

NOTICE TO CONSULTANTS
REQUEST FOR PROFESSIONAL SERVICES QUALIFICATIONS

The City and County of Honolulu (City), Department of Environmental Services (ENV) plans to use the services of a firm or individual under the category General Education and Training to: (1) Conduct a management/organizational needs assessment within the Division of Wastewater Treatment and Disposal, (2) Provide recommendations to improve the operation and management of the Division, (3) Develop a training/mentoring and executive coaching plan to improve the operation and management of the Division, to include a Management Goal Setting/Alignment Workshop to develop an implementation plan to begin a change process to become a more effective organization and (4) to provide the mentoring and executive coaching. Funding for the work is now available in the City's fiscal year 2009 operating budget.

The scope of work under this solicitation will include:

- a. Manage Project – Consultant will provide project management services for the management/organizational needs assessment and the training/mentoring and executive coaching activities.
- b. Conduct needs assessment – Meet with key Department and Division personnel to obtain an understanding of the structure of the Division, management functions and capabilities, and organizational processes. (Consultant must have strong background in management of wastewater operational organizations.)
- c. Prepare report(s) – Prepare report(s) providing recommendations to improve the operation and management of the Division.
- d. Develop a training/mentoring and executive coaching plan to include a Management Goal Setting/Alignment Workshop to develop an implementation plan to begin a change process to become a more effective organization – Using information from the needs assessment and report recommendations, work with key Department and Division personnel to develop a structured training/mentoring and executive coaching plan to help existing and future management staff to improve the operation and management of the Division.
- e. Provide training/mentoring and executive coaching – Provide structured and informal training/mentoring and executive coaching to implement the developed plan.

Submittal Materials Requirement

1. Letter of interest

2. Information on the firm/consultant:
 - a. Name of the firm, the principle place of business, and location of all its offices;
 - b. The age of the firm and its average numbers of employees over the past five years;
 - c. The education, training, experience (including wastewater utility management experience), and qualifications of key members of the firm;
 - d. The names of five clients who may be contacted with their email and phone numbers; and,
 - e. Past record of performance on contracts with respect to cost control, quality of work and ability to meet schedules.

3. Other related information:
 - a. Proposed staff commitment, including any sub-consultants and descriptions of their roles and responsibilities;
 - b. Qualifications/experience and capabilities of the proposed staff, including any sub-consultants. The information shall, at minimum, included: (1) Current knowledge of best practices of management of wastewater facilities; (2) Recent wastewater utility management experience; and, (3) experience with Hawaii based utilities;
 - c. Qualifications and experience of the firm with respect to the tasks related to this solicitation. Provide a list of similar or related services undertaken and completed within the last five years. Include the owners of the projects, date, the cost of the projects, and the scope of services performed;
 - d. The proposed approach to conduct the work;
 - e. Any other pertinent information that should be considered in the evaluation of the individual's or firm's qualifications.

4. Additional materials to be submitted but are not required:
Promotional material such as brochures or descriptive literature.

Deadline

1. An original, and four (4) hard copies of the submittal materials packet shall be submitted no later than **October 3, 2008, 4:30 P.M., Hawaii Standard Time**, to:

Timothy A. Houghton, Executive Assistant
Department of Environmental Services
1000 Uluohia St., #308
Kapolei, HI 96707

2. An electronic PDF document of the final submittal materials may also be email to thoughton@honolulu.gov (original and four hard copies are still required).
3. No facsimilies will be considered. The contract for this project will only be awarded to a person or firm that demonstrates the ability to provide all the services required for the project. Submittal materials submitted for only parts of the project will be considered non-responsive to this notice.

Any inquiry regarding the services required shall be directed in writing to Timothy Houghton, Executive Assistant, Department of Environmental Services, at the above address, or at email address thoughton@honolulu.gov.



sm MARY PATRICIA WATERHOUSE *pk.*
Director of Budget and Fiscal Services
By Order of Mufi Hannemann, Mayor
City and County of Honolulu

posted on website: September 3, 2008