CITY AND COUNTY OF HONOLULU
NOTICE TO PROVIDERS
OF
PROFESSIONAL SERVICES
Fiscal Year 2017

PURPOSE:

Pursuant to Hawaii Revised Statutes, Section 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 2017.

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. on April 29, 2016.

Submittals received after the above deadline that meet all applicable criteria will be accepted, but will become available for consultant selections conducted after the submitted materials have been reviewed and the service category qualification(s) determined.

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

Published on the web: March 31, 2016

ANTICIPATED REQUIRED PROFESSIONAL SERVICES FOR FISCAL YEAR 2017

Professional services categories are listed per Department, however, all categories may be used by any City department. Please see the submittal requirements listed herein per Department.

I. DEPARTMENT OF DESIGN AND CONSTRUCTION:

Categories without State of Hawaii License Requirements

1. **ARCHAEOLOGY, GS-0193** – Investigations, mitigation plans, monitoring, etc.

2. **COMMUNITY PLANNING, GS-0020**
   A. Planning – community plans, master plans, site assessment and selection, feasibility studies and analysis, watershed plans, environmental documents, land use permit processing, regulation studies, code development.

   B. Land Use and Urban Design Planning, including arts and cultural districts, historic preservation, and wayfinding systems.

   C. Housing Studies and Analysis, including support and implementation of Housing First program.

   D. Transit-Oriented Development.

   E. Bus Route Planning.

   F. Master Planning for Grading, Utilities, Fire Protection, etc.

   G. Community Outreach, Education and Graphic Communication – various topics, including National Pollutant Discharge Elimination System (NPDES) permit related outreach, etc.

3. **ENVIRONMENTAL ENGINEERING, GS-0819**
   A. Environmental Engineering – 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 Planning – 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.)

4. **GENERAL ENGINEERING, GS-0801**
   A. Project Management – 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.

C. Americans with Disabilities Act (ADA) Compliance – compliance with regulatory requirements of the ADA, site survey and assessments, technical assistance, etc.

<u>Categories with State of Hawaii License Requirements, HRS Chapter 464 (license type and class indicated)</u>

5. ARCHITECTURE, GS-0808

A. Planning and Design (AR) – master plans, buildings, offices, corporation yards, comfort stations, community centers, group homes & shelters, fire & police stations, laboratory facilities, operations centers, cultural facilities, performing arts facilities, historic preservation, passive & active parks, recreational facilities, golf courses, zoo facilities, maintenance facilities, lifeguard towers, ADA improvements, Leadership in Energy and Environmental Design (LEED) certified buildings, etc.

B. Construction Management Architecture*, ** (AR) – buildings, offices, corporation yards, comfort stations, community centers, group homes & shelters, fire & police stations, laboratory facilities, operations centers, cultural facilities, performing arts facilities, historic preservation, passive & active parks, recreational facilities, golf courses, zoo facilities, maintenance facilities, lifeguard towers, ADA improvements, LEED certified buildings, etc.

6. CIVIL ENGINEERING, GS-0810

A. General Civil (PE-Civil) – site improvements, parking, fuel stations, vehicle washing facilities, etc.

B. Coastal Engineering (PE-Civil) – sediment transport, shoreline protection, beach erosion studies, etc.

C. Hydraulics (PE-Civil) – drainage improvements, sewer lines, pipe assessment and rehabilitation, flood control, outfall improvements etc.

D. Storm Water Quality Improvements (PE-Civil) – best management practices (BMPs); erosion protection measures; low impact development (LID) BMPs; training services for storm water quality programs; vehicle wash facilities, including wash facilities for refuse trucks; etc.

E. Transportation Planning (PE-Civil) – environmental studies and documentation, etc.

F. Transportation Engineering (PE-Civil) – traffic studies, intersection improvements, bikeways and bike paths, traffic control measures, bus bays and pads, bus stops, etc.

G. Roadway (PE-Civil) – new roads, road widening, roadway condition assessments, etc.

H. Street Rehabilitation and Reconstruction (PE-Civil).

I. Sidewalk Improvements (PE-Civil).

J. Curb Ramps (PE-Civil) – compliance with regulatory requirements of the ADA, site survey and assessments, technical assistance, etc.

K. Bus Stop Site Improvements (PE-Civil).

L. Guardrail Improvements (PE-Civil).

M. Construction Management Civil*,** (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.

N. Earth Slide Mitigation (PE-Civil) – Geotechnical engineer with recent experience must be prime consultant or sub-consultant.

O. Rock Fall Mitigation (PE-Civil) – Geotechnical engineer with recent experience must be prime consultant or sub-consultant.

P. Geotechnical Investigations & Design (PE-Civil) – deep and shallow foundations, earth movement, slope stability analysis, slide potential, hazard mitigation, etc.

Q. Construction Services Geotechnical (PE-Civil) – deep and shallow foundations, etc.

R. Wastewater Systems (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.

S. Construction Management Wastewater Systems*,** (PE-Civil) – collection, treatment, disposal, and reuse facilities, including pump stations and force mains.

T. Solid Waste Collection and Disposal (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.

U. Construction Management Solid Waste Collection and Disposal *,** (PE-Civil) – solid waste collection, reuse, recycling, and disposal facilities and systems, including biosolids reuse; landfill development, expansion, closure, etc.

7. ELECTRICAL ENGINEERING, GS-0850

A. Planning and Design (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. Construction Management Electrical*, ** (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.

C. Energy Services (PE-Electrical) – energy audits and studies, performance contracting, workshops, commissioning and retro-commissioning, etc.

D. LEED Commissioning Electrical (PE-Electrical, LEED Accreditation).

8. **LAND SURVEYING, GS-1373** (LS) – topographic, boundary, and parcel maps; shoreline certifications, etc.

9. **LANDSCAPE ARCHITECTURE, GS-0807** (LA) – master plans, landscape plans (including hardscape), irrigation, etc.

10. **MECHANICAL ENGINEERING, GS-0830**

A. Planning and Design (PE-Mechanical) – air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.

B. Construction Management Mechanical*, ** (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).

11. **REAL PROPERTY APPRAISAL** (CGA or CRA) – valuation and/or market analysis for acquisition, condemnation, and/or disposition of all types of real property.

12. **STRUCTURAL ENGINEERING**

A. Structural (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.)

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

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

** All Construction Management personnel assigned to work on DDC projects must provide a current certificate of completion for the City's Environmental Compliance Assessment, Training,

and Tracking System (ECATTS) "Inspector or Construction Management" training module. Register at https://honolulu.ecatts.com to access the training module. The certificates are valid for one year and the training must be repeated annually.

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.

Submittals shall include 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. Multiple PDF files for a single Modified Standard Form 330 will not be accepted. Do not include the Modified Standard Form 330 instructions (pages 1-6) in your submittal. The PDF file shall 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., should 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 the PDF file meeting the 3.0 MB size limit, whether for a single service category or for multiple service categories.

B. Completed FY17 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 8 ½" X 14" checklist per consultant. 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. Transmittal Letter 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 FY17. Such requests shall be made submitting a completed FY17 Resubmittal Request form letter available from the Professional Services page at http://www.honolulu.gov/pur/ps.html and a completed FY17 Service Category Checklist. Note that requests to re-use submittals will only be accepted if the consultant submitted a complete and compliant SOQ for FY16. A Resubmittal Request Form will not be accepted two years in a row.

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

II. DEPARTMENT OF EMERGENCY MANAGEMENT (DEM)

1. Education Program, GS-1720

2. Public Health Educator, GS-1725
3. Education Research, GS-1730
4. Community Planning, GS-0020

DEM SUBMITTAL REQUIREMENTS

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

III. DEPARTMENT OF PARKS AND RECREATION (DPR)

Horticulture, GS-437 series:

1. Pruning/Removal. Shall be certified by one of the following: CA, BCMA or RCA.
2. Tree Protection Plan. Shall be certified by TRAQ and one of the following: CA, BCMA, RCA, CA or LA.
3. Tree Assessment Reporter. Shall be certified by TRAQ and one of the following: CA, BCMA or RCA.
4. Root Pruning/Trenching. Shall be certified by TRAQ and one of the following: CA, BCMA or RCA.
5. Tree Planting/Landscape/Maintenance*. Shall be certified by one of the following: LICT, CA, BCMA or RCA.
6. Large Tree Planting/Relocation**. Shall be certified by one of the following: LICT, CA, BCMA or RCA.

*Tree Planting - plant using small tools and equipment
**Large Tree Planting - requires specialized equipment for planting and relocation

Definitions:
CA - International Society of Arboriculture, Certified Arborist--
BCMA - International Society of Arboriculture, Board Certified Master Arborist-
RCA - American Society of Consulting Arborists, Registered Consulting Arborist-
TRAQ - International Society of Arboriculture, Tree Risk Assessment Qualified-
LICT - Professional Landscape Network (PLANET), Landscape Industry Certified Technician
LA - Landscape Architect

Applicants shall apply for each category, and will be evaluated separately in each category.

DPR SUBMITTAL REQUIREMENTS

Consultants, in addition to following the Submittal Requirements Section on Page 15-16, shall provide completed Qualified Arborist Application(s) for each desired sub category (eg. Tree Installation and Maintenance, Tree Protection Plan, etc.) and/or completed Qualified LICT Application. Each form shall be submitted per individual and not per company. All forms referenced herein are available at http://www.honolulu.gov/pur/ps.html.

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

IV. HONOLULU FIRE DEPARTMENT (HFD)

1. Physiology, GS-0413
2. Toxicology, GS-0415
3. Dietician and Nutritionist, GS-0630
4. Occupational Therapist, GS-0631
5. Physical Therapist, GS-0633
6. Industrial Hygiene, GS-0690
7. Consumer Safety, GS-0696
8. Safety Engineering, GS-0803
9. Fire Prevention Engineering, GS-0804
10. Materials Engineering, GS-0806

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. HONOLULU POLICE DEPARTMENT (HPD)

1. General Health Science, GS-0601, HRS Chapter 457

   - Advanced Practice Registered Nurses (APRN-RX) with Prescriptive Authority to take consultative calls from the Central Receiving Division's staff as needed to prescribe and/or approve dispensing of medication provided to detainees.
   - Advanced Practice Registered Nurses (APRN) for mental health screening, short-term medical care, and on-site consultation for detainees and/or other persons.
   - On-Call responses (24/7) to assess exposure to communicable diseases by department personnel and follow-up counseling and support.
   - To include general health science services as it relates to the Honolulu Fire Department.

2. General Biological Science, GS-0401

   - Reaccreditation of the DNA laboratory and accreditation of other units by Forensic Quality Sciences, Inc., or the American Society of Crime Laboratory Directors Laboratory Accrediting Board.
   - Private DNA laboratories to conduct DNA analysis not currently done in the HPD laboratory.

3. Psychology, GS-0180 and/or Psychologist, HRS Chapter 465

   - On-site psychological services for fitness-for-duty evaluations and testimony.
   - On-site pre-employment suitability screening and psychological evaluations.
   - Psychological test materials, administrations, and expert testimony.
   - On-site psychological consultation and training.

HPD 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.

VI. DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)

Computer Science, GS-1550

1. Oracle, Microsoft SQL, IBM DB2 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, TANSFORM 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 2000/2003 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. pSeries Consultant Services
22. AIX/UNIX Consultant Services
23. VOIP Solutions
24. Access Control, Monitoring and Security Systems
25. Lease Administration
26. Telecommunications business development, planning and management
27. Radio Coverage Analysis
28. Microwave Path Analysis and Back Haul methods including Digital Cross-connect Systems (DCS), multiplexers (including channel banks), SONET and Loop Protection Switches.
29. IBM WebSphere Technology
30. Website design and development consulting services
31. SOA/WS design and development consulting services
32. IT Portfolio and Project Management
33. Engineering Planning and Design – Architectural/Engineering design, project management or construction management teams for hardened communication facilities.

34. Storage Area Networking – Storage, Switch Configuration, and Fabric Network Design
35. IBM Rational Technology
36. Enterprise Architecture
37. Planning and design of an integrated safety and security video surveillance and monitoring system for transit vehicles and transit facilities.
38. 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.

VII. DEPARTMENT OF CORPORATION COUNSEL (COR)

Under the Hawaii Public Procurement Code, Haw. Rev. Stat. Chapter 103D, and the Revised Charter of the City and County of Honolulu, the Corporation Counsel of the City and County of Honolulu is responsible for securing legal services from licensed private attorneys to provide legal advice and representation for City departments, officers, employees, boards, commissions and semi-autonomous agencies. 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, 2016, to June 30, 2017:

1. Administrative Law
2. Appellate Practice
3. Anti-trust
4. Bankruptcy/Receivership
5. Business Law, including Contract Law, Contract Negotiations, Corporate Law, and Business Transactions
6. Civil Rights
7. Collections
8. Litigation, including Complex Civil Litigation and Class Action
9. Constitutional Law
10. Condemnation
11. Construction Law including Construction Litigation
12. Criminal Law
13. Election Law
14. Employment Law, including Employee Benefits
15. Energy Law
16. Environmental Law, including Clean Water Act, Clean Air Act, HEPA/NEPA Regulatory Compliance & Enforcement, Solid Waste Management, Environmental Attributes, and Storm Water Management
17. Probate, Estates and Trusts, including Guardianships
18. Government Contracts & Procurement, including bid protests, State & Federal Procurement
19. Government Ethics
20. Health Law
21. Information and Computer Technology

22. Insurance
23. Intellectual Property
24. Labor
25. Law Enforcement
26. Maritime Law
27. Plaintiffs Qui Tam
28. Public Benefits Law, including ADA
29. Public Financing, including Bond Counsel, Investment Banking, and Financing Leases
30. Public Utilities Law
31. Real Property, including Financing, Development, Land Use Entitlements & Transactions
32. Securities Law
33. Tax
34. Telecommunications
35. Tort Law, including Products Design, Construction Liability, Personal Injury, Products Liability, Design Defects, and Professional Malpractice,
36. Transportation Law, including Mass Transit, Transit Financing, Land Use Entitlements
37. Water Law
38. Workers' Compensation
39. Project Labor Agreements

COR SUBMITTAL REQUIREMENTS

Licensed attorneys interested in providing legal services in one or more 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 also include areas not listed.

Forms are available for download at http://www.honolulu.gov/cor. 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.

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VIII. DEPARTMENT OF TRANSPORTATION SERVICES (DTS)

1. Civil Engineering, GS-810:

Civil - Transportation Studies (traffic studies, community plans, feasibility studies and analysis, etc.). Transportation Planning including Environmental Studies, Multimodal Studies, Parking Studies, Traffic Impact Studies, Congestion Mitigation Studies, Traffic Circulation Studies, Short-range 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, land use and urban design plans, environmental documents, land use permit processing, regulations studies to support development of public transit facilities.

Civil – Transportation Design (intersection improvements, bikeways and bike paths, traffic control measures, etc.).

Design projects including but not be limited to:

a. Traffic Improvements at Various Locations (TIVL)
b. Traffic Engineering Devices at Various Locations
c. Multi-modal Bike Plan

Civil – Transit Planning and Design – Master plans for transit operations and maintenance facilities in conformance with the American with Disabilities Act (ADA) improvements, physical security for transit facilities (including access control and security lighting), Leadership in Energy and Environmental Design (LEED) certified structures, bus stop site improvements, curb ramp, general (site improvements, parking, fuel stations, vehicle washing facilities, etc.) and sidewalk improvements. Public transit service planning, bus route structuring, Socio-economic analyses and community outreach to support public transit program and policy development.

Projects to include but not be limited to:

a. Bus Stop ADA Access Improvements
b. Bus Stop Pad Improvements
c. Bus Stop Site Improvements
d. Pedestrian – Transit Connections

Civil – Construction Management (sidewalks, parking lots, curb ramps, site improvements, drainage improvements, storm water quality improvements, sewer lines, flood control, bikeways, bus bays/pads, roadways, curb ramps, traffic improvements, retaining walls, highway structure improvements, road improvements, road assessment and rehabilitation, guardrail improvements, etc.).

2. Civil Engineering, GS-810 and/or Electrical Engineering, GS-850

Civil or Electrical – Traffic Signal Design (plans, specifications and construction cost estimate). Consultant shall have experience in Traffic Signal design and be familiar 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 system, Electrical conduit installation, Curb ramp design, FHWA National Environmental Policy Act (NEPA) document (documented categorical exclusion), FHWA Environmental Engineering requirements, Traffic Management Plan, and Traffic Control.

Projects to include but not be limited to:

a. Traffic Signal at Various locations
b. Pedestrian upgrades at Various locations
c. Traffic Signals and Signal Loops

Civil or Electrical – Traffic Camera Design (plans, specifications and construction cost estimate). Consultant shall have experience in Traffic Camera design and be familiar 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 system, Analog to Digital conversion, Electrical conduit installation, FHWA documented category exclusion, Traffic Management Plan, and Traffic Control.

Projects to include but not be limited to:

- Computerized traffic control systems at various locations

3. Audit Services, GS-511

Certification of data reported in National Transit Database (NTD) regarding fixed route, demand response, and demand taxi services, including DTS sub-recipient services utilizing Federal Transit Administration (FTA) funds. Performance audit of the city bus system and special transit services (The Handi-Van).

DTS SUBMITTAL REQUIREMENTS

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IX. DEPARTMENT OF BUDGET AND FISCAL SERVICES (BFS)

Actuary, GS-1510

BFS SUBMITTAL REQUIREMENTS

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SUBMITTAL REQUIREMENTS

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1. Be emailed to professionalservices@honolulu.gov
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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 shall be subject to public inspection and may be returned only at the City's discretion.

II. QUALIFICATIONS SUBMITTAL FORMAT

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

CRITERIA	Max. 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
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 otherwise stated herein. 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 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. 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.	4
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	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.	
3. Capacity to accomplish the work in the required time. 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. The consultant shall also identify key team members, including the project manager and any sub-consultants.	3
4. Any additional criteria. <u>Submit any conflict of interest you may encounter in performing services for the City and County of Honolulu.</u> **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, including modern and cost-effective design methods or special project related techniques that would benefit the project.	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.