

NOTICE TO CONSULTANTS
REQUEST FOR PROFESSIONAL SERVICES QUALIFICATIONS

The City and County of Honolulu (City), Department of Environmental Services (ENV) plans to use the services of a firm or individual under the category Other Professional Services to conduct a needs assessment for an Environmental Management System (EMS). Funds are available in the City's fiscal year 2009 operating budget.

The scope of work under this solicitation will include:

- a. Manage the project – Consultant will provide project management services for the EMS needs assessment.
- b. Conduct needs assessment – Meet with key Department personnel to obtain an understanding of the structure of the Department and organizational processes. (Consultant must have a strong background in wastewater and solid waste management).
- c. Prepare report(s) – Prepare report(s) detailing progress in conducting the scope of work.
- d. Present findings – Deliver a presentation to the department management team on project findings and recommendations.

Submittal Materials Requirement

1. Letter of interest.
2. Information on the firm/consultant:
 - a. Name of the firm, the principal place of business, and location of all its offices;
 - b. The age of the firm and its average numbers of employees over the past five years;
 - c. The education, training, experience (including wastewater and solid waste management), and qualifications of key members of the firm;
 - d. The names of five clients who may be contacted with their email and phone numbers; and,
 - e. Past record of performance on contracts with respect to cost control, quality of work and ability to meet schedules.
3. Other related information:
 - a. Proposed staff commitment, including any sub-consultants and descriptions of their roles and responsibilities.
 - b. Qualifications/experience and capabilities of the proposed staff, including and sub-consultants. The information shall, at minimum, include (1) Current knowledge of best practices of environmental management

- systems (EMS) and approaches, (2) Recent EMS needs assessment and implementation experience, (3) experience with Hawaii based utilities;
- c. Qualifications and experience of the firm with respect to the tasks related to this solicitation. Provide a list of similar or related services undertaken and completed within the last five years. Include the owners of the projects, date, the cost of the projects, and the scope of services performed;
 - d. The proposed approach to conduct the work;
 - e. Any other pertinent information that should be considered in the evaluation of the individual's or firm's qualifications.
4. Additional materials to be submitted but are not required:
Promotional material such a brochures or descriptive literature.

Deadline

1. An original, and four (4) hard copies of the submittal materials packet shall be submitted no later than Monday, May 18, 2009 to:

Barney Asato
Department of Environmental Services
1000 Uluohia Street #308
Kapolei, HI 96707
2. An electronic PDF document of the final submittal materials may also be emailed to basato@honolulu.gov (original and four hard copies are still required).
3. No facsimiles will be considered. The contract for this project will only be awarded to a person or firm that demonstrates the ability to provide all the services required for the project. Submittal materials submitted for only parts of the project will be considered non-responsive to this notice.

Any inquiry regarding the services required shall be directed in writing to Barney Asato, Organizational Development Specialist, Department of Environmental Services, at the above address, or email address basato@honolulu.gov.

Michael F. Heu

For Wendy Imamura
Purchasing Administrator
For Director of Budget and Fiscal Services
By order of Mufi Hannemann, Mayor
City and County of Honolulu *WIK*