



DEPARTMENT OF WATER SUPPLY • COUNTY OF HAWAII

345 KEKŪANAŌ'A STREET, SUITE 20 • HILO, HAWAII 96720

TELEPHONE (808) 961-8050 • FAX (808) 961-8657

June 2, 2024

**NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES**

The Department of Water Supply of the County of Hawai'i anticipates the need for professional services in the following categories for the fiscal year 2024-2025 :

1. Accounting
  - a. Accounting (General)
  - b. Underwriter
  - c. Water Rate Studies
  - d. Grant Management
2. Archaeology
3. Architecture
4. Attorney
  - a. General Attorney Services
  - b. Bond Counsel
  - c. Water Law
  - d. Environmental Law
5. Auditing
6. Chemistry (Potable Water Quality Testing)
7. Civil Engineering
  - a. Civil Engineering (General)
  - b. Geotechnical Engineering
  - c. Water Resource Engineering
  - d. Hydraulic Engineering
  - e. Construction Management/Inspection
  - f. Water Loss Management
8. Community Planning (EA/EIS)
  - a. Grant Writer/Manager
  - b. Community Engagement
  - c. Strategic Planning
9. Computer Engineering & Science
  - a. Software
  - b. Hardware
  - c. Geographic Information Systems (GIS)
  - d. Supervisory Control and Data Acquisition (SCADA)
  - e. Networking
  - f. Custom Software Development
  - g. Cybersecurity (vulnerability and risk analysis, prevention measures/strategies, incident response and mitigation action and reporting.)
10. Electrical Engineering
  - a. Electrical Engineering (General)
  - b. Supervisory Control and Data Acquisition (SCADA)
  - c. Arc Flash Hazard Analysis
11. General Education and Training
  - a. Safety
  - b. Public Relations
  - c. Human Resources
12. General Engineering
  - a. Project Management
13. Geology
14. Hydrology
15. Industrial Hygiene (Industrial Hygienists)
16. Land Surveying
17. Landscape Architecture
18. Mechanical Engineering
  - a. Mechanical Engineering (General)
  - b. Energy Specialists
19. Microbiology (Potable Water Quality Testing)
20. Real Property Appraisal
21. Safety Engineering
  - a. Safety Trainers
  - b. Safety Inspections
22. Structural Engineering
  - a. Structural Engineering (General)
  - b. Construction Management/Inspection
23. Technical Writer-Editor (Drinking Water Quality)

*...Water, Our Most Precious Resource...Ka Wai A Kāne...*

The Department of Water Supply is an Equal Opportunity provider and employer.

Those persons or firms interested and capable of providing the professional services required shall submit a letter of interest, together with a resume, to the Manager-Chief Engineer, Department of Water Supply, County of Hawai'i, **solely by email at [dwsprofessionalservices@hawaiiidws.org](mailto:dwsprofessionalservices@hawaiiidws.org)**. **Please do not send hard copies.**

**Should your submittal be larger than 20MB, please send your submittal to the Department of Water Supply, Office of the Manager Chief-Engineer, 345 Kekūanaō‘a Street, Suite 20, Hilo, HI, 96720 in pdf format using a USB flash drive.**

The resume should include a description of the person or firm and statements of the qualifications and related experiences of the principals and staff members with supporting data as it relates to work performed in the drinking water industry, including, but not limited to, the following information:

1. The name of the firm or person, the principal place of business, and the location of all its offices;
2. The age of the firm and its average number of employees over the past five (5) years;
3. The education, training, and other qualifications of key members of the firm;
4. A list of all projects and a brief description of the scope of the project, awarded within the last two (2) years. Include any corrective actions that were required and explain all responses to notices of deficiencies.
5. The names and phone numbers of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year; and
6. Any promotional or descriptive literature which the firm desires to submit.

The letter of interest and resume shall be submitted and received by the Office of the Manager-Chief Engineer. **Responses will be continuously accepted through June 30, 2025.** The letter of interest should list the disciplines from the above list for which interest is being expressed. The responses will be placed on file and considered for selection, as needs arise, in accordance with the State Procurement Code.

Keith K. Okamoto, P.E., Manager-Chief Engineer  
Department of Water Supply, County of Hawai'i

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Hawaii Tribune-Herald – June 2, 2024  
West Hawaii Today – June 2, 2024  
Star Advertiser – June 2, 2024

Posted on DWS website at: <http://www.hawaiiidws.org>  
Posted on County of Hawai'i website at <http://co.hawaii.hi.us/>