

**CITY AND COUNTY OF HONOLULU
NOTICE TO PROVIDERS
OF
PROFESSIONAL SERVICES
Fiscal Year 2027**

PURPOSE:

Pursuant to Hawaii Revised Statutes ("HRS"), Section §103D-304, the City and County of Honolulu is publishing this notice to invite persons engaged in providing professional services to submit current statements of qualifications and expressions of interest in anticipation of the needs of various City Departments for the Fiscal Year 2027.

The City will prepare a "list" of qualified consultants for each category of professional service to be utilized throughout the fiscal year.

MATERIALS TO BE SUBMITTED:

Firms/Persons shall provide PDF files of all materials being submitted. PDF attachments shall be no larger than 3.0 MB per attachment. Emails shall not exceed 20 MB. All PDFs shall be printable on standard size paper.

ALL SUBMITTALS (regardless of Department) shall:

1. Be emailed to professionalservices@honolulu.gov
2. Clearly IDENTIFY THE COMPANY OR PERSON SUBMITTING THE MATERIALS
3. Clearly IDENTIFY THE CATEGORY OF INTEREST
4. Clearly IDENTIFY THE DEPARTMENT you intend to submit for

SUBMITTAL LOCATION:

ALL MATERIALS TO BE SUBMITTED (regardless of Department) shall be emailed to:
professionalservices@honolulu.gov.

NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

SUBMITTAL DEADLINE:

No later than 4:30 p.m. H.S.T. on April 10, 2026, unless otherwise specified herein.

Submittals received after the above deadline that meet all applicable criteria will be accepted, but not be reviewed until all qualifications submitted by the specified deadline have been reviewed.

CONTRACT PROVISIONS FOR ORDERS UTILIZING FEDERAL FUNDS:

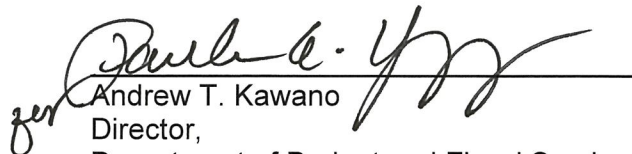
Contracts funded with federal funds may have additional contractual requirements or certifications that must be satisfied at the time the contract is awarded or upon delivery, such as

but not limited to, those required under Appendix II to 2 Code of Federal Regulations (CFR) Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. These federal requirements may be proposed by the City Agency for incorporation in contracts to be awarded as a result of this professional services annual advertisement.

Furthermore, specific federal funds may have specific requirements that must be followed and may require special advertisements to be posted.

QUESTIONS:

If there are questions, please email: professionalservices@honolulu.gov or call (808) 768-5535.



Andrew T. Kawano
Director,
Department of Budget and Fiscal Services
City and County of Honolulu
Mg W

Published on the web:

FEB 24 2026

ANTICIPATED REQUIRED PROFESSIONAL SERVICES
FOR FISCAL YEAR 2027

Professional services categories are listed per Department, however, all categories may be used by any City department. The City is not limited to the examples of work provided under each category. Please see the submittal requirements listed herein per Department.

I. DEPARTMENT OF THE CORPORATION COUNSEL (COR)

**NOTICE TO ATTORNEYS INTERESTED IN PROVIDING LEGAL SERVICES TO
THE CITY AND COUNTY OF HONOLULU**

Under the Hawaii Public Procurement Code, Haw. Rev. Stat. Chapter 103D, and the Revised Charter of the City and County of Honolulu, the Corporation Counsel of the City and County of Honolulu is responsible for securing legal services from licensed private attorneys to provide legal advice and representation for City agencies, officers, employees, boards, commissions and semi-autonomous agencies. Corporation Counsel invites licensed attorneys to submit Statements of Qualifications and Expressions of Interest for evaluation. Those private attorneys who are deemed qualified will be included on a list from which special deputy corporation counsel, special counsel, and legal consultants will be selected by the Corporation Counsel to provide necessary legal services.

Following are the areas of law in which such services may be required by the Corporation Counsel during the period of July 1, 2026 to June 30, 2027:

Administrative Law	Waste Management,
Appellate Practice	Environmental Attributes, and
Antitrust	Storm Water Management
Bankruptcy/Receiverships	Fair Housing
Business Law, including Contract	Probate, Estates & Trusts, including
Law, Corporate Law and	Guardianships
Business Transactions	Government Contracts &
Civil Rights	Procurement, including Bid
Collections/Foreclosures	Protests, State and Federal
Constitutional Law	Procurement, and Public Private
Condemnation	Partnerships
Construction Law, including	Government Ethics
Construction Litigation	Health Law
Criminal Law (including Federal	Information and Computer
Criminal Law)	Technology
Cybersecurity	Insurance
Election Law	Intellectual Property
Employment Law, including	Labor
Employee Benefits	Law Enforcement
Energy Law	Litigation, including Complex Civil
Environmental Law, including Clean	Litigation and Class Actions
Water Act, Clean Air Act,	Maritime Law
HEPA/NEPA, Regulatory	Plaintiffs Qui Tam
Compliance & Enforcement, Solid	Public Benefits Law, including ADA

Public Financing, including Bond
Counsel, Investment Banking,
and Financing Leases
Public Utilities Law
Real Property, including Financing,
Development, Land Use
Entitlements and Transactions
Securities Law
Tax

Telecommunications
Tort Law, including Personal Injury,
Products Liability, Design Defects
and Professional Malpractice
Transportation Law, including Mass
Transit, Transit Financing, and
Land Use Entitlements
Water Law
Workers' Compensation

Licensed attorneys interested in providing legal services in one or more of these areas are invited to submit a Statement of Qualifications and Expression of Interest. Attorneys from the same law firm wishing to be considered must submit separate statements. Attorney statements may include areas not listed above.

COR SUBMITTAL REQUIREMENTS

Forms are available for download at <http://www.honolulu.gov/cor>. Forms may also be requested by telephone ((808) 768-5100) or facsimile ((808) 768-1300). Corporation Counsel's General Policy Regarding Waiver of Conflicts is also available at that website or upon request; however, the decision as to whether to waive a conflict of interest will depend on the facts of that particular situation and is in the sole discretion of the Corporation Counsel.

ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

All forms should be submitted no later than 4:30 p.m., June 30, 2026, to receive full consideration for the above-stated period. Late submittals that meet all applicable criteria will be accepted, but will only be available for consultant selections conducted after the submittals have been reviewed and the service category qualification(s) determined.

II. DEPARTMENT OF DESIGN AND CONSTRUCTION (DDC)

Categories without State of Hawaii Professional License Requirements

1. **ARCHAEOLOGY, GS-0193** – review and preparation of investigations, mitigation plans, monitoring, cultural resource management, historic preservation, archaeological resource protection, consultation with government agencies, community partners, and stakeholders, etc.
2. **AUDIT SERVICES¹, GS-0511** – certification of data reported in National Transit Database regarding fixed route, demand response, demand taxi services, DTS sub-recipient services utilizing Federal Transit Administration funds, rail services, vanpool, and triennial review support services.
3. **COMMUNITY PLANNING, GS-0020**
 - A. Physical Planning – community plans, master plans, site assessment and selection, feasibility studies and analysis, urban design plans and historic preservation.
 - B. Land Use Regulations and Code Development.
 - C. Environmental Planning – environmental documents, such as environmental assessments, impact statements, and permits.
 - D. Housing – studies and analysis in support of the City's Affordable Housing Strategy, Housing First, and other Affordable Housing programs (Ordinance 18-10 and related Administrative Rules); compliance monitoring services.
 - E. Solid Waste Planning – solid waste program or facility master planning, including landfill, waste-to-energy and recycling systems; waste composition studies and analyses, solid waste feasibility studies, collection and disposal operations efficiency studies and analysis.
 - F. Emergency Management Planning – emergency management planning on a City-wide basis and for City facilities and services, emergency preparedness surveys, readiness and response planning.
 - G. Climate Change, Sustainability, and Resiliency Planning – climate change mitigation planning, climate change impact and vulnerability analysis, climate change adaptation planning, hazard impact analysis and mitigation planning, and long-term disaster recovery planning.
 - H. Conservation Management Planning – review and preparation of management plans for sensitive ecosystems; invasive species; endangered/threatened species and habitats; and cultural and archaeological sites, including surveying and monitoring; community consultation; balancing public access and recreation; and infrastructure solutions.
 - I. Graphic Design – various graphic design services, including, but not limited to signage, wayfinding and graphic identity.
 - J. Transportation Planning¹ – Site assessment and selection, feasibility studies and analyses, federal grant applications, land use and urban design plans, land use permit processing, environmental studies and documents, multimodal studies and surveys, traffic impact studies, congestion mitigation studies, traffic circulation studies, transit-oriented development, complete streets, short-range transportation planning, long-range transportation planning, vision zero programs and assessments, and livable and sustainable transportation studies.
 - K. Transit Planning¹ – Asset management plans; fleet management plans; grant application development support including cost-benefit analysis; planning for multi-

- modal transportation facilities; strategic, long- and short-range transit service and operations planning including route planning, vehicle assignments to determine service hours, deadheading and layover times; socio-economic analyses; community outreach to support public transit programs; fare studies; revenue projections; studies to support development of public transit facilities; transit service and operations planning; first and last mile connections and policies; bus/rail integration plans; policy development; coordinated public transit-human services transportation planning; livable and sustainable transportation studies; public transit program and policy development; transit and paratransit software design and development; transit rider surveys; and, transit data collection and analyses.
- L. Parking Operations and Curb Management¹ – Institutional arrangements; restricted parking zones; parking demand analysis by duration, vehicle type, payment method and function; curb utilization analysis; parking studies; Transportation Network Company regulation and management, taxi and freight staging and management; concession agreements; revenue enhancement programs; revenue projections; parking and permit rate analysis including dynamic pricing; parking control development; loading zone analysis; real-time traffic management; transportation demand management; enforcement techniques; account-based revenue systems; and, permit rules and regulations.
 - M. Performance Management KPI Support¹ – Support for updating DTS Key Performance Indicators (KPIs) on a monthly/quarterly basis and providing associated reports harmonizing Federal Transit Administration’s National Transit Database, Transit Asset Management Plan (TAMP), and Zero Emissions Fleet Transition Plan requirements (for Bus, Rail, and Paratransit modes), Honolulu Complete Streets reporting, and federal Vision Zero and Transportation Improvement Program (TIP) performance reporting.
4. **ECONOMIC ANALYST, GS-0110** – economic and financial analysis, development and review of requests for proposals and submitted proposals.
5. **ENVIRONMENTAL ENGINEERING, GS-0819**
- A. Environmental Engineering² – air quality studies; water quality, ground water, and biosolids studies, including sampling, testing, monitoring, and modeling; oceanographic studies, including temperature, currents, dilution, etc.; energy audits and conservation; environmental regulation compliance, enforcement and certification (e.g. regulatory approval for effluent reuse water treatment facility and system, pre-treatment, industrial discharge enforcement); environmental permitting (e.g. NPDES, underground storage tank, covered and non-covered source air, industrial pre-treatment, wastewater management permits, Section 401 Water Quality Certifications, U.S. ACOE Section 404 permits); preparation of NPDES manuals, guidelines and plans; total maximum daily load allocation studies; etc.
 - B. Environmental Investigations – phase 1 and 2 site assessments and other environmental investigations.
 - C. Hazardous Materials Investigation, Testing and Abatement; Facility Closure and Clean-Up – dust, mold, heavy metals, asbestos, contaminated soil mitigation, etc. (Note: Hawaii Department of Health certifications for asbestos activities are preferred and may be required for specific projects.)
6. **GENERAL ENGINEERING, GS-0801**
- A. Project Management¹ – project oversight, coordination, grant applications, contracting, administrative processing, project cost estimating and budgeting, project

- scheduling, project tracking, environmental approvals, public meetings, services during bidding and construction, coordination with other agencies and departments as necessary.
- B. Program Management – develop long-range plans and manage comprehensive capital improvement programs for large municipal infrastructure systems (including wastewater collection and treatment facilities, storm water facilities, and transportation system programs); program budgeting, scheduling, and tracking; process development; utility management planning; resource recovery business planning; etc.

Categories with State of Hawaii License Requirements, HRS Chapter 464 or 466K (license type and class indicated)

7. ARCHITECTURE, GS-0808

- A. Planning and Design² (AR) – master plans; buildings; offices; interior architecture, including space planning and modular furniture design; fire and police stations; recreational facilities, including passive and active parks, golf courses, comfort stations, community centers, and lifeguard towers; zoo facilities; corporation yards; operations centers; maintenance facilities; laboratory facilities; group homes and shelters; cultural facilities; performing arts facilities; historic preservation; Americans with Disabilities Act (ADA) improvements; Leadership in Energy and Environmental Design (LEED) certified buildings; etc.
- B. ADA Compliance (AR) – compliance with regulatory requirements of the ADA, site and building surveys and assessments, technical assistance, etc.
- C. Construction Management Architecture^{3,4,5} (AR) – buildings; offices; interior architecture, including space planning and modular furniture design; fire and police stations; recreational facilities, including passive and active parks, golf courses, comfort stations, community centers, and lifeguard towers; zoo facilities; corporation yards; operations centers; maintenance facilities; laboratory facilities; group homes and shelters; cultural facilities; performing arts facilities; historic preservation; ADA improvements; LEED certified buildings; etc.

8. CIVIL ENGINEERING, GS-0810

- A. General Civil² (PE-Civil) – site improvements; parking; fuel stations; vehicle washing facilities; ADA compliance, including site surveys, assessments, and technical assistance; etc.
- B. Coastal Engineering² (PE-Civil) – sediment transport, shoreline protection, beach erosion studies, etc.
- C. Hydraulics² (PE-Civil) – drainage improvements, sewer lines, pipe assessment and rehabilitation, flood control, outfall improvements etc.
- D. Storm Water Quality Improvements^{2,5,6} (PE-Civil) – best management practices (BMPs); erosion protection measures; low impact development BMPs; training for storm water quality programs; inspections for storm water quality programs; storm water pollution prevention plan preparation; spill prevention, control, and countermeasures preparation; geographic information system design, implementation, and data collection; storm water asset management, planning, and implementation using currently available software and technology; vehicle wash facilities, including wash facilities for refuse trucks; watershed planning.
- E. Parking Facility Design^{1,2} (PE-Civil) – surface parking lots, parking meter, pay station and control device installation; multiple level parking structures, ramp connections, parking control system infrastructure, lighting, electric vehicle charging systems,

- video monitoring, and emergency blue light installation.
- F. Transportation Design^{1,2} (PE-Civil) – intersection improvements, bikeways and bike paths, bridges, traffic control measures, automated driving system design, pedestrian safety improvements, transit-only lanes, physical security for transit facilities (including access control, security lighting, security cameras, and security gates and fencing); LEED certified structures; general site improvements (parking, fuel stations, building roof improvements, etc.); sidewalk improvements; bus pads; flood studies; flood certifications; parking lot pavement improvements; pavement markings; signage; traffic control plans; drainage studies and reports; utility infrastructure design (i.e. water, sewer, drainage); curb and gutter design; and solar light systems.
 - G. Transit Facility Design^{1,2} (PE-Civil) – design plans for transit vehicle maintenance and transit center facilities; physical security for transit facilities (including access control, security lighting, security cameras, and security gates and fencing); LEED certified structures; bus stop site improvements; curb ramps; general site improvements (parking, fuel stations, vehicle washing facilities, building roof improvements, etc.); sidewalk improvements; automated transit system planning and design; and memorandums of agreement.
 - H. Traffic Signal Design^{1,2} (PE-Civil) – experience in traffic signal design and familiarity with Federal Highway Administration (FHWA) requirements, current Manual on Uniform Traffic Control Devices (MUTCD), ADA Guidelines requirements; field electrical power; grounding systems; cable messengers; joint pole requirements; interconnect overhead and underground lines; traffic signal cabinets; traffic signal interconnect communication systems; electrical conduit installation; curb ramp design; FHWA National Environmental Policy Act (NEPA) documented categorical exclusions; FHWA Environmental Engineering requirements; traffic management plans; traffic control; and automated driving system design.
 - I. Traffic Camera Design^{1,2} (PE-Civil) – experience in traffic camera design and familiarity with FHWA requirements, fiber optic design, video transmission over fiber optic and copper, IP video (MPeG2, MPeG4, H.264); field electrical power; grounding systems; cable messengers; joint pole requirements; fiber optic transmission overhead and underground lines; ethernet switches and hub stations; equipment cabinets; traffic signal interconnect communication systems; analog to digital conversion; electrical conduit installation; FHWA NEPA documented categorical exclusions; traffic management plans; and traffic control.
 - J. Roadway² (PE-Civil) – new roads, road widening, roadway condition assessments, etc.
 - K. Street Rehabilitation and Reconstruction² (PE-Civil).
 - L. Sidewalk Improvements² (PE-Civil).
 - M. Curb Ramps² (PE-Civil) – compliance with regulatory requirements of the ADA, site survey and assessments, technical assistance, etc.
 - N. Guardrail Improvements² (PE-Civil).
 - O. Construction Management Civil^{1,3,4,5} (PE-Civil) – sidewalks, parking lots, curb ramps, play courts, site improvements, drainage improvements, storm water quality improvements including low impact development BMPs, sewer lines, flood control, bikeways, bus bays/pads, roadways, curb ramps, traffic improvements, bridges, retaining walls, highway structure improvements, road improvements, road assessment and rehabilitation, guardrail improvements, bus stop site improvements, cured-in-place pipe lining, micro tunneling, golf courses, zoo facilities, etc. NOTE: Companies selected for pavement preservation projects will be required to confirm employment of at least one engineer and one inspector possessing Slurry Systems

- certification and Crack Seal certification from the AASHTO Transportation System Preservation Technical Services Program during the duration of the contract.
- P. Earth Slide and Rock Fall Mitigation² (PE-Civil) – Geotechnical engineer with recent experience must be prime consultant or sub-consultant.
 - Q. Geotechnical Investigations & Design² (PE-Civil) – deep and shallow foundations, earth movement, slope stability analysis, slide potential, hazard mitigation, etc.
 - R. Construction Services Geotechnical⁵ (PE-Civil) – deep and shallow foundations, etc.
 - S. Wastewater Systems² (PE-Civil) – collection, treatment, disposal, and reuse facilities, including pump stations and force mains; facility planning; pilot and demonstration studies; pre-treatment studies; condition assessments; process/system modeling, simulation, control, and automation, etc.
 - T. Construction Management Wastewater Systems^{3,4,5} (PE-Civil) – collection, treatment, disposal, and reuse facilities, including pump stations and force mains.
 - U. Solid Waste Collection and Disposal² (PE-Civil) – solid waste facilities master planning and design; sanitary landfill site selection studies, design, monitoring and closure; landfill gas control and energy recovery; biosolids reuse; solid waste energy recovery; solid waste material recovery and recycling; landfill closure testing, monitoring, reporting; etc.
 - V. Construction Management Solid Waste Collection and Disposal^{3,4,5} (PE-Civil) – solid waste collection, reuse, recycling, and disposal facilities and systems, including biosolids reuse; landfill development, expansion, closure, etc.
 - W. Wastewater Tunnels² (PE Civil) – Large diameter conveyance tunnels installed by trenchless construction methods, including geotechnical and risk analysis, flow modeling, odor control, corrosion protection, etc.
 - X. Deep Wastewater Pumping Stations² (PE Civil) – Complete systems, including influent structures; power systems; 3D and physical modeling; odor control, corrosion protection, etc.

9. ELECTRICAL ENGINEERING, GS-0850

- A. Planning and Design² (PE-Electrical) – street lighting, park indoor and outdoor lighting, facilities power/lighting, traffic signal technology, fire alarm systems, back-up power systems, power system studies (for arc flash, including arc-flash warning labels), pump station and wastewater plant controls and automation, supervisory control and data acquisition (SCADA) systems, security cameras and access control systems, renewable energy projects, etc.
- B. Traffic Signal Design^{1,2} (PE-Electrical) – experience in traffic signal design and familiarity with FHWA requirements, current MUTCD and ADA Guidelines requirements; field electrical power; grounding systems; cable messengers; joint pole requirements; interconnect overhead and underground lines; traffic signal cabinets; traffic signal interconnect communication systems; electrical conduit installation; curb ramp design; FHWA NEPA documented categorical exclusions; FHWA Environmental Engineering requirements; traffic management plans; traffic control; and automated driving system design.
- C. Traffic Camera Design^{1,2} (PE-Electrical) – experience in traffic camera design and familiarity with FHWA requirements, fiber optic design, video transmission over fiber optic and copper, IP video (MPeG2, MPeG4, H.264); field electrical power; grounding systems; cable messengers; joint pole requirements; fiber optic transmission overhead and underground lines; ethernet switches and hub stations; equipment cabinets; traffic signal interconnect communication systems; analog to digital conversion; electrical conduit installation; FHWA NEPA documented categorical exclusions; traffic management plans; and traffic control.

- D. Construction Management Electrical^{3,4,5} (PE-Electrical) – street lighting, park indoor and outdoor lighting, facilities power/lighting, traffic signal technology, traffic camera systems, fire alarm systems, back-up power systems, wastewater plant controls and automation, SCADA systems, security cameras and access control systems, renewable energy projects, etc.
 - E. Energy Services (PE-Electrical) – energy audits and studies, performance contracting, workshops, commissioning and retro-commissioning, etc.
 - F. LEED Commissioning Electrical (PE-Electrical, LEED Accreditation).
- 10. LAND SURVEYING, GS-1373 (LS)** – topographic, boundary, and parcel maps; easements; shoreline certifications; three-dimensional scanning of structures; etc.
- 11. LANDSCAPE ARCHITECTURE², GS-0807 (LA)** – master plans, landscape plans (including hardscape), irrigation, etc.
- 12. MECHANICAL ENGINEERING, GS-0830**
- A. Planning and Design² (PE-Mechanical) – air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.
 - B. Construction Management Mechanical^{3,4,5} (PE-Mechanical) – air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.
 - C. Energy Services (PE-Mechanical) – energy audits and studies, performance contracting, workshops, commissioning and retro-commissioning, etc.
 - D. LEED Commissioning (PE-Mechanical, LEED Accreditation).
- 13. REAL PROPERTY APPRAISAL**
- A. Real Property (CGA or CRA) – valuation and/or market analysis for acquisition, condemnation, and/or disposition of all types of real property.
 - B. Conservation Easements (MAI) – valuation and/or market analysis for acquisition, condemnation, and/or disposition of conservation easements.
- 14. STRUCTURAL ENGINEERING**
- A. Structural Design (PE-Structural) – structures, revetments, foundations/barriers, pole structures, utility structures, recreational facilities, play courts, rigid pavement, piers, local barriers, special inspection, forensics, etc.
 - B. Bridge Inspection Engineer (PE-Structural) – bridge inspection. (Personnel must meet FHWA team leader and bridge load rater qualifications, including but not limited to certification of training in Safety Inspection of In-Service Bridges by National Highway Institute, as identified in CFR 650 Subpart C, Section 309. A qualified underwater bridge inspection diver may also be required for the inspection team.)
 - C. Bridge Engineer (PE-Structural) – bridge rehabilitation, load limit restoration, and seismic upgrade design; scour evaluation, monitoring, and countermeasures.

¹ A preliminary list of Department of Transportation Services' projects is provided in Appendix C - FY27 Proposed DTS Professional Services Project Listing by Service Category. Department of Transportation Services projects may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix B - FY27 DTS FHWA-Funded Consultant Project List for additional information.

² For projects that involve soil disturbance, priority may be given to persons with Certified Professional in Erosion and Sediment Control™ qualification from EnviroCert International or a City-approved equivalent certification.

³ Certified Construction Manager (CCM) certification from the Construction Manager Certification Institute will be given priority for qualification in any construction management category, but not mandatory starting from FY26.

⁴ All Construction Management personnel assigned to work on DDC projects must provide a current certificate of completion for the “Inspector or Construction Management” training module of the City’s NPDES MS4 Annual Training program. Register at <http://training.cleanwaterhonolulutrainig.com/> to access the training module. The certificates are valid for one year and the training must be repeated annually.

⁵ For projects that involve soil disturbance, priority may be given to persons with Certified Inspector of Sediment and Erosion Control (CISEC) qualification from CISEC, Inc. or a City-approved equivalent certification.

⁶ Additional qualifications that might be considered for selection in the Civil Engineering – Storm Water Quality Improvements service category include documented experience with (1) Microsoft Sharepoint and Microsoft PowerBusiness Intelligence, (2) geographic information systems, and (3) asset management software (Cityworks or equivalent).

DDC SUBMITTAL REQUIREMENTS

Consultants interested in being listed by DDC as qualified in one or more of the service categories shall submit their qualifications as specified in this section. Do not use the submittal requirements for other departments that might be indicated elsewhere in this notice.

All materials being submitted shall be emailed as PDF files to professionalservices@honolulu.gov. Each email shall:

1. Clearly indicate that the submittal is for DDC,
2. Identify the company or person submitting the materials,
3. Contain no attachment larger than 3.0 MB per attachment,
4. Total size not exceed 20 MB,
5. Identify multiple emails from the same firm in the subject line as “1 of X, 2 of X,” etc.

Submittals shall include PDF files of the following:

- A. Modified Standard Form 330 (r6/06) Form available for download from the City and County of Honolulu’s Notice to Providers of Professional Services Fiscal Year 2027 (FY27 Annual Ad) posting on the Hawaii Awards & Notices System (HANDS).

If preferred, one Modified Standard Form 330 may be submitted for multiple service categories; however, the PDF file shall not exceed 3.0 MB, whether it is for a single service category or for multiple service categories. Submit a single PDF file for each Modified Standard Form 330. Do not submit more than one Modified Standard Form 330 per service category.

Do not include the Modified Standard Form 330 instructions (pages 1-6) in your submittal. The PDF file must include the completed signature blocks of the Modified Standard Form 330 (Part I, Section I and Part II, Section 12).

Any supplemental information, including promotional literature, company brochures, award certificates, proposed sub-consultants, supplemental resumes and project descriptions, team structure diagrams, etc., shall be incorporated into Part I, Section H of the Modified Standard Form 330. Promotional materials or descriptive literature are not necessary, but will be accepted if included in Part I, Section H of a PDF file meeting the 3.0 MB size limit, whether for a single service category or for multiple service categories.

- B. FY27 Service Category Checklist indicating the service categories for which you wish to be considered. Each company shall fill out and submit one fillable PDF form. Confirmation of the checked service categories you have qualified for will be mailed back to you within one month after the deadline. Form available for download from the City and County of Honolulu's FY27 Annual Ad posting on HANDS.
- C. One Transmittal Letter (or Letter of Interest) per company, dated and signed by an authorized representative of the firm. DDC issues master agreement contracts that may include multiple qualified companies for similar scope of work. If you prefer not to be considered for such contracts, please state so in your transmittal letter.

Requests to Re-Use last year's Statement of Qualifications (SOQ) will be accepted for FY27. Such requests shall be made by submitting a completed FY27 Resubmittal Request Form, available for download from the City and County of Honolulu's FY27 Annual Ad posting on HANDS, and a completed FY27 Service Category Checklist. Note that requests to re-use submittals will only be accepted if the consultant submitted a complete and compliant SOQ for FY26. A Resubmittal Request Form will not be accepted two years in a row. **DO NOT submit a Resubmittal Request Form if you are submitting completed Standard Form 330(s) for FY2027.**

III. DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)

1. COMPUTER SCIENCE, GS-1550

- A. Oracle, Microsoft SQL, MySQL, MongoDB, PostgreSQL Database Design, Upgrade Planning and Implementation, Database Management, Integration and Application Development
- B. Web Content Management
- C. Electronic Document Management System
- D. Programming – Mainframe Including COBOL, IMS, CICS, z/OS and other programming services (Please specify area of expertise)
- E. Web Applications – Design and Development
- F. GIS-Geographic Information Systems
- G. Workflow Management
- H. Asset Management-Integration, Implementation, and Consultant Services
- I. Network Support – WAN/LAN/Wireless
- J. Infrastructure Support Including Infrastructure design and support services, MS server Upgrade and Migration support services, Infrastructure Planning and management
- K. Wireless Communications
- L. Telecommunications: Network Engineering and Support
- M. Desktop operating systems upgrade planning and implementation
- N. Open Source software engineering & support, including Linux/UNIX/POSIX, J2EE, Angular, NodeJs, PHP, Flutter, Ruby, Jira, Kafka and related software
- O. Information Security and Data Protection - Includes Cyber Security Management, Security Administration Services, Intrusion Protection and Audit Tracking Services, Internet Security Management
- P. MS Exchange/Windows Server
- Q. Access Control, Monitoring and Security Systems
- R. Telecommunications business development, planning and management
- S. Engineering Planning and Design – Architectural/Engineering design, project management or construction management teams for hardened communication facilities.
- T. Storage Area Networking – Storage, Switch Configuration, and Fabric Network Design
- U. Docker, Kubernetes, and related cloud infrastructure management
- V. Cloud Integration with Azure, Google, AWS, Microsoft 365
- W. Email archiving and E-Discovery.
- X. Professional IT Services not listed above (Please specify area of expertise)

DIT SUBMITTAL REQUIREMENTS

Please see the Standard Submittal Requirements Section on Page 19-20. ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

IV. **DEPARTMENT OF PARKS AND RECREATION (DPR)**

1. HORTICULTURE, GS-437

- A. Pruning/Removal. Shall be certified by one (1) of the following: CA, BCMA or RCA.
- B. Tree Protection Plan Preparer. Shall be certified by TRAQ and one (1) of the following: CA, BCMA, RCA, or LA.
- C. Tree Assessment Report Preparer. Shall be certified by TRAQ and one (1) of the following: CA, BCMA, RCA, or LA.
- D. Root Pruning/Trenching. Shall be certified by TRAQ and one (1) of the following: CA, BCMA, RCA, or LA.
- E. Tree Planting/Landscape/Maintenance*. Shall be certified by one (1) of the following: LICT, CA, BCMA, LILAP, or RCA.
- F. Large Tree Planting/Relocation**. Shall be certified by one (1) of the following: LICT, CA, BCMA, LILAP, or RCA.

*Tree Planting - plant using small tools and equipment

**Large Tree Planting - requires specialized equipment for planting and relocation

Definitions:

CA - International Society of Arboriculture (ISA), Certified Arborist

BCMA - ISA, Board Certified Master Arborist

RCA - American Society of Consulting Arborists, Registered Consulting Arborist

TRAQ - ISA, Tree Risk Assessment Qualification

LICT - National Association of Landscape Professionals (NALP), Landscape Industry Certified Technician

LA - Registered Landscape Architect

LILAP - Laborers' International Union of North America Local 368, Hawaii

Laborers' Apprenticeship & Training, Landscape & Irrigation Laborer Apprenticeship Program

DPR SUBMITTAL REQUIREMENTS

Consultants interested in being listed by DPR as qualified shall submit their qualifications as specified in this section.

Submittals shall include the following:

Introductory letter, including the name of the firm, the category the consultant is submitting for, the department(s) the consultant is submitting for, number of years in the business, and office locations. Introductory letter shall be no more than two (2) pages.

Completed Qualified Arborist Application(s) for each desired sub category (e.g. Tree Installation and Maintenance, Tree Protection Plan, etc.) and/or completed Qualified LICT Application. Each form shall be submitted per individual and not per company. All forms referenced herein are available for download from the City and County of Honolulu's FY27 Annual Ad posting on HANDS.

ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

V. OFFICE OF ECONOMIC REVITALIZATION (OER)

The mission of OER is to build a strong economy that improves the quality of life for every community, small business, and 'ohana on O'ahu. To support our work, OER anticipates requiring professional services in the following areas during the July 1, 2026 - June 30, 2027 fiscal year:

1. Economic Development
2. Workforce & Training Development
3. Small Business Development
4. Local Agriculture, Food Systems, and Land Stewardship Support
5. Regenerative Tourism
6. Inclusive Community Engagement & Economic Policy
7. Digital Equity & Innovation

We ask interested persons and firms engaged in the following professional services to submit current statements of qualifications and expressions of interest as described below.

1. GS-020 COMMUNITY PLANNING

- A. Urban and Regional Planning: Developing comprehensive plans to guide the economic growth and development of urban, suburban, and rural communities.
- B. Land Use Analysis: Assessing current land use patterns and making recommendations for future development to promote sustainable and equitable economic growth.
- C. Agricultural and Food Systems Planning: Expanding land access, food hubs, farmer training and technological assistance, and farm-to-market infrastructure to strengthen local agriculture and food security.
- D. Community Development: Implementing strategies to revitalize neighborhoods, enhance public spaces, and improve the quality of life for business owners, workers, and residents.
- E. Tourism Policy Development & Economic Impact Analysis – Creating data-driven tourism policies that align with community economic goals, environmental resilience, and local business development.
- F. Stakeholder Engagement & Culture Integration – Fostering collaboration with community leaders, cultural practitioners, and stakeholders to ensure economic development efforts are aligned with sustainability best practices and respect for culture.

2. GS-101 SOCIAL SCIENCE

- A. Economic and Social Research – Conduct studies on economic trends, labor markets, and social issues to inform policy decisions.
- B. Program Evaluation – Assess the effectiveness of economic development and social programs and initiatives to determine their impact and identify areas for improvement.
- C. Policy Analysis – Analyze existing policies and propose new ones to address social and economic challenges.
- D. Demographic Studies – Examine population trends and demographics to inform planning and resource allocation.

3. GS-110 ECONOMIST

- A. Economic Impact Analysis – Evaluate the potential effects of proposed projects or policies on the local economy.
- B. Market Research – Conduct studies to understand market conditions, consumer behavior, and industry trends.
- C. Cost-Benefit Analysis – Assess the economic pros and cons of various initiatives to inform decision-making.
- D. Financial Modeling – Develop models to forecast economic outcomes and inform strategic planning.

4. GS-0140 WORKFORCE RESEARCH AND ANALYSIS

- A. Labor Market Dynamics & Workforce Trends – Conducting research on the economic, demographic, and technological factors affecting labor market conditions, workforce participation, and employment trends.
- B. Workforce Policy Development & Evaluation – Analyzing and assessing economic, social, and psychological factors that impact employment, job training programs, and workforce equity, with a focus on addressing labor market imbalances.
- C. Employment & Training Program Design – Developing strategies to increase workforce participation, improve upskilling and reskilling initiatives, and enhance job readiness for underserved populations, including youth, displaced workers, and individuals who are underemployed or impacted by the justice system.
- D. Economic & Social Barriers to Employment – Identifying and addressing barriers to workforce participation, such as automation, digital access, language access, cultural and regional disparities, and emerging industry requirements.

5. GS-0185 SOCIAL WORK

- A. Employment & Economic Stability Support – Developing and implementing programs that assist individuals in overcoming barriers to employment, including access to job training, financial literacy, and supportive services.
- B. Equitable Workforce & Community Development – Designing policies and initiatives that promote inclusive economic growth by addressing systemic barriers such as discrimination, skill gaps, and social mobility challenges.
- C. Trauma-Informed & Culturally Competent Workforce Programs – Developing support programs for marginalized populations that account for the social, psychological, and economic challenges impacting employment readiness and career development.

6. GS-1515 OPERATIONS RESEARCH

- A. Economic Forecasting – Use data analysis techniques to predict economic trends.
- B. Policy Simulation Modeling – Develop models to assess the potential impact of policy decisions.
- C. Business Process Optimization – Identify inefficiencies and recommend process improvements.
- D. Data Visualization for Decision-Making – Create tools to help stakeholders to understand complex data.

7. GS-1550 COMPUTER SCIENCE

- A. Web & Mobile Application Development – Creating responsive web sites and portals, dashboards, and mobile applications for economic development programs.
- B. Artificial Intelligence Applications – Explore AI-driven solutions for economic development and workforce training.

8. GS-1710 EDUCATION AND VOCATIONAL TRAINING

- A. Workforce Development Programs – Design and implement training initiatives to prepare workers for emerging industries.
- B. Professional Development Courses – Create curricula for skill-building and career advancement.
- C. Public Sector Training – Develop training materials for government employees to improve service delivery.
- D. Entrepreneurship & Business Training – Provide education on business fundamentals and startup management.
- E. Career Navigation Support - Provide training for career counselors and advisors, and develop resources and tools to enhance career counseling and support services.

OER SUBMITTAL REQUIREMENTS

Please see the Standard Submittal Requirements Section on Page 19-20.

ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov

NO HARD COPIES, CDs, OR FACSIMILES WILL BE ACCEPTED.

Additional Notes:

- 1. **Consultants may submit for multiple categories** but must indicate which service categories they are applying for.
- 2. **Federal funding requirements may apply** to certain projects, and additional qualifications may be needed for those engagements.
- 3. **A qualified list does not guarantee contracts** but ensures eligibility for consideration when specific opportunities arise.

VI. HONOLULU FIRE DEPARTMENT (HFD)

1. HRS Chapter 453 Medicine & Surgery
2. GS-140 Workforce Research and Analysis
3. GS-1750 Instructional Systems
4. GS-180 Psychology
5. GS-413 Physiology
6. GS-415 Toxicology
7. GS-630 Dietician and Nutritionist
8. GS-631 Occupational Therapist
9. GS-633 Physical Therapist
10. GS-690 Industrial Hygiene
11. GS-696 Consumer Safety
12. GS-803 Safety Engineering
13. GS-804 Fire Prevention Engineering
14. GS-806 Materials Engineering

HFD SUBMITTAL REQUIREMENTS

Please see the Standard Submittal Requirement Section on Page 19-20. ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

STANDARD SUBMITTAL REQUIREMENTS

A. MATERIALS TO BE SUBMITTED

Firms/Persons shall provide PDF files of all materials being submitted. PDF attachments shall be no larger than 3.0 MB per attachment. Emails shall not exceed 20 MB. All PDFs shall be printable on standard size paper.

ALL SUBMITTALS (regardless of Department) shall:

1. Be emailed to professionalservices@honolulu.gov
2. Clearly IDENTIFY THE COMPANY OR PERSON SUBMITTING THE MATERIALS
3. Clearly IDENTIFY THE CATEGORY OF INTEREST
4. Clearly IDENTIFY THE DEPARTMENT you intend to submit for

All materials submitted which have not been clearly designated as proprietary shall become the property of the City and shall be subject to public inspection and may be returned only at the City's discretion.

B. QUALIFICATIONS SUBMITTAL FORMAT

This submittal format is provided to assist you in assembling your Statement of Qualification.

CRITERIA	MAXIMUM NO. OF PAGES
INTRODUCTORY LETTER Include name of the firm, the category the consultant is submitting for, number of years in the business, and office locations	2
1. PROFESSIONAL QUALIFICATIONS NECESSARY FOR SATISFACTORY PERFORMANCE OF REQUIRED SERVICES The project manager must have experience in managing projects of similar nature and scope, and shall be a professional, licensed in the State of Hawaii unless otherwise stated herein. The project manager's resume must be included in the Appendix. The consultant shall designate experienced professional and technical staff to competently and efficiently perform the work, either through their own personnel or sub-consultants. The qualifications shall identify the project team composition, project leadership, reporting responsibilities, and address how sub-consultants will fit into the management structure. Resumes of key team members, limited to one page per person, must be included in the Appendix. Note: This information includes the qualifications of the individuals and sub-consultants, and a list of applicable past	4

projects the consultant worked on. The selection is made on the team, and not just the prime consultant.	
2. PAST PERFORMANCE ON PROJECTS OF SIMILAR SCOPE FOR PUBLIC AGENCIES OR PRIVATE INDUSTRY, INCLUDING CORRECTIVE ACTIONS AND OTHER RESPONSES TO NOTICES OF DEFICIENCIES The consultant shall include a list of all similar projects that the consultant worked on and successfully completed. Include the name, contact person and telephone number of the government and/or private agencies, and how cost control, quality of work, and schedule compliance issues were addressed.	3
3. CAPACITY TO ACCOMPLISH THE WORK IN THE REQUIRED TIME The consultant must demonstrate that sufficient knowledgeable staff is available and that any sub-consultant hired by the consultant is experienced and capable of performing the work. The consultant shall include a list of current projects, which shall include the start and estimated consultant contract completion dates of the projects.	3
4. ADDITIONAL CRITERIA <u>Submit any conflict of interest you may encounter in performing services for the City and County of Honolulu.</u> Innovative or Alternative Methods to Perform the Required Services, and Anticipated Concepts for Completion of the Project. Please indicate any innovative, unique or alternative methods that would be used to perform the required services.	2
NO. OF PAGES NOT TO EXCEED	14*
APPENDIX: Resumes of key personnel	1 page per person
APPENDIX: Company brochure (optional)	

*A page is considered to be letter size, printed on one side, single spaced, with characters no smaller than 12 point font. Additional information may be requested at our discretion.