NOTICE TO CONSULTANTS

REQUEST FOR CONSULTANT SERVICES

REVISED (June 8, 2007)

JTMC/EOC Program Manager Scope of Services

The City and County of Honolulu wishes to procure the services of a Program Manager to support planning, design, and implementation of a new Joint Traffic Management Center/Emergency Operations Center. The scope of services for the Program Manager is described below, and will be delivered on a task-order basis.

Acting as an extension of City staff, the Program Manager will provide overall program management services for the planning, design, construction and occupancy of the JTMC/EOC building. The goal of bringing on the Program Manager is to ensure the project meets needs, and that the project is delivered on time and on budget.

Background

The City and County of Honolulu, in partnership with the Hawaii Department of Transportation, is in the early planning stages of a JTMC/EOC. The project site is located at the intersection of Alapai and King Streets, as shown in Figure 1. A future Transit Center will also be developed concurrently (but not as part of this project) adjacent to the project site.

The functions to be housed in the JTMC/EOC include:

- City and County EOC
- City and County 911 PSAP
- City and County HPD, EMS and HFD dispatch
- City and County traffic management
- HDOT traffic management

In addition to the JTMC/EOC functions, the building will also house various departments and offices of the City and County, and parking. The concept design shown in Figure 1 was developed to provide information to complete the Environmental Assessment. Modifications to the concept design are anticipated, however, major modifications that result in a requirement to modify the EA will be discouraged. Adherence to the project schedule is essential and will be a major criteria.

For additional information about this project, please consult City's Project Manager, Pierson Koike at (808)527-6989.

It is anticipated that the JTMC/EOC project will be delivered via a design-build contract. The City and County, with the assistance of the Program Manager, will issue contracts for the following:

Systems Manager – Provide complete planning, design, implementation and delivery services, in coordination with the design-build contractor, for the building systems related

to the JTMC/EOC operations (e.g. low power systems, generators and UPS, and others) and the JTMC/EOC operations systems (e.g. EOC operations systems, call taking and dispatch systems, traffic management systems).

30 Percent Design – Develop the specifications, requirements and design documents required for the Design-Build RFP.

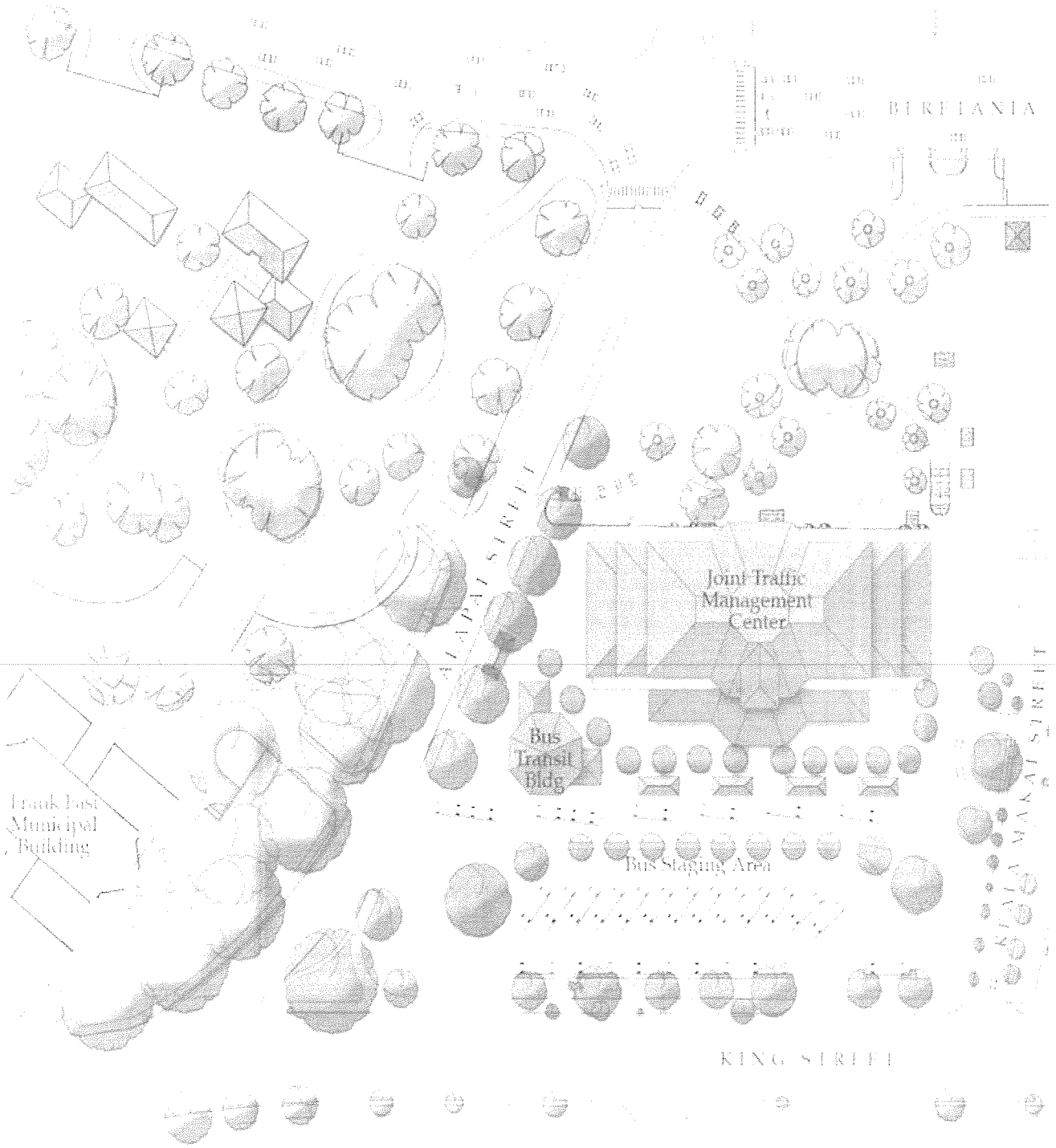
Design-Build RFP – Deliver the complete building. Coordinate with the System Manager in commissioning the systems for the building.

The project is in the final stages of an Environmental Assessment. Key milestones for the project are:

- Complete Environmental Assessment (July 2007)
- Complete Special District Major Permit (Aug 2007)
- Complete Design-Build RFP Package (Apr 2008)
- Issue Design-Build Contract (Dec 2008)
- Start Construction (2009)

Please note that although the project is intended to be delivered via a design-build approach, other delivery methods, including traditional design-bid-build, may actually be used.

FIGURE 1 - PRELIMINARY SITE PLAN



The Program Manager will coordinate, facilitate, provide oversight and management for these three contracts, as well as with the Steering Committee that is made up of the partner agencies. The Program Manager will write the scope and qualifications portions of the RFQ for the 30 % design, and also manage the selected 30% design consultant. The Program Manager will review the RFP for the design/build contractor produced by the 30% design consultant, and manage the Design/Build contractor. They will also manage the Systems Manager contractor.

The selected proposer(s) as a result of this RFQ process for Program Management Services and its sub-consultants (if applicable), including any joint venture partners, parent or subsidiary companies or affiliates under common control will NOT be eligible to have a concurrent role in any project that the Program Management Team has responsibility for during the duration of the resulting contract for Program Management Services (i.e., 30%Design RFP and subsequent Design/Build RFP).

Partner Agencies

The partner agencies involved in the project include the:

City and County of Honolulu, Department of Transportation Services
Honolulu Police Department
City and County of Honolulu, Emergency Management Services (formerly Office of Civil Defense Administration)
Honolulu Fire Department
City and County of Honolulu, Emergency Medical Services
State of Hawaii, Department of Transportation

The partner agencies are currently working together to define the functions, staff and systems to be located within the JTMC/EOC. A Steering Committee and Executive Committee have been formed, The Program Manager will support the Steering and Executive Committees by facilitating the meetings, and providing decision support.

Scope of Services Overview

The Program Manager would act as an extension of the City and County staff to provide a full range of services to support delivery of a successful JTMC/EOC. The potential tasks to be assigned on this project (listed in no particular order) include:

- Prepare RFQ for 30% design.
- Prepare RFP for design/build.
- Prepare, manage and update detailed project task schedule.
- Document and keep in an accessible format all project policy, operational and design decisions.
- Management of the project from planning through final occupancy
- Manages and performs administrative tasks for all contractors related to the project including but not limited to Systems Manager, 30 Percent Design Contractor, and Design/Build Contractor
- Facilitation and coordination with agency partners to determine key design, management and operations decisions including monthly Steering Committee

meetings, subcommittees and task forces of the Steering Committee, and Executive Committee.
- Prepare and submit permit applications related to the project
- Provide progress reports monthly
- Provide electronic project management and coordination tools (web site)
- Facilitate and manage risk management process through the life of the project
- Maintain project files
- Public outreach/public relations planning and execution
- Review cost estimates for reasonableness and accuracy and provide input on approaches to cost savings
- Review and help manage contractor schedules – work to ensure project is on schedule
- Support project construction inspections and acceptance

Desired Requirements

The Program Manager should meet the following requirements:

- Demonstrated experience/expertise in specialized aspects of building design and the design/build process for projects of similar scope, scale and complexity including:
  - LEED certified buildings
  - Security
  - Hardening
  - Public safety and first responder operations and certifications
  - EOC operations
  - High technology systems
  - Back up power/sustainability
  - Awareness and experience with the impact of labor unions and union rules on design
- Demonstrated experience in:
  - Design/build project delivery
  - Planning and costing
  - Site development and landscape design
  - Architecture and interior design
  - Structural engineering
  - Mechanical engineering
  - Electrical engineering
  - Fire protection engineering
  - Electronic security
  - Parking security
- It is preferred that the Project Manager proposed for this project is LEED accredited. The proposer may identify other staff that are LEED accredited, and describe how they will be integrated into the Program Manager approach.
- Project Manager must be located on Oahu
- The Project Manager must have experience in managing projects of similar nature and scope. It is preferred that the Project Manager is a professional engineer or architect licensed in the State of Hawaii. However, the proposer may

elect to name a project manager without licensure, as long as the approach indicates how tasks requiring licensure will be executed.

- Please note that the Project Manager for this project is considered the key staff person. Their demonstrated ability to facilitate complex decision and design processes, complex teams, and their demonstrated experience with design-build delivery are key.

After the award of the project, any change in the project manager and other key personnel shall be approved in writing by the City.

Response and Evaluation Criteria

, "If you intend to respond, letter of interest is required to be submitted no later than 4:30 P.M. Hawaii Standard Time, July 6, 2007 and your RFQ submittal date of no later than 4:30 P.M., Hawaii Standard Time, July 13, 2007 to:.

Department of Transportation Services
City and County of Honolulu
650 South King Street
Honolulu, HI 96813

The response is limited to 23 pages (excluding covers, dividers and attachments). The response must be in the following format, with the noted page limitations:

The qualification shall be limited in length as shown below:

Section	***Points***	***Max. No. of Pages***
Consultants desiring to be considered shall provide the following information: 1. Name of firm or person, the principle place of business, and location of all its offices. 2. The age of the firm and its average number of employees over the past 5 years. 3. The education, training, and qualifications of key members of the firm and project team	0	2
4. 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.		

5. The project team's understanding of the project requirements and project approach; and. 6. Any promotional or descriptive literature that the firm desires to submit. 7. Conflict of interest in performing services for the City and County of Honolulu. 8 Federal Funds will be used for this project, therefore, the qualified firm maybe required to submit DBE/WBE information.		
Experience and professional qualifications, relevant to this project, of key staff necessary for satisfactory performance of required services Provide details of specialized experience and technical competence in the type of work required. Include a narrative description and/or organizational chart outlining the methods of operation, operations structure, and services to be provided by the proposer. This description should fully and completely demonstrate the proposer's intended methods for delivering the requirements. The proposer should specifically identify obligations of the CITY/STATE (e.g. services and operational requirements) upon which the proposed plan is contingent. Proposers are also encouraged to describe any pertinent information and/or experiences specific to the items listed in the Scope of Work, which will assist the Steering Committee in evaluating the proposed method of operation. As part of your response, please address the following: ▫ Provide an overview of your view of the work plan for the first six months of the project. ▫ Describe tools/approaches to facilitation and consensus building you may use ▫ Describe your approach to cost management of THIS contract – how do you manage your costs ▫ Describe your approach to cost management of the building Describe your management approach to task order contracts	45	12

Past performance on relevant and recent contracts with Government agencies and private industry in terms of, cost control, quality of work, and compliance with performance schedules. Include references in this section for each project cited.	25	4
Capability and capacity to accomplish the work 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 includes the start and estimated consultant contract completion dates of the projects. The consultant shall also identify the key team members, including the project manager and any sub-consultants. As this is a long-term project, please indicate your plan for key staff retention.	20	4
Firm and team firm location and knowledge of the institutional issues and framework associated with the locality of the project.	10	1
MAXIMUM TOTAL	100	23
Appendix: Resumes of key personnel		2 pages per person max.
Appendix: Detailed Project Descriptions (up to 15 projects)		1 page per project max.

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 23-page limit receives a 5-point penalty for each page over the limit.

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

Any inquiry regarding the project should be directed to Mr. Pierson Koike at (808) 527-6989.

Traffic Signal and Technology Division
Department of Transportation Services
City and County of Honolulu
650 So. King Street, 3RD Floor
Honolulu, Hawaii 96813
Attn: Pierson Koike

Eight copies of the qualifications should be sent to:

Melvln N. Kaku, Director

Department of Transportation Services
City and County of Honolulu
650 So. King Street, 3rd Floor
Honolulu, Hawaii 96813

MARY PATRICIA WATERHOUSE, Director
Department of Budget and Fiscal Services
By order of MUFI HANNEMANN, MAYOR
City and County of Honolulu

Posted on the Web: June 24 , 2007