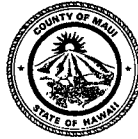


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Director of Council Services
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COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

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 black ink, appearing to read "Stacy Crivello", is written over the typed name.

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

RECEIVED

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,

A handwritten signature in black ink, appearing to read 'Carol K. Reimann', with a stylized flourish at the end.

CAROL K. REIMANN
Director of Housing and Human Concerns