

THE JUDICIARY – STATE OF HAWAI‘I  
NOTICE TO PROVIDERS OF DESIGN AND PROFESSIONAL SERVICES  
AND RELATED CONSULTANT SERVICES

Request for Qualifications (RFQ) No. J21068

The Judiciary State of Hawai‘i, during Fiscal Year 2021, which will run from July 1, 2020 through June 30, 2021, anticipates the possible need, on a limited scale, for various design professional and related consultant services, which could include but not be limited to the following: **Architecture; Engineering** (various branches such as electrical, mechanical, civil, structural, environmental, etc.); **Fire Protection; Landscape Architecture; Planning** (includes physical planning, as well as environmental assessments and impact statements); **Interior Design; and Construction Management.**

The scope of activities for which such services are being sought are anticipated to be generally for consultant contracts below \$500,000, and for construction costs below \$2,500,000. The types of projects for which prospective providers of these services would likely be engaged are limited-scope renovation, alteration, and/or tenant-improvement-type work for physical facilities statewide that are being occupied, by Judiciary offices and programs (or planning and scoping work that would precede actual facility design and/or construction). Other potential projects that may be considered include due diligence studies and renovation / alteration feasibility analyses.

Those persons or firms that are interested in and capable of providing these services are invited to submit a letter of interest clearly identifying the categories to be considered, together with the following minimum information and materials, to Ms. Kelly Kimura at [Kelly.Y.Kimura@courts.hawaii.gov](mailto:Kelly.Y.Kimura@courts.hawaii.gov) before **2:00 PM on Tuesday, June 30, 2020**. Person or firms bears responsibility for transmission. Person or firms who submit a letter of interest by electronic means, bear the whole and exclusive responsibility for assuring that the documents are received by the purchasing agency and for ensuring the complete, correctly formatted, legible, and timely transmission of their documents.

1. Background description of the person or firm, along with statements of qualifications and experience for the types of work in which said person or firms is interested in providing, based on services that have been performed for both public and private organizations within the past five (5) years in the State of Hawai‘i;
2. Individual resumes for principals / owners and key staff members (as applicable), indicating all qualifications and experience that would be germane to the types of work for which the submitting party wishes to be considered;
3. Five (5) or more client references whom the Judiciary may freely contact;
4. Company or firm brochures and similar promotional materials (optional);
5. Any other information or materials that submitting party believes would be useful and relevant in being considered to provide the types of services set forth above.

6. Must have current compliance documents per HRS, 103D-310, which must be submitted prior to contract execution. Alternately it is encouraged to utilize the Hawaii Compliance Express certificate to satisfy this provision <https://vendors.ehawaii.gov/hce/splash/welcome.html>; and
7. Must have current professional liability insurance (errors and omissions) of \$1,000,000.00 per claim and \$2,000,000.00 annual aggregate at the time of contract execution

In general, submittal packages and formats that are being provided to other public agencies in response to solicitations of a similar nature are acceptable, provided that the foregoing minimum requirements are met. **Persons or firms that have previously responded in the past to similar solicitation notices by the Judiciary must provide all new submittals for Fiscal Year 2021.**

All submissions will be kept on file through June 30, 2021, and utilized for the selection of providers of these professional services, which will be dependent upon the Judiciary's needs during Fiscal Year 2021, and in accordance with State of Hawai'i procurement laws and Judiciary procedures.

/s/ Terri Gearon  
Terri Gearon  
Financial Services Director  
The Judiciary, State of Hawai'i