

**NOTICE FOR PROFESSIONAL SERVICES**  
**#DOW-2024-PROF-1-ENG**

**ADDENDUM NO. 1 – SOQ DUE DATE CHANGE**

All submittals must be received in **ELECTRONIC FORM ONLY** via [www.publicpurchase.com](http://www.publicpurchase.com) no later than 4:30 p.m. (HST), **Friday, April 19, 2024.**

**END OF ADDENDUM NO. 1**

Pursuant to the provisions of HRS 103D Procurement of Professional Services, the County of Kaua‘i hereby provides public notice to invite persons engaged in the professional services listed below to submit current statements of qualifications and expressions of interest:

**Grant Writing and Preparation Services:**

Provide services to assist the County of Kaua‘i, Department of Water through all phases of the grant process including but not limited to: assisting and identifying Federal, State or other grant opportunities; preparing grant applications along with supporting documentation in compliance with funding requirements; coordinating with staff and administrators in identifying projects that are compatible with available funding sources; tracking the status of grant applications; working with personnel in expediting the internal processing of grant proposals; maintaining positive and proactive relationship with communities, State and County agencies; maintaining records and documentation for grant closeout .

Depending on the complexity of the data requirements for each grant application, the services will include creating and distributing status reports, studies, summaries and analyses as required by the grant application and the users.

The goal of this solicitation is to obtain grants from either Federal, State of Hawai‘i or other agencies to fund numerous Department of Water projects relative to source, storage and distribution systems.

Proposed scope of work:

1. Identify grant opportunities.
2. Review grant guidelines as well as providing consultation, planning and strategizing with DOW administrators throughout the process.
3. Prepare grant applications and supporting documentations including assisting in the scheduling of meetings, development of timetables and proposal language.
4. Provide research and research assistance if necessary.
5. Provide services to close out the grant.

The following requirements pertain to all Statement of Qualifications (SOQs) submitted. The entire SOQ package shall not exceed 10 pages, printed on one side, using a minimum of size 12 font. SOQs should identify the area(s) of professional services provided by the proposer, include a description of the proposer’s firm, qualifications and related experiences of the principals and staff members, and include supporting data and information as they relate to the proposed subject-matter areas. Use of Federal Form SF 330 or State Form DPW 120 with supplemental information, where appropriate, is encouraged. SOQs should include, but not be limited to, the following information:

- A. The name of the firm or person, the principal place of business, and location of all of its offices;
- B. The age of the firm and its average number of employees for the past five years;
- C. The education, training, and qualifications of key members of the firm;
- D. The education, training, and qualifications of key members of the associate firms for subcontracted work;
- E. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services have been rendered during the preceding year;
- F. Examples of projects, performed by the firm, which best illustrate the firm’s ability to complete contracts within the category of interest.
- G. Any promotional or descriptive literature which the firm desires to submit.

**The furnishing of consultant services shall comply with the General Terms and Conditions for Professional Services Contracts, dated January 1, 2019. A copy of the document is attached and can also be found at [www.kauaiwater.org](http://www.kauaiwater.org).**

Expressions of interest, SOQs, and accompanying information must be received by the DOW addressed to the Manager & Chief Engineer, Department of Water, County of Kaua‘i. All submittals must be received in **ELECTRONIC FORM ONLY** via [www.publicpurchase.com](http://www.publicpurchase.com) no later than 4:30 p.m. (HST), **Friday, April 19, 2024,** and shall include the following reference: Professional Services #DOW-2024-PROF-1-ENG, GRANT WRITING AND PREPARATION SERVICES – Company’s name

The expression of interest shall include:

1. Project title.
2. Name of the person to which the resume(s) is/are to be directed.
3. Signature of an authorized representative.

Awards shall be electronically posted on the Department of Water website within seven (7) days of the contract award.

Questions may be directed to Ms. Christine Erorita at (808) 245-5409.

ADDENDUM NO. 1

POSTED 04/03/24 via [www.kauaiwater.org](http://www.kauaiwater.org) , [www.publicpurchase.com](http://www.publicpurchase.com) , [www.hands.ehawaii.gov](http://www.hands.ehawaii.gov)

