

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 under the category Other Professional Services to help the City comply with its National Pollutant Discharge Elimination System (NPDES) storm water permit public education requirements. The specific goal is to educate and cause positive behavior change in the general public and targeted audiences identified in the permit, which include the construction industry, visitor industry, industrial facilities, and certain commercial businesses. Activities are critical components of the City's storm water management program and required by the City's municipal separate storm sewer (MS4) permit HI S000002. Failing to meet permit requirements would subject the City to fines and other penalties by the DOH and EPA, as well as third party lawsuits.

Funds are available in the City's fiscal year 2009 operating budget.

The scope of work under this solicitation will include:

- a. Project Administration - Consultant will provide project administration services for the Public Education Program that includes revisions to the storm water management plan, report preparation, and general accounting.
- b. Survey Administration – Meet with key storm water public education and outreach personnel to help evaluate the progress of the public education program by conducting phone surveys of Oahu residents to measure both behavior and knowledge relating to storm water. This can also include the development of measurable goals, neighborhood and school-level surveys, analysis of web site visits and other methods to evaluate program effectiveness.
- c. Primary Staff Support – Develops, presents and implements public education and public participation activities relative to storm water quality for the following targeted groups: construction industry, industrial facilities covered by the NPDES permit program, visitor industry such as hotels, condominiums, and restaurants in Waikiki, commercial businesses such as automobile repair and maintenance, retails gasoline outlets, and restaurants, businesses involved in fire sprinkler testing, fire department training, and exterior building washing operations, landscaping and building maintenance any other source that the Permittee determines may contribute a significant pollutant load to its MS4. (Consultant should demonstrate familiarity with storm water programs, and have presentation and organizational skills, ability to establish and maintain effective working relationships, and perform a variety of tasks simultaneously or in rapid succession).
- d. Exhibit and Educational Materials Preparation – In support of the following activities: Adopt-A-Stream/Adopt-A-Block Program, School programs, web site, brochures, special events (e.g. Keiki Water Festival, Earth Month, Make A Difference Day, pesticide, herbicides and fertilizer use campaign, seminars, conferences); workshops and events related to the construction industry, visitor industry, and other businesses.

- e. Media Relations – Implementation of media relations program, including print, radio and television advertisements and sponsorships.

Submittal Materials Requirement

1. Letter of interest.
2. Information on the firm/consultant:
 - a. Name of the firm, the principal 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 and solid waste management), 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 and sub-consultants. The information shall, at minimum, include (1) Current knowledge of storm water Best Management Practices, (2) Recent storm water education and outreach experience, (3) experience with Hawaii based water-related education and outreach organizations;
 - 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 a brochures or descriptive literature.

Deadline

1. An original, and four (4) hard copies of the submittal materials packet shall be submitted no later than 4:00 PM, Friday, May 29, 2009, to:

Gerald Takayesu
Storm Water Quality Branch Head
City and County of Honolulu
Department of Environmental Services
Division of Environmental Quality
1000 Uluohia Street #303
Kapolei, HI 96707

2. An electronic PDF document of the final submittal materials may also be emailed to gtakayesu@honolulu.gov (original and four hard copies are still required).
3. No facsimiles 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 Gerald Takayesu, Storm Water Quality Branch Head, Department of Environmental Services, Division of Environmental Quality, at the above address, or email address gtakayesu@honolulu.gov.


W Rix Maurer III
Director of Budget and Fiscal Services
By order of Mufi Hannemann, Mayor
City and County of Honolulu *U.K.*

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