

**CITY AND COUNTY OF HONOLULU
NOTICE TO CONSULTANTS**

The City and County of Honolulu (City), Department of Design and Construction (DDC), is seeking a qualified construction management consultant for its U.S. Department of Energy (DOE) Energy Efficiency and Conservation Block Grant (EECBG) projects.

These projects are 100% funded by the DOE and shall comply with all federal and City requirements.

PROJECT BACKGROUNDS: The projects involve the lighting retrofit of Kapolei Hale, Kalihi-Palama Bus Maintenance Facility, Neal Blaisdell Center Parking Structure and the installation of a photovoltaic system at the Pearl City Bus Maintenance Facility.

PROJECT LOCATIONS: The projects are located in Kapolei, Kalihi, Pearl City and Honolulu on the island of Oahu, Hawaii.

PROJECT PURPOSES: The purposes of the projects are to reduce energy consumption by using more energy efficient lighting and to generate renewable energy for use at City facilities.

SCOPE OF SERVICES: The construction management services to be performed by the consultant will include representing the City during the construction of the projects, facilitating the communications between the City and the Contractor(s), and other services, including, but not be limited to the following:

- review/interpretation of plans and specifications;
- review of construction schedules;
- process contractor submittals;
- construction monitoring;
- process change orders;
- process contractor payment applications;
- jobsite inspections and testing;
- investigate damage claims and complaints;
- filing of project documentation;
- review of certified payrolls; and
- work related to final completion, testing, and inspection.

GENERAL INFORMATION: Consultants shall express their interest in providing these services in the manner specified under SUBMITTALS REQUIREMENTS.

SELECTION CRITERIA (100 pts, maximum possible): The selection criteria to be employed, in descending order of importance, are 1 – experience and professional qualifications relevant to the project type (40 pts.), 2 – past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies (30 pts.), 3 – capacity to accomplish the work in the required time (20 pts.), and 4 – additional information - familiarity with facility/site/prior related projects (10 pts).

SUBMITTAL REQUIREMENTS:

All submitted materials, which have not been clearly designated as proprietary, shall become the property of the City and subject to public inspection and may be returned only at the City's discretion.

Submittals should be clearly identified as Construction Management Services for EECBG Projects.

Submittals should be on a compact disc (preferably 1 CD per consultant), in Portable Documents Format (PDF) and should be no larger than 3 MB. Submittal should include the following:

1. Modified Standard Form 330 (r6/06). Copies of the form may be downloaded from the City web site at www.honolulu.gov/pur .

Any supplemental information you wish to include related to the projects should be incorporated into the submittals. Promotional materials or descriptive literature are not necessary though will be accepted.

2. Transmittal Letter dated and signed by an authorized representative of the firm.

Submittal (1 compact disc and 1 hard copy) should be mailed or delivered to:

Department of Design and Construction
Mechanical and Electrical Division
650 South King Street, 9th Floor
Honolulu, Hawaii 96813
Attn: Allyn Lee

DEADLINE: No later than **4:30 p.m., Monday, November 15, 2010** to receive full consideration for selection.

INTERNET ACCESS: This foregoing information is also available at www.honolulu.gov/pur .

INQUIRIES: Any inquiries regarding the above should be directed to Allyn Lee at (808) 768-8428.



For WENDY K. IMAMURA
Purchasing Administrator
City and County of Honolulu