NOTICE TO CONSULTANTS
REQUEST FOR CONSULTANT SERVICES

The City and County of Honolulu, Department of Transportation Services, is seeking a qualified construction management consultant for the Kamokila Boulevard Restoration project.

This project is funded with 80% Federal Highways Administration (FHWA) funds and shall comply with all federal and State DOT requirements.

PROJECT BACKGROUND: This project will consist of roadway improvements along Kamokila Boulevard including repaving of existing asphalt concrete pavement and the repair of portions of the existing sidewalks. Construction will generally consist of removal and replacement of existing asphalt concrete pavement, removal and replacement of portions of existing sidewalks, restoration of existing traffic signal loop detectors, and roadway restriping.

PROJECT LOCATION: The project is located on the island of Oahu, Kapolei, along Kamokila Boulevard.

PROJECT PURPOSE: To repave existing pavement and repair portions of existing sidewalks for the project location.

SCOPE OF SERVICES: The services to be performed by the consultant will include construction support and construction management as needed by the CITY and the consultant may be used for other similar projects. These services shall include but not be limited to the following:

- Project management,
- review/interpretation of plans and specifications,
- construction scheduling,
- cost control,
- construction quality/safety control,
- materials and equipment receiving,
- material testing and sampling,
- work related to construction changes and claims,
- record keeping,
- work related to final completion, testing, and inspection,
- contractor progress payments.

Qualified firms interested in being considered for the above contract are invited to submit their qualifications in accordance with the Guidelines for Preparing Consultant Qualifications for Traffic Engineering Division Projects. In accordance with Section 103D-304, HRS, qualifications should include the following:

(1) The name of the firm or person, principal place of business, and location of all of its offices;
(2) The age of the firm and its average number of employees over the past five years;
(3) Proposed staff commitment and descriptions of their roles and responsibilities;
(4) The education, training and qualifications of the proposed staff and key members of the firm;
(5) The proposed approached to conduct the project;
(6) Past performance on projects of similar scope for public agencies or private industry;
(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 for similar type of projects;
(8) Records of performance on contracts with respect to cost control, quality of work, and ability to meet schedules;
(9) Any other pertinent information that should be considered in the evaluation of the firm's qualifications; and
(10) Any promotional or descriptive literature which the firm desires to submit.
(11) Federal funds will be used for this project; therefore, the qualified firm may be required to submit DBE/WBE information.

GUIDELINES FOR
PREPARING CONSULTANT QUALIFICATIONS
FOR
TRAFFIC ENGINEERING DIVISION PROJECTS

The Department of Transportation Services (DTS) Traffic Engineering Division (TE) has developed guidelines to standardize the preparation of consultant qualifications. The purpose of these guidelines is to help assure consistency in format and content of consultant qualifications submitted to DTS TE. This process should reduce the time requirements for the consultants in preparing a qualification submittal and will simplify the review process by DTS personnel.

In order for the DTS consultant selection committee to evaluate each qualification properly, it is very important that each submittal be clear, concise and follows the recommended format. A maximum total of 100 points is available for each submittal. Points for each section are as shown in the following table.

QUALIFICATIONS FORMAT REQUIREMENTS

Criteria	*Points*	*Max. No. of Pages*
Introductory letter, number of years in business, references and office locations		2
Experience and professional qualifications relevant to the project type	45	4
Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies	23	2
Capacity to accomplish work in the required time	22	2
Additional Information: Innovative or alternative methods to perform the required services, and anticipated concepts for completion of the project.	10	2
MAXIMUM TOTAL	100	12
Appendix: Resumes of key personnel		1 pg/person maximum
Appendix: Company brochure (optional)		

* Number of pages per proposal may vary depending upon the nature of the project or service contract, but must total no more than 12 pages and no more than the maximum number of pages per criteria shown in the above table, excluding appendices, table of contents, and tabs.

A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times font or similar preferred). Any proposal exceeding the 12-page limit or maximum number of pages per criteria, unless otherwise stated in the RFQ, receives a 5-point penalty for each page over the limit.

QUALIFICATIONS EVALUATION CRITERIA FOR CONSULTANT SERVICES

The criteria presented below will be used for evaluating interested consultants:

1. **Professional qualifications necessary for satisfactory performance of required services.**

   The project engineer must have experience in managing projects of similar nature and scope, and shall be a professional civil engineer licensed in the State of Hawaii unless stated in the RFQ. The project engineer'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 subconsultants. The qualification shall identify the project team composition, project leadership, reporting responsibilities, and address how subconsultants 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 subconsultants, and a list of applicable past projects the consultant worked on. The selection is made on the team, and not just the prime consultant.

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 worked on and successfully completed. Include the name, contact person and telephone number of the government and/or private agencies, and how cost control 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 subconsultant 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 subconsultants.

4. **Additional Information.**

   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, and present and modern and cost-effective design methods or special project related techniques that would benefit the project.

Some or all of the proposers will be invited to conduct discussions and/or interviews with the City and County of Honolulu staff and selection panel.

Financial obligations of the City are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the City.

After submitting the RFQ, except as the City may otherwise agree, no changes shall be made in the key personnel. If, for any reason beyond the control of the consultant, it becomes necessary to replace any of the key personnel, the consultant shall provide as a replacement a person of equivalent or better qualifications for approval by the City.

This list may be used for other similar projects.

Any inquiry regarding the project should be directed to Adrian Chang at (808) 768-8318.

Traffic Engineering Division
Department of Transportation Services
City and County of Honolulu
650 S. King Street, 2nd Floor
Honolulu, Hawaii 96813

Six (6) copies of the qualifications should be sent to:

WAYNE Y. YOSHIOKA, Acting Director
Department of Transportation Services
City and County of Honolulu
650 S. King Street, 3rd Floor
Honolulu, Hawaii 96813

and must be received no later than 4:30 p.m., HST, March 3, 2011.

WENDY K. IMAMURA
Purchasing Administrator
City and County of Honolulu