

**NOTICE TO CONSULTANTS
REQUEST FOR CONSULTANT SERVICES**

The City and County of Honolulu, Department of Transportation Services, Public Transit Division is seeking a qualified consultant (architect/engineer/planner with transportation and/or transit experience) for the Waikiki Regional Circulator Study project.

This project is funded with 80% Federal Highways Administration (FHWA) funds and shall comply with all federal and State DOT requirements.

PROJECT BACKGROUND: The City and County of Honolulu is looking for a qualified consultant to perform the Waikiki Regional Circulator Study, focusing on evaluating and optimizing bus traffic within Waikiki and therefore to reduce the current number of buses traveling through Waikiki.

PROJECT LOCATION: The project is located on the island of Oahu, between Waikiki, McCully, Moiliili, Kapahulu and the University of Hawaii at Manoa.

PROJECT PURPOSE:

- Develop a plan that leads toward sustainable short range optimization of public transit service between Waikiki, McCully, Moiliili, Kapahulu and the University of Hawaii at Manoa
- Plan to take into consideration for the event of the future rail terminus at Ala Moana Shopping Center
- Conduct an ongoing stakeholder oversight and public outreach process

SCOPE OF SERVICES: The services to be performed by the consultant is to assist the Department of Transportation Services, Public Transit Division (DTS/PTD) in developing the project as needed by the CITY and the consultant may be used for other similar projects. These services shall include but not be limited to the following:

- Conduct an assessment and review of existing transit service studies servicing the study region,
- Identify capacity constraints affecting public transit service quality; analysis will include current conditions in addition to anticipated conditions upon completion of the rail terminus at Ala Moana Shopping Center,
- Identify transportation alternatives to be implemented in the short term up to and including the completion of the rail terminus at Ala Moana Shopping Center,
- Evaluate and prioritize all identified transportation alternatives,
- Prepare and execute a public outreach plan,
- Prepare reports and document study.

PROJECT TIME:

The scope of services for this project shall be completed within 365 calendar days from the Notice to Proceed date.

Qualified firms interested in being considered for the above contract are invited to submit their qualifications in accordance with the Guidelines for Preparing Consultant Qualifications for Public Transit Division Projects. In accordance with Section 103D-304, HRS, qualifications should include the following:

- (1) The name of the firm or person, principal place of business, and location of all of its offices;
- (2) The age of the firm and its average number of employees over the past five years;
- (3) Proposed staff commitment and descriptions of their roles and responsibilities;
- (4) The education, training and qualifications of the proposed staff and key members of the firm;
- (5) The proposed approach to conduct the project;
- (6) Past performance on projects of similar scope for public agencies or private industry;
- (7) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year for similar type of projects;
- (8) Records of performance on contracts with respect to cost control, quality of work, and ability to meet schedules;
- (9) Any other pertinent information that should be considered in the evaluation of the firm's qualifications; and
- (10) Any promotional or descriptive literature which the firm desires to submit.

- (11) Federal funds will be used for this project; therefore, the qualified firm may be required to submit DBE/WBE information.

**GUIDELINES FOR
PREPARING CONSULTANT QUALIFICATIONS
FOR
PUBLIC TRANSIT DIVISION PROJECTS**

The Department of Transportation Services (DTS) Public Transit Division (PTD) has developed guidelines to standardize the preparation of consultant qualifications. The purpose of these guidelines is to help assure consistency in format and content of consultant qualifications submitted to DTS/PTD. This process should reduce the time requirements for the consultants in preparing a qualification submittal and will simplify the review process by DTS personnel.

In order for the DTS consultant selection committee to evaluate each qualification properly, it is very important that each submittal be clear, concise and follows the recommended format. A maximum total of 100 points is available for each submittal. Points for each section are as shown in the following table.

QUALIFICATIONS FORMAT REQUIREMENTS

<i>Criteria</i>	<i>Points</i>	<i>Max. No. of Pages</i>
Introductory letter, number of years in business, references and office locations		1
Experience and professional qualifications relevant to the project type	40	3
Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies	30	2
Capacity to accomplish work in the required time	20	1
Additional Information: Innovative or alternative methods to perform the required services, and anticipated concepts for completion of the project.	10	1
MAXIMUM TOTAL	100	8*
Appendix: Resumes of key personnel		1 pg/person maximum
Appendix: Company brochure (optional)		

* Number of pages per proposal may vary depending upon the nature of the project or service contract, but must total no more than 8 pages and no more than the maximum number of pages per criteria shown in the above table, excluding appendices, table of contents, and tabs.

A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times font or similar preferred). Any proposal exceeding the 8-page limit or maximum number of pages per criteria, unless otherwise stated in the RFQ, receives a 5-point penalty for each page over the limit.

QUALIFICATIONS EVALUATION CRITERIA FOR CONSULTANT SERVICES

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

1. Professional qualifications necessary for satisfactory performance of required services.

The project manager must have experience in managing projects of similar nature and scope, and shall be a professional licensed in the State of Hawaii unless stated in the RFQ. The project manager's resume must be included in the Appendix.

The consultant shall designate experienced professional and technical staff to competently and efficiently perform the work, either through their own personnel or subconsultants. The qualification shall identify the project team composition, project leadership, reporting responsibilities, and address how subconsultants will fit into the management structure. Resumes of key team members, limited to one page per person, must be included in the Appendix.

Note: This information includes the qualifications of the individuals and subconsultants, and a list of applicable past projects the consultant worked on. The selection is made on the team, and not just the prime consultant.

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 projects that the consultant worked on and successfully completed. Include the name, contact person and telephone number of the government and/or private agencies, and how cost control and schedule compliance issues were addressed.

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

The consultant must demonstrate that sufficient knowledgeable staff is available and that any subconsultant hired by the consultant is experienced and capable of performing the work. The consultant shall include a list of current projects, which shall include the start and estimated consultant contract completion dates of the projects. The consultant shall also identify key team members, including the project manager and any subconsultants.

4. Additional Information.

Innovative or Alternative Methods to Perform the Required Services, and Anticipated Concepts for Completion of the Project. Please indicate any innovative, unique or alternative methods that would be used to perform the required services. Also, please indicate anticipated concepts to complete the project, and present and modern and cost-effective design methods or special project related techniques that would benefit the project.

Some or all of the proposers will be invited to conduct discussions and/or interviews with the City and County of Honolulu staff and selection panel.

Financial obligations of the City are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the City.

After submitting the RFQ, except as the City may otherwise agree, no changes shall be made in the key personnel. If, for any reason beyond the control of the consultant, it becomes necessary to replace any of the key personnel, the consultant shall provide as a replacement a person of equivalent or better qualifications for approval by the City.

This list may be used for other similar projects.

Any inquiry regarding the project should be directed to Mireille Turin at (808) 768-8373.

Public Transit Division
Department of Transportation Services
City and County of Honolulu
650 S. King Street, 3rd Floor
Honolulu, Hawaii 96813

Six (6) copies of the qualifications should be sent to:

WAYNE Y. YOSHIOKA, Acting Director
Department of Transportation Services
City and County of Honolulu
650 S. King Street, 3rd Floor
Honolulu, Hawaii 96813

and must be received no later than 4:30 p.m., HST, March 16, 2011.



WENDY K. IMAMURA
Purchasing Administrator
City and County of Honolulu