NOTICE FOR PROFESSIONAL SERVICES

In accordance with Section 103D-304, Hawaii Revised Statutes, the City and County of Honolulu, Department of Design and Construction, is seeking a qualified consultant to provide construction management services for the Extension of Kapolei Parkway, Phase 8B. The proposed project involves construction of a new 6-lane wide roadway; drainage system; water and sewer line relocation; rehabilitation of existing sewer lines; clearing and grubbing; demolition and removal of water line and valve boxes; sewer line, sewer manholes, chain link fence, asphaltic concrete pavement; adjusting valve boxes and manhole covers; grading; paving; installing reinforced concrete drain pipe, ductile iron pipe and PVC pipe; catch basins and drain manholes; underdrains; street lighting; provisions for traffic signal system; provisions for electrical, communication and cable; landscaping and irrigation; concrete curb and gutters, sidewalk, and installing pavement markings, signs and erosion control measures.

The project will be federally funded with Federal Highway Administration (FHWA) funds and shall comply with all federal and State DOT requirements.

The specific construction management scope of services that are required include, but are limited to:

1. Provide overall project management of the construction of the project in accordance with procedures established by FHWA, State DOT and the City, and specifically in accordance with the State DOT, Highways Division Construction Procedures, Volume 10 - Construction;
2. Review and interpret contract plans and specifications for issues and items that could affect construction activity and schedules;
3. Coordinate and review the construction scheduling;
4. Prepare and process monthly progress payments to the Contractor, in accordance with procedures established by FHWA and State DOT, for reimbursement of the FHWA funded portion of the progress payment to the City;
5. Monitor all operations of the Contractor for safety concerns, conditions and acts;
6. Provide construction quality control and inspection;
7. Coordinate and maintain records of materials and equipment receiving and submittals;
8. Perform and coordinate material testing and sampling, by personnel certified by the State DOT Materials Testing and Research Branch, in accordance with the State DOT Highways Division Quality Assurance Manual for Materials;
9. Oversee, resolve and process appropriate documentations for construction change orders and claims;
10. Investigate, resolve and process appropriate documentations for damage claims and complaints;
11. Prepare, obtain, and maintain project records, inspector reports and project photographs;
12. Perform final completion and closeout activities and reports;
13. Plan and implement a public relations outreach program;
14. Perform any other related services required by the State of Hawaii Department of Transportation, the Federal Highways Administration and the City and County of Honolulu.

Construction of the project is anticipated to start in the summer of 2007. The total construction time will be 365 calendar days.

Firms interested in being considered for the above service contract and have the necessary qualifications and resources are invited to submit a proposal for the project. Proposals should be clear, concise, and in accordance with the Guidelines for Preparing Consultant Proposals.

Proposals shall identify the proposed project team members which shall include, at a minimum, a construction engineer, a field engineer, a supervising construction inspector and a construction inspector. The construction engineer shall be experienced in managing the construction of projects of similar nature and scope and have managed a federal-aid FHWA project in accordance with the State DOT, Highways Division Construction Procedures, Volume 10 – Construction; and shall be a professional engineer licensed in the State of Hawaii. The field engineer shall have experience on construction project of similar nature and scope. The supervising construction inspector shall have experience on a federal-aid FHWA project managed in accordance with the State DOT, Highways Division Construction Procedures, Volume 10 – Construction. The construction inspectors shall be certified for field sampling and testing by the State DOT Highways Division's Materials Testing and Research Branch.

Interested firms shall submit one original and three copies of their proposal by Tuesday, **September 5, 2006**, no later than 4:30 p.m., Hawaii Standard Time, to:

Mr. Eugene Lee, P.E., Acting Director
Department of Design and Construction
City and County of Honolulu
650 South King Street, 15th Floor
Honolulu, Hawaii 96813

Attention: Wayne Nakamura
Civil Division

The City and County of Honolulu, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the U.S. Department of Transportation (Title 49, Code of Federal Regulations Part 21) issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that the contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color, religion, sex, national origin, age, or disability.

The project will be federally funded with Federal Highway Administration funds and shall comply with all federal and State DOT requirements.

The U.S Department of Transportation Regulations entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs," Part 26, Title 49, CFR is applicable to this project.

The Director of Budget and Fiscal Services reserves the right to cancel this request for proposals, to reject any or all proposals in whole or part, and to waive any defects in said proposal in the best interest of the City.

Any inquiry regarding the construction management services required should be directed to Wayne Nakamura at (808) 523-4719.

MARY PATRICIA WATERHOUSE
Director of Budget and Fiscal Services
By order of MUFI HANNEMANN, MAYOR
City and County of Honolulu

Posted on web: 8/15/2006

GUIDELINES FOR PREPARING CONSULTANT PROPOSALS

The purpose of these guidelines is to help assure consistency in format and content of consultant proposals submitted to the City. This process should reduce the time requirements for the consultants in preparing a proposal and will simplify the review process by City personnel.

In order for the City's consultant selection committee to evaluate each proposal properly, it is very important each submittal be clear, concise, and follow the recommended format. Please tab the various sections in the submittal for easy reference. A maximum total of 100 points is available for each proposal. Points for each section are as shown in the following table.

PROPOSAL FORMAT REQUIREMENTS

Criteria	**Points**
Introductory letter, number of years in business, reference and office locations	0
Experience and professional qualifications relevant to the project.	40
Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.	35
Capacity to accomplish the work in the required time.	25
MAXIMUM TOTAL	100
Appendix: Resumes of key personnel	
Appendix: Company Brochure (optional)	

After the award of the project, any change in key personnel shall be approved in writing by the City.

PROPOSAL EVALUATION CRITERIA
FOR
CONSTRUCTION MANAGEMENT (CM) SERVICES

The criteria presented below will be used for evaluating interested consultants:

1. **Experience and professional qualifications relevant to the project.**

   The construction engineer shall be experienced in managing the construction of projects of similar nature and scope and have managed a federal-aid FHWA project in accordance with the State DOT, Highways Division Construction Procedures, Volume 10 - Construction; and shall be a professional engineer licensed in the State of Hawaii. The field engineer shall have experience on construction projects of similar nature and scope. The supervising construction inspector shall have experience on a federal-aid FHWA project managed in accordance with the State DOT, Highways Division Construction Procedures, Volume 10 – Construction. The construction inspectors shall be certified for field sampling and testing by the State DOT Highways Division's Materials Testing and Research Branch. Resumes of the construction engineer, field engineer and construction inspectors must be included in the appendix.

2. **Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.**

   The consultant shall include a list of all similar construction projects that the consultant successfully managed and/or inspected, and list the name, contact person, and phone number of the public and/or private agencies.

3. **Capacity to accomplish the work in the required time.**

   The consultant must demonstrate that sufficient knowledgeable staff is available, experienced, and capable of performing the work.

   The consultant shall include a list of current City and State DOT projects, which includes the start and estimated completion dates of the projects.