

NOTICE TO CONSULTANTS  
REQUEST FOR PROFESSIONAL SERVICES QUALIFICATIONS

The City and County of Honolulu, Department of Design and Construction, is seeking a qualified, professional engineering consultant to prepare an Environmental Impact Statement/Environmental Assessment and a Preliminary Report in accordance with the Improvement District regulations, for the Haleiwa Improvement District project along Kamehameha Highway between Opaepa Stream Bridge (also known as "Twin Bridges") and the Anahulu River Bridge. The project is needed to comply with City Council Resolution 09-338, CD1.

The scope of services includes the preparation of environmental documentation and roadway widening design to conform to current standards, to meet the City's Improvement District regulations. The scope of work will include the planning and design of the proposed road widening, including coordination with various agencies and property owners for the installation of new concrete curb, gutters and sidewalks, new curb ramps, installation of landscaping, installation of new drainage improvements, undergrounding of existing utilities, and upgrading electrical connections to existing buildings, installation of new street lighting and all associated improvement studies, permits, parcel and subdivision mapping.

Submittal Materials Requirement

All materials submitted 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.

Firms wishing to submit qualifications shall submit the SUBMITTAL MATERIALS listed below:

1. Letter of interest
2. The name of the firm or person, principal place of business, and location of all of its offices;
3. The age of the firm and its average number of employees over the past five years;
4. Proposed staff and project team's qualifications, experience, description of their roles and responsibilities, commitment and availability, including any subconsultants. Any changes in key personnel after selection of a consultant must be approved by the City;
5. The proposed approach to conduct the project, including detailed identification of the work activities to be performed;
6. Past performance on projects of similar scope;
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;

8. Any conflict of interest in performing services for the City and County of Honolulu;
9. A listing of all projects under contract with the City and County of Honolulu and scheduled dates for completion;
10. Any other pertinent information that should be considered in the evaluation of the firm's qualifications.

#### Selection Criteria

The selection criteria by which Consultant or Consultant Teams shall be graded and ranked in descending order of importance shall be:

1. Experience and professional qualifications relevant to the project type;
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
3. Capacity to perform the work in the required time.

#### Deadline

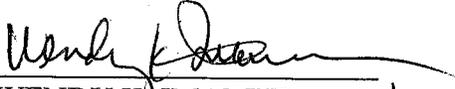
Interested firms shall submit one original and three hard copies of the SUBMITTAL MATERIALS packet no later than **Monday, May 13, 2013, 4:30 p.m., Hawaii Standard Time**, to:

Mr. Chris Takashige, P.E., CCM, Director  
Department of Design and Construction  
City and County of Honolulu  
650 South King Street, 11<sup>th</sup> Floor  
Honolulu, Hawaii 96813

Attention: Ann Shimatsu, Civil Division

No facsimiles will be considered.

Any inquiry regarding the services required should be directed in writing to Ann Shimatsu at email address [ashimatsu@honolulu.gov](mailto:ashimatsu@honolulu.gov) by May 1, 2013.

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