



08-13

**STATE PROCUREMENT OFFICE
NOTICE OF AND REQUEST FOR EXEMPTION
FROM CHAPTER 103D, HRS**

1. TO: Chief Procurement Officer

2. FROM: Micah A. Kane, Chair, Department of Hawaii Home Lands

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:

Services for the Hilo Scattered Lots - Kaumana and Panaewa Homes include professional architectural services for the construction of 8 homes (7 homes in Kaumana and one home in Panaewa), South Hilo, Hawaii. Services include, but are not limited to, architectural design services, including sitework and septic designs for the lots, geotechnical services for the foundations, and services during construction. Awa & Associates LLC was contracted as the architectural design firm for this project. The contract expired on October 17, 2008. Due to a change in policy as stated in Executive Memorandum 08-03 and 08-05 15. (i), the extension of contracts which have expired is no longer permitted. Therefore, this procurement form has been submitted to the State Procurement Office to cover the costs and scope of those DHHL contracts which have expired.

4. Name of Vendor: Awa & Associates LLC
Address: 2353 So. Beretania Street, 2nd Floor
Honolulu, Hawaii 96826

5. Price:
\$31,644.25

6. Term of Contract: From: Date of Approval To: June 30, 2009

7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State: Awa & Associates LLC was the architectural design firm for this project. They have designed the homes and seven of the homes are now under construction; the other is in the process of obtaining a building permit. The Department of Hawaiian Home Lands would like to procure Awa & Associates LLC to complete the remaining work on the project. Procuring Awa & Associates LLC would be advantageous to keep the continuity of the project, thereby providing the services in the most economical and timely manner to beneficiaries.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:

The Department of Hawaiian Home Lands will hire Awa & Associates LLC to perform the work.

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

1. Exemption procurement approved by the Chief Procurement Officer.
2. Contract awarded to Awa & Associates LLC
3. Contract drafted and approved by AG.
4. Contract signed by Contractor.
5. Contract signed by DHHL Chair.

