

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

Request for Qualifications (RFQ) No. J25012

The Judiciary State of Hawai‘i, during Fiscal Year 2024, which will run from July 1, 2024 through June 30, 2025, 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); and **Interior Design**.

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 Planning, Design, Construction and Equipment projects for which prospective providers of these services would likely be engaged are for limited-scope additions, alterations and/or renovations for state owned facilities statewide that are being occupied by Judiciary offices and programs.

Those persons or firms that are interested in and capable of providing these services are invited to submit a letter of interest, together with a statement of qualifications which includes the following information and materials, by or before **12:00 PM, H.S.T. on Tuesday, April 23, 2024.**

Submittals for this RFQ are to be directed by email only to the following person with "RFQ J25012 - Statement of Qualifications" in the subject line to:

Ms. Tritia Cruz
Tritia.L.Cruz@courts.hawaii.gov

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.

The statement of qualifications shall include:

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.

To be eligible for award and prior to execution of a contract, the Consultant will be required to submit the following documents:

1. Current compliance documents pursuant to HRS, 103D-310. Alternately it is encouraged to utilize the Hawaii Compliance Express certificate to satisfy this provision
<https://vendors.ehawaii.gov/hce/splash/welcome.html>; and
2. 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 2024.**

All submissions will be kept on file through June 30, 2025, and utilized for the selection of providers of these professional services, which will be dependent upon the Judiciary's needs during the Fiscal Year, 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