

UNIVERSITY OF HAWAII NOTICE OF EXEMPTION FROM CHAPTER 103D, HRS

The President, University of Hawaii, is in the process of reviewing the request from Vice President for Administration, University of Hawaii System _____ (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

The University of Hawaii System is seeking real estate and development expertise and brokerage services including, but not limited to, market valuation and financial analysis, sale and/or lease negotiations, preparation and review of documents, and property management services with respect to various University real property assets (parcels and/or facilities) which are vacant, under-utilized and/or under-performing.

Vendor: To be determined.

(If known)

Address:

Term of Contract: (If known)	From: January 2019 (est.)	To: December 2022 (est.)	Cost: \$500,000.00 per year (est.)
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Direct any inquiries to:

Department: Office of the Vice President for Administration

Contact Name/Title: Donna Kiyosaki, Associate Vice President for Administration

Address: 2444 Dole Street, Bachman 109H
Honolulu, Hawaii 96822

Phone Number:

(808) 956-7616

Fax Number:

(808) 956-9701

Date Posted: December 7, 2018

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven (7) calendar days from the date posted to:

Office of Procurement and Real Property Management
1400 Lower Campus Road, Room 15
Honolulu, Hawai'i 96822

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: Donna Kiyosaki, Associate Vice President for Administration
(Department/Program)

Pursuant to APM Section A8.220, the Department requests a procurement exemption to purchase the following:

Description of goods, services, or construction:

The University of Hawaii System is seeking real estate and development expertise and brokerage services including, but not limited to, market valuation and financial analysis, sale and/or lease negotiations, preparation and review of documents, and property management services with respect to various University real property assets (parcels and/or facilities) which are vacant, under-utilized and/or under-performing. These services will assist the University in identifying potential opportunities to utilize and transform University assets by seeking appropriate vendors, franchisees, potential buyers, potential P3 partners, and/or lessees to provide services and amenities to benefit UH campuses and neighboring communities in a compatible and integrated manner and to generate an economic return to support UH programs.

This exemption is requested for the acquisition of these real estate services for a FOUR YEAR period commencing upon approval by the Chief Procurement Officer.

Estimated Cost: \$ 500,000.00 per year (estimated)

(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;

Procurement by standard competitive means is neither practical nor advantageous to UH because of the highly subjective nature of the services required and the need to proceed expeditiously when potential opportunities arise in the real estate market. The time required for processing a formal request for proposals to retain such services would not permit UH to respond expeditiously to unpredictable and rapidly changing economic trends and conditions in the real estate market in order to promote and preserve the marketability of the University's real property assets.

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;

A process similar to that in place for the procurement of professional services will be utilized whereby the UH System Administration will conduct outreach efforts for the purpose of soliciting statements of qualifications (SOQs) from interested Hawaii-based real estate brokerage firms and service providers. The SOQs received will be reviewed by representatives from the Office of the Vice President for Administration (or designee) for the purpose of establishing a qualified list of potential providers of real estate services. Whenever a need for such services should arise, the Vice President for Administration (or designee), who oversees real property management for the UH System, will appoint a selection committee to evaluate and rank a minimum of three service providers on the qualified list based on the criteria of experience and professional qualifications relevant to the University real property/ facilities identified, past performance with similar real property/facilities, capacity to perform the services within the time frame specified, and any other relevant criteria identified by the selection committee with respect to the University real property/facilities identified. This ranking will be provided to the Vice President for Administration (or designee) for the purpose of entering into negotiations for a contract for the desired services, including a fee schedule based on the type of services to be performed, according to the ranking provided by the selection committee. The review and selection committees identified above will each consist of a minimum of three University employees with experience in the area of real property.

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and


The Office of Procurement and Real Property Management will assist in reviewing the proposed services contract negotiated with the selected provider. Proposed fees and expenditures under the contract will be subject to administrative review, approval, and processing in conformity with the University's expenditure policies and procedures, including approval by the President and Board of Regents if required by University policy.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:

- Vice President for Administration, UH System (or designee)
- Associate Vice President for Administration, UH System (or designee)
- Director of Procurement and Real Property Management (OPRPM), UH System
- Director of System Administrative Services, UH System


Direct questions to: Donna Kiyosaki Phone: 956-7616

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.


 Donna Kiyosaki, Associate Vice President for Administration
 Full Name of Principal Investigator, Department Head, or Administrator


 Signature Date 11/29/18

Blanche Fountain, Director of System Administrative Services
 Full Name of Fiscal Officer


 Signature Date 11/29/18

APPROVED:

Jan Gouveia, Vice President for Administration
 Full Name of Vice President or Chancellor


 Signature Date DEC - 6 2018

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED DENIED


 PRESIDENT, UNIVERSITY OF HAWAII

1/2/18
 DATE