

## RRP-25-003-O - Third Party Reviewer Contract Questions and Answers

May 26, 2025

Q1: Scope of Document Types Reviewed (references to P. 3, Bullet Pt. 2 & 3; P. 4, *Project Deliverables*, Bullet Pt. 2 & 3)

a.) Are Literature Reviews and Field Inspections, Archaeological Monitoring Reports, Data Recovery Plans/Reports, and Burial Site Components or Burial Treatment Plans excluded from this contract scope?

**A1a: No. No supplemental information required or requested is excluded from this contract scop. All project information and supplemental information required or requested for a project being reviewed by the Contractor must be reviewed by the Contractor.**

b.) Regarding "architecture surveys," does this include both Reconnaissance Level Surveys (RLS) and Intensive-Level Surveys (ILS)?

**A1b: Yes. The term "architecture surveys" means all forms of architectural survey (e.g., windshield, reconnaissance, intensive, etc.).**

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Q2: SIHP Number Requests and GIS Data (references to P. 3, Bullet Pt. 2)

Does review of SIHP number requests include a review of the associated geospatial data, such as compliance with SHPD geodatabase and metadata formatting requirements?

**A2: Yes. SIHP number requests fall under "supplemental information" and is required to be requested and reviewed for completeness by the Contractor, or any affordable housing project assigned to the Contractor for review.**

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Q3: Project Volume and Qualifications (references P.7, Section 3.1 (d))

a.) Do the ~25 review assignments pertain exclusively to affordable housing projects?

**A3a: Yes. The projects assigned to the Contractor will exclusively be affordable housing projects.**

b.) Can reviews completed under supervision (e.g., as part of a team or in a government role) be counted toward the required qualifications, or must they have been independently authored by the Offeror?

**A3b: Reviews can be completed as part of a team, provided that the appropriate professionally qualified member of the team is responsible for authoring the appropriate portion of the project review (e.g., the SOI qualified archaeologist reviews and authors the archaeological component of the project, the architect/architectural historian/historic architect reviews and authors the architectural component of the project, etc.)**

c.) Does "25 reviews" refer to 25 total projects (inclusive of both architectural and archaeological reviews), or does it represent 25 per discipline?

**A3c: "25" reviews refers to the number of affordable housing projects reviewed in full (start to finish), including any supplemental information, and is inclusive of all required reviews (archaeological, architectural, etc.). A project review is completed once all necessary information has been received, reviewed, and a determination letter is signed by the State Historic Preservation Administrator or State Historic Preservation Officer. (A request for more information, or an incomplete review with only the results of the archaeological or architectural portion of the review does not meet the requirements of a completed review.)**

d.) Will assignments be issued all at once, or sequentially over the course of the contract?

**A3d: Assignments will be issued over the course of the contract but may include more than one project assignment at a time. The number of projects assigned to the Contractor is dependent upon when affordable housing projects are submitted to SHPD. And is also contingent upon the number of affordable housing project proponents indicate they would like their project reviewed by a third-party reviewer if SHPD is not able to complete the review within 60 calendar days.**

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Q4. Sample Review Letters and References (references P.7, Section 3.1. (d))

a.) For former government employees without retained copies of prior review letters, is there an acceptable alternative to submitting these documents?

b.) Similarly, if the applicant is a former government employee, is there an alternate method for reference submission?

**A4: If the Offeror includes a former government employee(s) with prior work experience submitting or reviewing projects in accordance with HRS Chapter 6E, they may provide a detailed summary of their prior work experience, with particular focus on any previous affordable housing projects they previously worked on. They should also include a detailed outline of the material required to be submitted to SHPD to complete an HRS 6E review.**

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Q5: Estimated Cost of Work (references P. 1, Section 1.1)

Does the government have a budget estimate or range for this work that can be shared for proposal pricing purposes?

**A5: No.**

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Q6: Applicable Review Laws and Regulations (references P. 3, Scope of Work; P. 4, Project Objective)

a.) Does this contract include Section 106 review responsibilities in addition to HRS 6E

**A6a: No.**

b.) Does this contract include review of Environmental Impact Statements (EIS) or Environmental Assessments (EA)?

**A6b: No.**

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Q7: Contract Term and Timeline (references P. 2, Section 1.4)

While the start date is approximated, what is the anticipated term or duration of this contract?

**A7: The terms and duration of this contract is contingent upon requirements of HB 830 of 2025 and may conclude when 25 affordable housing projects have been completed by the Contractor, unless extended; or, if the third-party reviewer provisions established by HB 830 have been sunset or rescinded.**

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Q8: Dependencies and Timing (references to P. 4, Project Objectives)

a.) Is this contract contingent on the enactment of HB 830?

**A8a: Yes.**

b.) Given that HB 830 would take effect on July 1, 2026, would this defer the period of performance?

**A8b: No. The contract would not be deferred until July 1, 2026.**

c.) HB 830 specifies that third-party reviews are authorized if SHPD cannot complete review within 60 days. Will third-party assignments under this contract be made solely under that condition, or may SHPD assign reviews at their discretion?

**A8c: Yes. Assignments will only be made to the Contractor based upon whether a project proponent identifies that would like their project reviewed by a third-party reviewer and if SHPD is not able to guarantee the affordable housing project can be reviewed with 60 days.**