



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

ALAN M. ARAKAWA  
Mayor

CAROL K. REIMANN  
Director

JAN SHISHIDO  
Deputy Director

RECEIVED

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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

 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  
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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 long horizontal flourish extending to the right.

CAROL K. REIMANN  
Director of Housing and Human Concerns