

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

Pursuant to Chapter 103D, HRS, the Kaua'i County Department of Water (DOW) anticipates the need to engage the following professional services. Those determined to be qualified to provide the requested professional services shall be placed on a list for a one-year period. The requested services include, but are not limited to:

Legislative Liaison. Advocate and promote the Department's position on Capital Improvement Project Legislative Requests and Legislative Measures and Actions that may affect the DOW. Duties may include but are not limited to: Identify, monitor, evaluate and report on legislative and administrative actions, deliberations and decisions including legislative and public hearings during the 2016 Hawai'i State Legislature Session; Serving as a liaison and advocate between legislators, legislative staff and other bodies as necessary; Assist in the planning, evaluating and executing strategies and actions relating to legislative and public review process; Advise and assist in the preparation and submission of written testimony; Coordinate discussion and meeting with key legislators and other State officials and other related duties as determined by the DOW to be in the best interest of the DOW.

SOQs submitted shall identify the area(s) of professional services provided by the proposer, and include a description of the proposer's firm and the qualifications and related experiences of the principals and staff members, with 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. SOQ's shall 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. Any promotional or descriptive literature which the firm desires to submit and
- G. Submit Quality Assurance Procedures

Expressions of interest, Statement of Qualifications (SOQs), and accompanying information must be received by the Department of Water addressed to Mr. Kirk Saiki, Manager & Chief Engineer, Kaua'i County Department of Water, P.O. Box 1706 or 4398 Pua Loke Street, Līhu'e, Kaua'i, Hawai'i 96766 or email to: cerorita@kauaiwater.org. All submittals must be in **ELECTRONIC FORM ONLY**, pdf format limited to 10MB by e-mail or CD no later than 4:30 p.m., **December 15, 2016**. Questions may be directed to Ms. Christine Erorita at (808) 245-5409.

www.kauaiwater.org, SPO Website 11/15/16)