



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

May 21, 2019

**RFQ CPM 2019-40
EXECUTIVE SEARCH FOR COMMERCIAL PROPERTY MANAGER**

To All Interested Applicants:

The Office of Hawaiian Affairs (OHA) is formally inviting you to submit a quote with a brief proposal to provide "executive search services" for the selection of a new 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 Manager job description.

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.

Please find the draft position description at attachment. The salary range for the position is \$100k to \$105 k.

The quote is due by 2:00 p.m. on May 30, 2019.

The selection shall be contingent upon the finalization of the scope of services and the negotiation and execution of a contract mutually acceptable to both parties. 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.

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