

ADDENDUM NO. 1 to Annual Notice to Providers of Professional
Services, Fiscal Year 2020

NOTICE TO ALL PROSPECTIVE PROVIDERS:

The following changes are hereby made and incorporated as part of the Annual Notice to Providers of Professional Services, Fiscal Year 2020:

- 1) Delete Annual Notice to Providers of Professional Services, Fiscal Year 2020 in its entirety and replace with the attached revised Annual Notice to Providers of Professional Services, Fiscal Year 2020.
- 2) Department of Information Technology has been added to the notice. The Submittal Requirements Section is now on Page 15-16. No other changes have been made.

**CITY AND COUNTY OF HONOLULU
NOTICE TO PROVIDERS
OF
PROFESSIONAL SERVICES
Fiscal Year 2020**

PURPOSE:

Pursuant to Hawaii Revised Statutes (“HRS”), §103D-304, the City and County of Honolulu is publishing this notice to invite persons engaged in providing professional services to submit current statements of qualifications and expressions of interest in anticipation of the needs of various City Departments for the Fiscal Year 2020.

The City will prepare a “list” of qualified consultants for each category of professional service to be utilized throughout the fiscal year.

MATERIALS TO BE SUBMITTED:

Firms/Persons shall provide PDF files of all materials being submitted. PDF attachments shall be no larger than 3.0 MB per attachment. Emails shall not exceed 20 MB. All PDFs shall be printable on standard size paper.

ALL SUBMITTALS (regardless of Department) shall:

1. Be emailed to professionalservices@honolulu.gov
2. Clearly IDENTIFY THE COMPANY OR PERSON SUBMITTING THE MATERIALS
3. Clearly IDENTIFY THE CATEGORY OF INTEREST
4. Clearly IDENTIFY THE DEPARTMENT you intend to submit for

SUBMITTAL LOCATION:

ALL MATERIALS TO BE SUBMITTED (regardless of Department) shall be emailed to: professionalservices@honolulu.gov.

NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

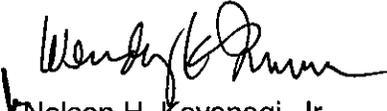
SUBMITTAL DEADLINE:

No later than 4:30 p.m. H.S.T. on April 30, 2019

Submittals received after the above deadline that meet all applicable criteria will be accepted, but will not be reviewed until all qualifications submitted by the specified deadline have been reviewed.

QUESTIONS:

If there are questions, please call (808) 768-5535 or email: professionalservices@honolulu.gov.



Nelson H. Koyanagi, Jr.
Director of Budget and Fiscal Services
City and County of Honolulu

21

Published on the web: April 1, 2019

ANTICIPATED REQUIRED PROFESSIONAL SERVICES
FOR FISCAL YEAR 2020

Professional services categories are listed per Department, however, all categories may be used by any City department. The City is not limited to the examples of work provided under each category. Please see the submittal requirements listed herein per Department.

I. DEPARTMENT OF CORPORATION COUNSEL (COR)

Corporation Counsel invites licensed attorneys to submit Statements of Qualifications and Expressions of Interest for evaluation. Those private attorneys who are deemed qualified will be included on a list from which special deputies corporation counsel, special counsel, and legal consultants will be selected by the Corporation Counsel to provide necessary legal services.

Following are the areas of law in which such services may be required by the Corporation Counsel during the period of July 1, 2019 to June 30, 2020:

- Administrative Law
- Appellate Practice
- Antitrust
- Bankruptcy/Receiverships
- Business Law, including Contract Law, Corporate Law and Business Transactions
- Civil Rights
- Collections/Foreclosures
- Litigation, including Complex Civil Litigation and Class Actions
- Constitutional Law
- Condemnation
- Construction Law, including Construction Litigation
- Criminal Law
- Election Law
- Employment Law, including Employee Benefits
- Energy Law
- Environmental Law, including Clean Water Act, Clean Air Act, HEPA/NEPA, Regulatory Compliance & Enforcement, Solid Waste Management, Environmental Attributes, and Storm Water Management
- Probate, Estates & Trusts, including Guardianships
- Government Contracts & Procurement, including Bid Protests, State and Federal Procurement, and Public Private Partnerships
- Government Ethics
- Health Law
- Information and Computer Technology
- Insurance
- Intellectual Property
- Labor
- Law Enforcement
- Maritime Law
- Plaintiffs Qui Tam
- Project Labor Agreements
- Public Benefits Law, including ADA

- Public Financing, including Bond Counsel, Investment Banking, and Financing Leases
- Public Utilities Law
- Real Property, including Financing, Development, Land Use Entitlements and Transactions
- Securities Law
- State Compliance with REAL ID Act Requirements
- Tax
- Telecommunications
- Tort Law, including Personal Injury, Products Liability, Design Defects and Professional Malpractice
- Transportation Law, including Mass Transit, Transit Financing, and Land Use Entitlements
- Water Law
- Workers' Compensation

COR SUBMITTAL REQUIREMENTS

Licensed attorneys interested in providing legal services in one or more of these areas are invited to submit a Statement of Qualifications and Expression of Interest. Attorneys from the same law firm wishing to be considered must submit separate statements. Attorney statements may include areas not listed above.

Forms are available for download at <http://www.honolulu.gov/cor>. Forms may also be requested by telephone ((808) 768-5100) or facsimile ((808) 768-5104). Corporation Counsel's General Policy Regarding Waiver of Conflicts is also available at that website or upon request; however, the decision as to whether to waive a conflict of interest will depend on the facts of that particular situation and is in the sole discretion of the Corporation Counsel.

ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

All forms should be submitted no later than 4:30 p.m., June 30, 2019, to receive full consideration for the above-stated period. Late submittals that meet all applicable criteria will be accepted, but will only be available for consultant selections conducted after the submittals have been reviewed and the service category qualification(s) determined.

II. DEPARTMENT OF DESIGN AND CONSTRUCTION (DDC)

Categories without State of Hawaii License Requirements

1. **ARCHAEOLOGY, GS-0193** – investigations, mitigation plans, monitoring, etc.
2. **COMMUNITY PLANNING, GS-0020**
 - A. Physical Planning – community plans, master plans, site assessment and selection, feasibility studies and analysis, urban design plans and historic preservation.
 - B. Land Use Regulations and Code Development.
 - C. Environmental Planning – environmental documents, such as environmental assessments, impact statements, and permits.

- D. Housing – studies and analysis in support of the City’s Housing First and Affordable Housing (Ordinance 18-10 and related Administrative Rules) programs, and compliance monitoring services.
- E. Solid Waste Planning - solid waste program or facility master planning, including landfill, waste-to-energy and recycling systems; waste composition studies and analyses, solid waste feasibility studies, collection and disposal operations efficiency studies and analysis.
- F. Climate Change, Sustainability, and Resiliency Planning – climate change mitigation planning; climate change impact and vulnerability analysis, climate change adaptation planning, hazard impact analysis and mitigation planning, and long-term disaster recovery planning.
- G. Transportation Planning⁵ – Site assessment and selection, feasibility studies and analyses, land use and urban design plans, environmental documents, land use permit processing, regulations studies to support development of public transit facilities, and transit service and operations planning. Socio-economic analyses and community outreach to support public transit program and policy development. Transportation planning including environmental studies, multimodal studies and surveys, parking studies, traffic impact studies, congestion mitigation studies, traffic circulation studies, transit-oriented development, complete streets, short-range transportation planning, long-range transportation planning, coordinated public transit-human services transportation planning, transportation forecasting, livable and sustainable transportation studies and master plans for transit operations and maintenance facilities.

Department of Transportation Services projects may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix B: FHWA Attachment for DTS Projects for additional information.

- 3. **ECONOMIC ANALYST, GS-0110** – economic and financial analysis, development and review of requests for proposals and submitted proposals.
- 4. **ENVIRONMENTAL ENGINEERING, GS-0819**
 - A. Environmental Engineering¹ – air quality studies; water quality and ground water monitoring studies, including sampling, testing, and modeling; oceanographic studies, including temperature, currents, dilution, etc.; energy audits and conservation; NPDES permitting; preparation of NPDES manuals, guidelines and plans; total maximum daily load (TMDL) waste load allocation studies; State Department of Health Section 401 Water Quality Certifications, U.S. Army Corps of Engineers Section 404 Permits, etc.
 - B. Environmental Investigations – phase 1 and 2 site assessments and other environmental investigations.
 - C. Hazardous Materials Investigation, Testing and Abatement; Facility Closure and Clean-Up – dust, mold, heavy metals, asbestos, contaminated soil mitigation, etc. (Note: Hawaii Department of Health certifications for asbestos activities are preferred and may be required for specific projects.)
- 5. **GENERAL ENGINEERING, GS-0801**
 - A. Project Management¹ – project oversight, project coordination, contracting, administrative processing, project cost estimating and budgeting, project scheduling, project tracking, public meetings, services during bidding and construction, coordination with other agencies and departments as necessary.
 - B. Program Management – develop long-range plans and manage comprehensive capital improvement programs for large municipal infrastructure systems (including wastewater

collection and treatment facilities, storm water facilities, and transportation system programs); program budgeting, scheduling, and tracking; process development; etc.

Categories with State of Hawaii License Requirements, HRS Chapter 464 or 466K (license type and class indicated)

6. ARCHITECTURE, GS-0808

- A. Planning and Design¹ (AR) – master plans; buildings; offices; interior architecture, including space planning and modular furniture design; fire and police stations; recreational facilities, including passive and active parks, golf courses, comfort stations, community centers, and lifeguard towers; zoo facilities; corporation yards; operations centers; maintenance facilities; laboratory facilities; group homes and shelters; cultural facilities; performing arts facilities; historic preservation; Americans with Disabilities Act (ADA) improvements; Leadership in Energy and Environmental Design (LEED) certified buildings; etc.
- B. ADA Compliance (AR) – compliance with regulatory requirements of the ADA, site and building surveys and assessments, technical assistance, etc.
- C. Construction Management Architecture^{2,3,4} (AR) – buildings; offices; interior architecture, including space planning and modular furniture design; fire and police stations; recreational facilities, including passive and active parks, golf courses, comfort stations, community centers, and lifeguard towers; zoo facilities; corporation yards; operations centers; maintenance facilities; laboratory facilities; group homes and shelters; cultural facilities; performing arts facilities; historic preservation; ADA improvements; LEED certified buildings; etc.

7. CIVIL ENGINEERING, GS-0810

- A. General Civil¹ (PE-Civil) – site improvements; parking; fuel stations; vehicle washing facilities; ADA compliance, including site surveys, assessments, and technical assistance; etc.
- B. Coastal Engineering¹ (PE-Civil) – sediment transport, shoreline protection, beach erosion studies, etc.
- C. Hydraulics¹ (PE-Civil) – drainage improvements, sewer lines, pipe assessment and rehabilitation, flood control, outfall improvements etc.
- D. Storm Water Quality Improvements¹ (PE-Civil) – best management practices (BMPs); erosion protection measures; low impact development BMPs; training for storm water quality programs; inspections for storm water quality programs; storm water pollution prevention plan preparation; spill prevention, control, and countermeasures preparation; geographic information system design, implementation, and data collection; vehicle wash facilities, including wash facilities for refuse trucks; watershed planning.
- E. Transportation Studies⁵ (PE-Civil) – transportation planning, including environmental studies, multimodal studies, parking studies, traffic impact studies, congestion mitigation studies, automated driving system planning and studies, traffic circulation studies, short-range transportation planning, coordinated public transit-human services transportation planning, transportation forecasting, livable and sustainable transportation studies and master plans for transit operations and maintenance facilities; site assessment and selection; feasibility studies and analyses; utility infrastructure impact studies; urban design plans; environmental documents; land use permit processing; and regulations studies to support development of public transit facilities.

Department of Transportation Services projects may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix B: FHWA Attachment for DTS Projects for additional information.

- F. Transportation Design^{1,5} (PE-Civil) – intersection improvements, bikeways and bike paths, bridges, traffic control measures, automated driving system design, etc.

Department of Transportation Services projects may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix B: FHWA Attachment for DTS Projects for additional information.

- G. Transit Planning and Design^{1,5} (PE-Civil) – master plans for transit operations and maintenance facilities in conformance with Americans with Disabilities Act (ADA) improvements; physical security for transit facilities (including access control, security lighting, security cameras, and security gates and fencing); Leadership in Energy and Environmental Design (LEED) certified structures; bus stop site improvements; curb ramps; general site improvements (parking, fuel stations, vehicle washing facilities, building roof improvements, etc.); sidewalk improvements; public transit service planning; automated transit system planning and design; bus route structuring; socio-economic analyses; community outreach to support public transit program and policy development; transit and paratransit (cloud based) software design and development; and transit data collection (i.e. surveys) and analysis.

Department of Transportation Services projects may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix B: FHWA Attachment for DTS Projects for additional information.

- H. Traffic Signal Design^{1,5} (PE-Civil) – experience in traffic signal design and familiarity with Federal Highway Administration (FHWA) requirements, current Manual on Uniform Traffic Control Devices (MUTCD), Americans with Disabilities Act Accessibility Guidelines (ADAG) requirements; field electrical power; grounding systems; cable messengers; joint pole requirements; interconnect overhead and underground lines; traffic signal cabinets; traffic signal interconnect communication systems; electrical conduit installation; curb ramp design; FHWA National Environmental Policy Act (NEPA) documented categorical exclusions; FHWA Environmental Engineering requirements; traffic management plans; traffic control; and automated driving system design.

Department of Transportation Services projects may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix B: FHWA Attachment for DTS Projects for additional information.

- I. Traffic Camera Design^{1,5} (PE-Civil) – experience in traffic camera design and familiarity with Federal Highway Administration (FHWA) requirements, fiber optic design, video transmission over fiber optic and copper, IP video (MPeG2, MPeG4, H.264); field electrical power; grounding systems; cable messengers; joint pole requirements; fiber optic transmission overhead and underground lines; ethernet switches and hub stations; equipment cabinets; traffic signal interconnect communication systems; analog to digital conversion; electrical conduit installation; FHWA National Environmental Policy Act (NEPA) documented categorical exclusions; traffic management plans; and traffic control.

Department of Transportation Services projects may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix B: FHWA Attachment for DTS Projects for additional information..

- J. Roadway¹ (PE-Civil) – new roads, road widening, roadway condition assessments, etc.
- K. Street Rehabilitation and Reconstruction¹ (PE-Civil).
- L. Sidewalk Improvements¹ (PE-Civil).
- M. Curb Ramps¹ (PE-Civil) – compliance with regulatory requirements of the ADA, site survey and assessments, technical assistance, etc.
- N. Bus Stop Site Improvements¹ (PE-Civil).
- O. Guardrail Improvements¹ (PE-Civil).
- P. Construction Management Civil^{2,3,4} (PE-Civil) – sidewalks, parking lots, curb ramps, play courts, site improvements, drainage improvements, storm water quality improvements including LID BMPs, sewer lines, flood control, bikeways, bus bays/pads, roadways, curb ramps, traffic improvements, bridges, retaining walls, highway structure improvements, road improvements, road assessment and rehabilitation, guardrail improvements, bus stop site improvements, cured-in-place pipe lining, micro tunneling, golf courses, zoo facilities, etc.

Department of Transportation Services projects may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix B: FHWA Attachment for DTS Projects for additional information.

- Q. Earth Slide and Rock Fall Mitigation¹ (PE-Civil) – Geotechnical engineer with recent experience must be prime consultant or sub-consultant.
- R. Geotechnical Investigations & Design¹ (PE-Civil) – deep and shallow foundations, earth movement, slope stability analysis, slide potential, hazard mitigation, etc.
- S. Construction Services Geotechnical⁴ (PE-Civil) – deep and shallow foundations, etc.
- T. Wastewater Systems¹ (PE-Civil) – collection, treatment, disposal, and reuse facilities, including pump stations and force mains; facility planning; pilot and demonstration studies; pre-treatment studies; condition assessments; etc.
- U. Construction Management Wastewater Systems^{2,3,4} (PE-Civil) – collection, treatment, disposal, and reuse facilities, including pump stations and force mains.
- V. Solid Waste Collection and Disposal¹ (PE-Civil) – solid waste facilities master planning and design; sanitary landfill site selection studies, design, monitoring and closure; landfill gas control and energy recovery; biosolids reuse; solid waste energy recovery; solid waste material recovery and recycling; landfill closure testing, monitoring, reporting; etc.
- W. Construction Management Solid Waste Collection and Disposal^{2,3,4} (PE-Civil) – solid waste collection, reuse, recycling, and disposal facilities and systems, including biosolids reuse; landfill development, expansion, closure, etc.
- X. Wastewater Tunnels¹ (PE Civil) – Large diameter conveyance tunnels installed by trenchless construction methods, including geotechnical and risk analysis, flow modeling, odor control, corrosion protection, etc.
- Y. Deep Wastewater Pumping Stations¹ (PE Civil) – Complete systems, including Influent structures; power systems; 3D and physical modeling; odor control, corrosion protection, etc.

8. ELECTRICAL ENGINEERING, GS-0850

- A. Planning and Design¹ (PE-Electrical) – street lighting, park indoor and outdoor lighting, facilities power/lighting, traffic signal technology, fire alarm systems, back-up power systems, wastewater plant controls and automation, supervisory control and data acquisition (SCADA) systems, security cameras and access control systems, renewable energy projects, etc.
- B. Traffic Signal Design^{1,5} (PE-Electrical) – experience in traffic signal design and familiarity with Federal Highway Administration (FHWA) requirements, current Manual

on Uniform Traffic Control Devices (MUTCD), Americans with Disabilities Act Accessibility Guidelines (ADAG) requirements; field electrical power; grounding systems; cable messengers; joint pole requirements; interconnect overhead and underground lines; traffic signal cabinets; traffic signal interconnect communication systems; electrical conduit installation; curb ramp design; FHWA National Environmental Policy Act (NEPA) documented categorical exclusions; FHWA Environmental Engineering requirements; traffic management plans; traffic control; and automated driving system design.

Department of Transportation Services projects may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix B: FHWA Attachment for DTS Projects for additional information.

- C. Traffic Camera Design^{1,5} (PE-Electrical) – experience in traffic camera design and familiarity with Federal Highway Administration (FHWA) requirements, fiber optic design, video transmission over fiber optic and copper, IP video (MPeG2, MPeG4, H.264); field electrical power; grounding systems; cable messengers; joint pole requirements; fiber optic transmission overhead and underground lines; ethernet switches and hub stations; equipment cabinets; traffic signal interconnect communication systems; analog to digital conversion; electrical conduit installation; FHWA National Environmental Policy Act (NEPA) documented categorical exclusions; traffic management plans; and traffic control.

Department of Transportation Services projects may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix B-FHWA Attachment for DTS Projects for additional information.

- D. Construction Management Electrical^{2,3,4} (PE-Electrical) – street lighting, park indoor and outdoor lighting, facilities power/lighting, traffic signal technology, fire alarm systems, back-up power systems, wastewater plant controls and automation, SCADA systems, security cameras and access control systems, renewable energy projects, etc.
 - E. Energy Services (PE-Electrical) – energy audits and studies, performance contracting, workshops, commissioning and retro-commissioning, etc.
 - F. LEED Commissioning Electrical (PE-Electrical, LEED Accreditation).
- 9. LAND SURVEYING, GS-1373 (LS)** – topographic, boundary, and parcel maps; shoreline certifications; three-dimensional scanning of structures; etc.
- 10. LANDSCAPE ARCHITECTURE¹, GS-0807 (LA)** – master plans, landscape plans (including hardscape), irrigation, etc.
- 11. MECHANICAL ENGINEERING, GS-0830**
- A. Planning and Design¹ (PE-Mechanical) – air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.
 - B. Construction Management Mechanical^{2,3,4} (PE-Mechanical) – air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.
 - C. Energy Services (PE-Mechanical) – energy audits and studies, performance contracting, workshops, commissioning and retro-commissioning, etc.
 - D. LEED Commissioning (PE-Mechanical, LEED Accreditation).
- 12. REAL PROPERTY APPRAISAL (CGA or CRA)** – valuation and/or market analysis for acquisition, condemnation, and/or disposition of all types of real property.

13. STRUCTURAL ENGINEERING

- A. Structural Design (PE-Structural) – structures, revetments, foundations/barriers; pole structures, utility structures, recreational facilities, play courts, rigid pavement, piers, local barriers, special inspection, forensics, etc.
- B. Bridge Inspection Engineer (PE-Structural) – bridge inspection. (Personnel must meet FHWA team leader and bridge load rater qualifications, including but not limited to certification of training in Safety Inspection of In-Service Bridges by National Highway Institute, as identified in CFR 650 Subpart C, Section 309. A qualified underwater bridge inspection diver may also be required for the inspection team.)

BRIDGE INSPECTION, INVENTORY AND APPRAISAL I & II, FY2020, FEDERAL-AID PROJECT NOS. BR-NBIS(0XX) may be funded by Federal Highway Administration Funds and City Funds and shall comply with all Federal, State of Hawaii Department of Transportation (HDOT), and City requirements. Please refer to Appendix A: FHWA Attachment for Federal Bridge Inspection Information.

- C. Bridge Engineer (PE-Structural) – bridge rehabilitation, load limit restoration, and seismic upgrade design; scour evaluation, monitoring, and countermeasures.

¹ For projects that involve soil disturbance, priority may be given to persons with Certified Professional in Erosion and Sediment Control™ qualification from EnviroCert International or a City-approved equivalent certification.

² Documentation of Certified Construction Manager (CCM) certification from the Construction Manager Certification Institute is required for qualification in any construction management category.

³ All Construction Management personnel assigned to work on DDC projects must provide a current certificate of completion for the “Inspector or Construction Management” training module of the City’s NPDES MS4 Annual Training program. Register at <http://training.cleanwaterhonolulutraining.com/> to access the training module. The certificates are valid for one year and the training must be repeated annually.

⁴ For projects that involve soil disturbance, priority may be given to persons with Certified Inspector of Sediment and Erosion Control (CISEC) qualification from CISEC, Inc. or a City-approved equivalent certification.

⁵ A preliminary list of Department of Transportation Services projects is provided in Appendix C, FY 20 Proposed DTS Professional Services Project Listing by Service Category.

DDC SUBMITTAL REQUIREMENTS

Consultants interested in being listed by DDC as qualified in one or more of the service categories shall submit their qualifications as specified in this section. Do not use the submittal requirements for other departments that might be indicated elsewhere in this notice.

Submittals shall include PDF files of the following:

- A. Modified Standard Form 330 (r6/06) for each service category. Copies of the form may be downloaded from the Professional Services page at <http://www.honolulu.gov/pur/ps.html> or picked up from the Department of Design and Construction at 650 South King Street, 11th Floor, Honolulu, Hawaii 96813.

If preferred, one Modified Standard Form 330 may be submitted for multiple service categories; however, the PDF file shall not exceed 3.0 MB, whether it is for a single

service category or for multiple service categories. Submit a single PDF file for each Modified Standard Form 330.

Do not include the Modified Standard Form 330 instructions (pages 1-6) in your submittal. The PDF file must include the completed signature blocks of the Modified Standard Form 330 (Part I, Section I and Part II, Section 12).

Any supplemental information, including promotional literature, company brochures, award certificates, proposed sub-consultants, team structure diagrams, etc., shall be incorporated into Part I, Section H of the Modified Standard Form 330. Promotional materials or descriptive literature are not necessary, but will be accepted if included in Part I, Section H of a PDF file meeting the 3.0 MB size limit, whether for a single service category or for multiple service categories.

- B. Completed FY20 Service Category Checklist indicating the service categories for which you wish to be considered (available from the Professional Services page at <http://www.honolulu.gov/pur/ps.html>). Submit one 11X17 PDF file of the checklist per company. Confirmation of the checked service categories you have qualified for will be mailed back to you within one month after the deadline or receipt of your submittal, whichever is later.
- C. One Transmittal Letter per company, dated and signed by an authorized representative of the firm.

Requests to Re-Use last year's Statement of Qualifications (SOQ) will be accepted for FY20. Such requests shall be made by submitting a completed FY20 Resubmittal Request form letter available from the Professional Services page at <http://www.honolulu.gov/pur/ps.html> and a completed FY20 Service Category Checklist. Note that requests to re-use submittals will only be accepted if the consultant submitted a complete and compliant SOQ for FY19. A Resubmittal Request Form will not be accepted two years in a row.

III. **DEPARTMENT OF EMERGENCY MANAGEMENT (DEM)**

Emergency Management Series – 0089

- Emergency Management – Planning
 - Developing and preparing emergency management policies and plans, procedures, and risk assessment;
 - Integrating diverse stakeholders (e.g. disability, diverse population) into emergency preparedness and response activities to ensure they have equal access and resources in accordance with civil rights laws;
 - Assessing, inspecting, or evaluating emergency management processes, plans, standard operating procedures, or guidance for compliance with established emergency management directives, regulations, policies, civil rights laws, standards, and guidance;
 - Providing technical advice on preparedness and response activities associated with natural and/or man-made disasters;
 - Developing plans to ensure the capability to continue essential functions during all hazards;

- Determining needed and available resources (e.g. technical expertise, equipment, and infrastructure) and capacities, as well as future sources, to support emergency activities.
- Emergency Management – Training & Exercise
 - Providing or coordinating emergency response and preparedness training, exercises, and assistance;
 - Planning, coordinating, and executing exercises in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP);
- Emergency Management – Hazard Mitigation
 - Implementing programs to engage all stakeholders in reducing the frequency, severity, and cost of disasters, injuries, fatalities, and impact on critical infrastructure and the environment.

DEM SUBMITTAL REQUIREMENTS

Please see the Submittal Requirements Section on Page 15-16.

ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

IV. HONOLULU FIRE DEPARTMENT (HFD)

1. HRS Chapter 453 Medicine and Surgery
2. Safety and Occupational Health Management, GS-0018
3. Psychology Aid and Technician, GS-0181
4. Physiology, GS-0413
5. Toxicology, GS-0415
6. Dietician and Nutritionist, GS-0630
7. Occupational Therapist, GS-0631
8. Physical Therapist, GS-0633
9. Industrial Hygiene, GS-0690
10. Consumer Safety, GS-0696
11. Safety Engineering, GS-0803
12. Fire Prevention Engineering, GS-0804
13. Materials Engineering, GS-0806
14. General Inspection, Investigation, Enforcement, and Compliance Series, GS-1801
15. Investigative Analysis Series, GS-1805
16. General Investigation, GS-1810
17. Criminal Investigation, GS-1811

HFD SUBMITTAL REQUIREMENTS

Please see the Submittal Requirements Section on Page 15-16.

ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

V. DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)

Computer Science, GS-1550

1. Oracle, Microsoft SQL, MySQL, MongoDB, PostgreSQL Database Design, Upgrade Planning and Implementation, Database Management, Integration and Application Development
2. Internet and E-Commerce – Application design, and development
3. Web Content Management
4. Electronic Document Management System
5. Programming – Mainframe Including COBOL, IMS, CICS, TRANSFORM and other programming services (Please specify area of expertise)
6. Web Applications – Design and Development
7. GIS-Geographic Information Systems
8. Workflow Management
9. Asset Management-Integration, Implementation, and Consultant Services
10. Network Support – WAN/LAN/Wireless
11. Infrastructure Support Including Infrastructure design and support services, MS server Upgrade and Migration support services, Infrastructure Planning and management
12. Wireless Communications
13. 800MHz Radio Support and Maintenance
14. Telecommunications: Network Engineering and Support
15. MS Exchange/Windows server and desktop operating systems upgrade planning and implementation
16. Open Source software engineering & support, including Linux, J2EE, and related software
17. Help Desk - Includes Call Center
18. Information Security and Data Protection - Includes Cyber Security Management, Security Administration Services, Intrusion Protection and Audit Tracking Services, Internet Security Management
19. Disaster Recovery Management Services
20. z/OS Consultant Services
21. AIX/UNIX Consultant Services
22. VOIP Solutions
23. Access Control, Monitoring and Security Systems
24. Lease Administration
25. Telecommunications business development, planning and management
26. Radio Coverage Analysis
27. Microwave Path Analysis and Back Haul methods including Digital Cross-connect Systems (DCS), multiplexers (including channel banks), SONET and Loop Protection Switches.
28. IBM WebSphere Technology
29. Website design and development consulting services
30. SOA/WS design and development consulting services
31. IT Portfolio and Project Management
32. Engineering Planning and Design – Architectural/Engineering design, project management or construction management teams for hardened communication facilities.
33. Storage Area Networking – Storage, Switch Configuration, and Fabric Network Design
34. IBM Rational Technology

35. Enterprise Architecture
36. Planning and design of an integrated safety and security video surveillance and monitoring system for transit vehicles and transit facilities.
37. Professional IT Services not listed above (Please specify area of expertise)

DIT SUBMITTAL REQUIREMENTS

Please see the Submittal Requirements Section on Page 15-16. ALL MATERIALS shall be emailed to: professionalservices@honolulu.gov. NO HARD COPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.

SUBMITTAL REQUIREMENTS

I. MATERIALS TO BE SUBMITTED:

Firms/Persons shall provide PDF files of all materials being submitted. PDF attachments shall be no larger than 3.0 MB per attachment. Emails shall not exceed 20 MB. All PDFs shall be printable on standard size paper.

ALL SUBMITTALS (regardless of Department) shall:

1. Be emailed to professionalservices@honolulu.gov
2. Clearly IDENTIFY THE COMPANY OR PERSON SUBMITTING THE MATERIALS
3. Clearly IDENTIFY THE CATEGORY OF INTEREST
4. Clearly IDENTIFY THE DEPARTMENT you intend to submit for

All materials submitted which have not been clearly designated as proprietary shall become the property of the City and may be subject to public inspection in accordance with HRS §92F.

II. QUALIFICATIONS SUBMITTAL FORMAT

This submittal format is provided to assist you in assembling your Statement of Qualification.

CRITERIA	No. Of Pages
Introductory letter , including the name of the firm, the category the consultant is submitting for, number of years in the business, and office locations.	2
<p>1. Professional qualifications necessary for satisfactory performance of required services.</p> <p>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 otherwise stated herein. The project manager's resume must be included in the Appendix.</p> <p>The consultant shall designate experienced professional and technical staff to competently and efficiently perform the work, either through their own personnel or sub-consultants. The qualifications shall identify the project team composition, project leadership, reporting responsibilities, and address how sub-consultants will fit into the management structure. Resumes of key team members, limited to one page per person, must be included in the Appendix.</p> <p>Note: This information includes the qualifications of the individuals and sub-consultants, and a list of applicable past projects the consultant worked on. The selection is made on the team, and not just the prime consultant.</p>	4
<p>2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.</p> <p>The consultant shall include a list of all similar projects that the consultant</p>	3

worked on and successfully completed. Include the name, contact person and telephone number of the government and/or private agencies, and how cost control, quality of work, and schedule compliance issues were addressed.	
<p>3. Capacity to accomplish the work in the required time.</p> <p>The consultant must demonstrate that sufficient knowledgeable staff is available and that any sub-consultant 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.</p>	3
<p>4. Any additional criteria.</p> <p><u>Submit any conflict of interest you may encounter in performing services for the City and County of Honolulu.</u></p> <p>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.</p>	2
TOTAL	14*
Appendix: Resumes of key personnel	1 pg/person maximum
Appendix: Company brochure (optional)	

*A page is considered to be letter size, printed on one side, single spaced, with characters no smaller than 12 point font. Additional information may be requested at our discretion.