



**STATE OF HAWAII  
OFFICE OF HAWAIIAN AFFAIRS  
560 NORTH NIMITZ HIGHWAY, SUITE 200  
HONOLULU, HAWAII 96817**

June 3, 2019

**RFQ CPM 2019-46**

**EXECUTIVE SEARCH SERVICES FOR  
COMMERCIAL PROPERTY MANAGER**

Notice is hereby given that the Office of Hawaiian Affairs (hereinafter "OHA") will be accepting quotes from qualified executive search firms and consultants to conduct a recruitment for the OHA's Commercial Property Manager.

The Commercial Property program is responsible for managing OHA's corporate, investment lands, real estate, and for overseeing the acquisition of such property. The OHA portfolio includes 30 acres of under-developed land in Kaka'ako Makai, and Nā Lama Kukui, a mixed use office building in the Iwilei area that is a redevelopment opportunity in light of Transit-Oriented Development enhancement. The Commercial Property Manager is responsible for planning and coordinating the acquisition, development, management and sale of corporate and investment lands. Ensures the Program Work Plans and activities are consistent with Board policies. Please see the attached Commercial Property Manger job description.

**SUBMISSION OF QUOTE**

The selection shall be contingent on the lowest, most responsible and responsive quote for the OHA. The quote shall be based on placement fee that are based on the percentage of the employee's annual compensation as agreed upon employment. The salary range for the OHA's Commercial Property Manager position is \$100k to \$105 k.

The selection will be made pursuant to your **quotation and proposal submitted on the SPO HiePRO** which should include the following:

- Experience in placing executives with beneficiary servicing agencies.
- List of successful executive placements.
- Estimated time in providing quality candidates.

**Quotes are due by June 14, 2019, 2:00 p.m. Hawai'i Standard Time (hereinafter "HST"). Interested Offerors shall submit their quote via HiePRO.** Please contact Phyllis Ono-Evangelista at (808) 594-1833 or email me at [phylliso@oha.org](mailto:phylliso@oha.org) with any questions.

The OHA reserves the right to cancel this procurement/award at any time due to funding or non-performance.

The successful company prior to contract formation shall provide to us the names of your company's officers who are authorized to sign contracts. In addition, your company will need to be registered and be compliant with [Hawaii Compliance Express](#), submit a current copy of your Certificate of Liability Insurance, and fill out our OHA W-9 form. If you have any questions, please contact me at (808) 594-1833.