Michael Yee, 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](mailto:planning@hawaiicounty.gov), phone: 808-961-8288):

- 12) Archaeology
- 13) Botany (Botanical or Flora Survey)
- 14) Community Planning (Community Planning Assistant: project management support, community organizing, public participation)
- 15) Community Planning (Community/Public Relations, Event Planning, Visual Communications)
- 16) Community Planning (Community/Regional Plans, General Plan)
- 17) Community Planning (Environmental Planning, Environmental Assessments, Environmental Impact Statements)
- 18) Community Planning (Land Use Codes/Studies, Form Based Codes)
- 19) Community Planning (Public Access Planning)

- 20) Community Planning (Writer, Grant Writer)
- 21) Economist/Social Science (Socio-Economic and Housing Studies)
- 22) Community Planning (Land Use Hearing Officer: Attorneys, Planners or others with experience)
- 23) Community Planning (Mediation Services: Attorneys or Professional with experience)
- 24) Plant Pathology/Plant Physiology/Forestry (Arborist)
- 25) Wildlife Biology (Fauna Survey)

To be submitted to Mr. William A. Kucharski, 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 on compact disk or email (preferred) (email: [sandy.shore@hawaiicounty.gov](mailto:sandy.shore@hawaiicounty.gov), phone: 808-961-8083):

- 26) Environmental Engineering\*
- 27) Community Planning (Solid Waste, Recycling, Wastewater)
- 28) General Education and Training (Community Outreach and Engagement)
- 29) General Engineering/Fire Protection Engineering (Landfill Closure/Fire Control Consultant)\*

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

To be submitted to Mr. Collins Tomei, Director of Finance, County of Hawai`i, 25 Aupuni Street, Hilo, Hawai`i 96720 (email: [Crystallene.Pacheco@hawaiicounty.gov](mailto:Crystallene.Pacheco@hawaiicounty.gov), phone: 808-961-8234):

- 30) Auditing
- 31) Attorney (Bond Counsel)
- 32) Public Finance Bond Underwriting
- 33) Public Finance Bond Underwriting (Market Absorption Consultant)
- 34) Public Finance (Financial Advising)
- 35) Accounting (Claims Adjuster)
- 36) Auditing (Investigative Services)
- 37) Accounting (Actuarial Services)
- 38) Auditing (Arbitrage Compliance Consultant)
- 39) Accounting (Accounting, Analysis, and Administration of Special Financing Districts)
- 40) Real Estate Broker & Salesperson (Land Agent)

- 41) Real Property Appraisal (Real Estate Appraisal)
- 42) Trustee (Trustee, Fiscal Agent, Paying Agent, Registrar)

To be submitted to Mr. Joseph K. Kamelamela, Corporation Counsel, County of Hawai`i, 101 Aupuni Street, Suite 325, Hilo, Hawai`i 96720, (email: [Cathy.Ferreira@hawaiicounty.gov](mailto:Cathy.Ferreira@hawaiicounty.gov), phone: 808-961-8251):

- 43) Attorney/Law (Civil Rights Defense)
- 44) Attorney/Law (General Personal Injury Defense)
- 45) Attorney/Law (Criminal Defense of County Employees)
- 46) Attorney/Law (General defense in civil matters, including administrative proceedings)
- 47) Attorney/Law (Federal and State Tax Law)
- 48) Attorney/Law (Worker's Compensation Law)
- 49) Attorney/Law (Constitutional Law)
- 50) Attorney/Law (Public Sector Employment Law)
- 51) Attorney/Law (Public Financing Law)
- 52) Attorney/Law (Drafting of Legislation and Administrative Rules)
- 53) Attorney/Law (Real Estate Law)
- 54) Attorney/Law (Land Use, Planning)
- 55) Attorney/Law (Class Actions)
- 56) Attorney/Law (Procurement)
- 57) Attorney/Law (Enforcement of Federal, State and County Law)
- 58) Attorney/Law (Condemnation)
- 59) Attorney/Law (Construction Litigation)
- 60) Attorney/Law (Bankruptcy)
- 61) Attorney/Law (Commercial Transactions)
- 62) Attorney/Law (Collections)
- 63) Attorney/Law (Fair Labor Standards Act and other laws related to compensation)

To be submitted to Ms. Jules Ung, Director, Department of Information Technology, County of Hawai`i, 25 Aupuni Street, Hilo, Hawai`i 96720 (email: [Kelsie.Kailiuli@hawaiicounty.gov](mailto:Kelsie.Kailiuli@hawaiicounty.gov), phone: 808-932-2960):

- 64) Computer Engineering (GIS Mapping/Programming Services)
- 65) Computer Engineering (Computer Sciences - Custom Software Development)
- 66) Computer Engineering (Computer Sciences – Web Development and Administration)

67) Computer Engineering (Network Analysis)

To be submitted to Mr. Paul Ferreira, Chief of Police, Hawai`i County Police Department, County of Hawai`i, 349 Kapiolani Street, Hilo, Hawai`i 96720 (email: [haiona@hawaiiicounty.gov](mailto:haiona@hawaiiicounty.gov), phone: 808-961-2273):

- 68) Psychology (Psychiatrists and or Psychologists) to perform psychological evaluations.
- 69) Nursing (Registered Nurses to provide services in sexual assault cases)
- 70) Professional Engineering (System Design and Engineering) for Radio and Microwave Communications Projects.

To be submitted to Ms. Charmaine Kamaka, Director, Department of Parks and Recreation, County of Hawai`i, 101 Pauahi Street, Hilo, Hawai`i 96720 (email: [parks\\_recreation@hawaiiicounty.gov](mailto:parks_recreation@hawaiiicounty.gov), phone: 808-961-8311):

- 71) Dietitian and Nutritionist (Registered Dietitians)
- 72) Veterinary (Veterinarians for Zoo Animals)
- 73) Industrial Hygiene (Hazardous Materials Survey, Assessment & Planning)

To be submitted to Mr. Neil Gytoku, Administrator, Housing and Community Development, County of Hawai`i, 50 Wailuku Drive, Hilo, Hawai`i 96720 (email: [ohcdhi@yahoo.com](mailto:ohcdhi@yahoo.com), phone: 808-961-8379):

- 74) General Engineering (Construction Inspector)\*
- 75) General Engineering (Project Manager)\*
- 76) Construction Management/Inspector
- 77) Community Planning (Environmental Assessment)

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

To be submitted to Ms. Sharon Toriano, Director of Human Resources, Department of Human Resources, County of Hawai`i, 101 Pauahi Street, Suite 2, Hilo, Hawai`i 96720 (email: [hrrdir@hawaiiicounty.gov](mailto:hrrdir@hawaiiicounty.gov), phone: 808-961-8361):

- 78) Auditing/Law (Workers Compensation Claims Adjusters, including representation at hearings; Worker's Compensation investigators)
- 79) Nursing (Case Management Nurses)
- 80) Industrial Hygiene (Industrial Hygienists)

- 81) Safety Engineering (Safety Trainers)
- 82) Safety Engineering (Safety Inspections)
- 83) Educational and Vocational Training (Driver Trainer/Auditor-CDL & Non-CDL; Heavy Equipment Operator Trainer-bulldozer, backhoe, boom truck, compactor, roller, grader, skid steer, excavator and roll-on bin)

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

- 84) Accounting (Grant Management)
- 85) Safety Engineering/General Physical Science (Hazard Mitigation Specialist)
- 86) Safety Engineering/General Physical Science (Emergency Management)
- 87) Safety Engineering/General Physical Science (Domestic Preparedness Training Coordinator/Project Manager)

To be submitted to Ms. Diane Ley, Director of Research & Development, County of Hawai`i, 25 Aupuni Street, Suite 1301, Hilo, Hawai`i 96720 (email: [chresdev@hawaiicounty.gov](mailto:chresdev@hawaiicounty.gov), phone: 808-961-8366):

- 88) General Education and Training (Community Outreach and Engagement)
- 89) General Education and Training (Facilitation, Strategic Planning and Conflict Resolution)
- 90) Economist/Social Science/Ecology (Sustainable Development/Energy)
- 91) Community Planning (Community/Public Organizing and Participation)
- 92) General Engineering (Renewable Energy, Energy Efficiency)

To be submitted to Ms. Tiffany Kai, Administrator, Mass Transit Agency, County of Hawai`i, 25 Aupuni Street, Hilo, Hawai`i 96720 (email: [tkai@hawaiicounty.gov](mailto:tkai@hawaiicounty.gov), phone: 808-961-8343)

- 93) Auditing (Taxicab Investigations)

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 wishing to be considered for more than one category of service listed above must submit a copy for each individual professional service, with a cover letter for each clearly stating which discipline it is in application for.

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 2016-2017.

Questions regarding this solicitation may be directed to Jeffrey E. Dansdill, Purchasing Agent, at (808) 961-8440, facsimile (808) 961-8248, email: [jdansdill@hawaiiicounty.gov](mailto:jdansdill@hawaiiicounty.gov).

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

All responses should be submitted prior to 4:30 p.m., June 30, 2016. 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.



COLLINS TOMEI  
Director of Finance

*Hawai`i County is an Equal Opportunity Provider and Employer*

Hawaii Tribune Herald  
West Hawaii Today  
Honolulu Star Advertiser  
State of Hawai`i ~ Procurement Notice System  
May 13, 2016