

**STATE OF HAWAII
HAWAII PUBLIC HOUSING AUTHORITY
NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES FOR
STATE CAPITAL IMPROVEMENT PROGRAM &
FEDERAL CAPITAL FUND PROGRAM PROJECTS**

FY2027 (7/1/2026 – 6/30/2027)

RFQ-CMB-18-2026

The State of Hawaii, the Hawaii Public Housing Authority (HPHA) anticipates the need for professional services for State Capital Improvement Program and Federal Capital Fund Program projects during fiscal year July 1, 2026 through June 30, 2027. The HPHA is seeking qualified firms to provide the following professional services:

- 1. ARCHITECTURE**
- 2. CIVIL ENGINEERING**
- 3. ELECTRICAL ENGINEERING**
- 4. FIRE PROTECTION ENGINEERING**
- 5. MECHANICAL ENGINEERING**
- 6. STRUCTURAL ENGINEERING**
- 7. PLANNING**
- 8. ENVIRONMENTAL ENGINEERING**
- 9. ELEVATOR CONSULTANT**
- 10. LAND SURVEYOR**

A Hawaii State license is required for architecture and engineering. Proof of valid licensing is required. Planning firms must have the necessary education, training and experience. Federal Environmental Protection Agency (EPA) and State Department of Health (DOH) accreditation and training are required for projects involving the removal of asbestos-containing materials (ACM), lead-based paint (LBP), lead-containing paint (LCP), and other hazardous materials.

All work to be performed under Federally funded contracts are subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3) and qualified firms shall agree to comply with HUD's regulations in 24 CFR part 135.

Professional services for design shall meet compliance with the current Americans with Disabilities Act Accessibility Guidelines (ADAAG), Uniform Federal Accessibility Standards (UFAS), and the Environmental Reviews for Federally-Subsidized Public Projects.

SUBMITTAL REQUIREMENTS

Consultants interested in providing professional services must submit a letter of interest with the required information listed below by **July 8, 2026**, 9 a.m. to the:

Procurement Officer
Hawaii Public Housing Authority
1002 North School Street
Honolulu, Hawaii 96817

Submit three (3) copies and one (1) USB of the requested information listed below. Submit one (1) copy of the optional information or any additional supportive material. The Project List is attached as "EXHIBIT A".

THE REQUESTED INFORMATION LISTED BELOW MUST BE INCLUDED, COLLATE AND SEPARATELY TAB IN THE FOLLOWING ORDER:

Tab 1: Letter of Interest and Projects of Interest

- a. Letter of Interest
- b. EXHIBIT A – HPHA Project Listing - Indicate which projects are of interest to your firm as the Prime Discipline for Selection for the project.

Tab 2: Qualifications

EXHIBIT B – HPHA Questionnaire

Complete the attached HPHA Questionnaire, an electronic version in Excel is available as an attachment to this advertisement on the SPO website, <https://hands.ehawaii.gov>.

For firms submitting for more than one discipline, submit a complete HPHA Questionnaire for EACH discipline.

Please note that the HPHA may send an additional follow up questionnaire for select projects.

Tab 3: License/Accreditations

- a. A Hawaii State license is required for architecture, engineering, landscape architecture and surveying. Provide either a copy of the actual DCCA license card, or a print out from the Professional & Vocational Licensing website reflecting a current license.
- b. Planning firms must have the necessary education, training and experience.
- c. Firms interested in the discipline/category of Environmental Engineering must provide copies of all required certifications. Federal EPA and State DOH accreditation and training are required for projects involving the removal of ACM, LBP, LCP, and other hazardous materials.
- d. Leadership in Energy and Environmental Design (LEED) accreditation will be considered on select projects.

Tab 4: Vendor Compliance

Evidence that the firm is currently registered to do business in the State of Hawaii. If your firm is registered with Hawaii Compliance Express, then provide a Certificate of Vendor Compliance that reflects a status of Compliant. Otherwise, provide certificates reflecting current compliance with the Hawaii Department of Taxation, Internal Revenue Service, Hawaii Department of Commerce & Consumer Affairs, and Hawaii Department of Labor & Industrial Relations.

Tab 5: Insurance

Evidence of Errors and Omissions insurance.

Tab 6: Firm Standing

A signed, self-certification statement that the firm is not debarred or suspended.

Tab 7: Client References

The names and phone numbers of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year.

Tab 8: Minority Statement

Evidence of the firm's effort to encourage and utilize minorities and minority business enterprise (MBE) firms in its operations. Include proposed percent of overall project effort to be performed by minority-owned business enterprises.

Tab 9: Specialty Sub-Consultant Statement

Statement indicating any objections to retaining specialty sub-consultants for environmental, geotechnical and other specialty services under the prime contract. Objections may affect a firm's consideration for certain projects, as it is typically the HPHA's policy that all sub-consultants are hired under the prime consultant's contract.

Tab 10: OPTIONAL Additional Firm Information

- a. Company literature or brochures
- b. Photographs of past projects
- c. Letters of commendation
- d. Awards

Incomplete Submittals: Submittals received by the due date, but with missing, deficient or out-of-order items, will be considered incomplete. Applicants will be notified by email or telephone of the deficiencies and will have five (5) working days from the notification date to submit all the required items. Please include a contact telephone number or email address. Correction of submittals taking longer than five (5) working days shall be removed from consideration.

Late Submittals: Late submittals are acceptable throughout the fiscal year, but will not receive the same consideration as the timely submittals due to the reduced number of projects requiring professional services.

EVALUATION

Selection of professionals will be made in accordance with section 103D-304, Hawaii Revised Statutes, and Chapter 3-122, subchapter 7, Hawaii Administrative Rules, as amended. The following criteria will be used to evaluate all submissions.

No.	EVALUATION CRITERIA		%
1	Experience and professional qualifications relevant to the project type.		50
2	Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies. If available, the HPHA Project Evaluation form(s) will be factored into this criteria.		30
3	Capacity to accomplish the work in the required time.		20
4	Evidence that the professional(s) is/are currently licensed in Hawaii (DCCA certification).	Mandatory	
5	Evidence that the firm is currently registered to conduct business in the State of Hawaii. Provide a compliant Certificate of Vendor Compliance.	Mandatory	
6	Evidence that the firm carries Errors and Omissions insurance of at least \$1,000,000 per claim and \$2,000,000 in the aggregate. Provide a valid Certificate of Insurance.	Mandatory	
7	Signed certified statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local agency.	Mandatory	

Once the qualifications have been evaluated and ranked, the HPHA will use the contract negotiation process to obtain the most highly ranked and qualified professional at a fair and reasonable price. The proposed contract will include tasks with a scope of services and a payment schedule in accordance with Form AG-011, Rev 07/28/2005, Form AG-012, Rev 11/15/2005, and Federal form HUD-51915 (9/98) as may be amended from time to time.

The selected top-ranked firm will be required to visit the project site(s) prior to submission of a fee proposal and a project proposal, which shall include an overall project schedule, identification of the proposed design team, assignment of company personnel, personnel qualifications and related past project experiences. The proposal shall also include design alternatives/innovations, actual labor and overhead rates, a fee proposal, a preliminary cost estimate, and other related information as may be required.

GENERAL INFORMATION

The selection committee will give first consideration to those professionals who have expressed interest in the specific projects listed in “EXHIBIT A”, to those who correctly meet the submittal requirements, and to those who qualify as the ‘Prime Discipline’ listed on “EXHIBIT A” that is required for that project. However, the selection committee may consider all professionals who respond to this Notice when in the best interest of the State.

Not all listed projects will necessarily be implemented during fiscal year July 1, 2026 through June 30, 2027. The HPHA may implement projects other than those specifically listed without additional notices. Certain listed projects may be advertised again in order to obtain additional applicants if the response to this Notice is inadequate. Other projects may also be advertised separately on the State and County Procurement Notices website at: <https://hands.ehawaii.gov>.

Projects may be funded using State or Federal Funds or a combination of both. It is anticipated that some projects may extend beyond the current fiscal year due to funding availability, relocation needs or other phasing requirements.

Please include a point-of-contact name, phone number and email address.

HAWAII PUBLIC HOUSING AUTHORITY

HAKIM OUANSAFI
Executive Director

