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**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

September 14, 2017

Mr. Keith Regan, Managing Director  
Department of Management  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Regan:

**SUBJECT: COUNTY-OWNED PARCEL ON NORTH PAPA AVENUE  
(KAHULUI) (HHT-14)**

May I please follow-up on the attached correspondence dated August 31, 2017, requesting information on your Department's capital improvement project (CIP) team's ability to assist the Department of Housing and Human Concerns with the drafting of a Request for Proposals (RFP). The RFP is needed to conduct a structural assessment of existing structures on the North Papa Avenue property for use as a possible affordable housing facility. The deadline for the Department's response was September 7, 2017.

May I further request that you transmit your response **no later than Wednesday, September 20, 2017**. To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134, or Tammy Frias at ext. 8005).

Sincerely,

A handwritten signature in black ink that reads "Stacy Crivello".

STACY CRIVELLO, Chair  
Housing, Human Services, and  
Transportation Committee

hht:ltr:014amd02:ssm  
Attachment

cc: Mayor Alan M. Arakawa  
Director of Housing and Human Concerns

Council Chair  
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August 31, 2017

Mr. Keith Regan, Managing Director  
Department of Management  
County of Maui  
Wailuku, Hawaii 96793

Dear Mr. Regan:

**SUBJECT: COUNTY-OWNED PARCEL ON NORTH PAPA AVENUE  
(KAHULUI) (HHT-14)**

Per the attached correspondence dated August 17, 2017, from the Director of Housing and Human Concerns, the Department is in the process of putting together the scope of work in order to obtain bids for a consultant to draft a Request For Proposal (RFP) for a structural assessment of the existing structures on the subject property for use as a possible affordable housing facility.

To expedite matters related to the development of this property, in addition to cost factors to obtain a consultant to draft the RFP, may I please request you consider having your Department's capital improvement project (CIP) team assist the Department of Housing and Human Concerns with the drafting of the RFP.

I would appreciate receiving a response no later than **Thursday, September 7, 2017**, to enable further Committee discussion on this matter. To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134, or Tammy Frias at ext. 8005).

Sincerely,

A handwritten signature in cursive script that reads "Stacy Crivello".

STACY CRIVELLO, Chair  
Housing, Human Services, and  
Transportation Committee

hht:ltr:014amd01:ske/ssm  
Attachment

cc: Mayor Alan M. Arakawa  
Director of Housing and Human Concerns



DEPARTMENT OF  
**HOUSING AND HUMAN CONCERNS**  
 COUNTY OF MAUI

ALAN M. ARAKAWA  
 Mayor  
 CAROL K. REIMANN  
 Director  
 JAN SHISHIDO  
 Deputy Director

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2200 MAIN STREET • SUITE 546 • WAILUKU, HAWAII 96793 • PHONE (808) 270-7805 • FAX (808) 270-7165  
 MAILING ADDRESS: 200 SOUTH HIGH STREET • WAILUKU, HAWAII 96793 • EMAIL: director.hhc@mauicounty.gov

August 17, 2017

Honorable Alan M. Arakawa  
 Mayor, County of Maui  
 200 South High Street  
 Wailuku, Hawaii 96793

For Transmittal to:

Honorable Chair Stacy Crivello  
 Housing, Human Services,  
 and Transportation Committee  
 Maui County Council  
 200 South High Street  
 Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

*Alan Arakawa* 8/17/17  
 Mayor Date

Dear Chair Crivello:

**SUBJECT: COUNTY-OWNED PARCEL ON NORTH PAPA AVENUE (KAHULUI)  
 (HHT-14)**

Thank you for your correspondence of August 9, 2017 requesting an update and timeline for the Request For Proposal (RFP) process and subsequent structural assessment of the existing structures on the subject property for use as a possible affordable housing facility.

DHHC is in the process of putting together the scope of work in order to obtain bids for a consultant to draft an RFP for the forensic study. We anticipate receiving bids by mid-September.

Upon receipt of three written bids, DHHC will select the lowest bid; and the consultant will draft an RFP based on the defined goals and objectives for the forensic study. The consultant will also develop the criteria to score the proposals received. The Department anticipates it will take approximately 45 - 60 days to draft the RFP. DHHC anticipates receiving the RFP by mid-November.

When the RFP is completed by the consultant, it will be posted by Department of Finance. There is a minimum 30-day application period to receive proposals.

Once the 30-day period is completed (early January), Department of Finance will advise us of how many proposals were received. A committee will then review and score the proposals based on the consultants scoring criteria. The committee will need to include engineers who are familiar with this type of work.

Honorable Chair Stacy Crivello  
Housing, Human Services,  
and Transportation Committee  
August 17, 2017  
Page 2 of 2

DHHC should be able to select the consultant to do the forensic study by the end of January, at which time the study should begin, pending the availability of the consultant. At this point, DHHC does not have an estimated timeframe to complete the study. This information will be outlined in the RFP application of the selected consultant.

Should you have any questions, please feel free to contact me at Ext. 7805.

Sincerely,



CAROL K. REIMANN  
Director of Housing and Human Concerns