

NOTICE TO CONSULTANTS  
REQUEST FOR CONSULTANT SERVICES

The City and County of Honolulu, Department of Transportation Services, is seeking a qualified consultant for the Traffic Improvements at Various Locations, Harding Avenue at 5<sup>th</sup> Avenue and 11<sup>th</sup> Avenue project.

This project is funded with 100% American Recovery and Reinvestment Act (ARRA) Federal Stimulus funds and shall comply with all federal and State DOT requirements.

**PROJECT BACKGROUND:** The Traffic Improvements at Harding Avenue at 5<sup>th</sup> Avenue and 11<sup>th</sup> Avenue project is an American Recovery and Reinvestment Act (ARRA or Federal Stimulus); project to provide new westbound left-turn storage lanes within the 50-ft existing City-owned right-of-way at two signalized intersections along Harding Avenue at 5<sup>th</sup> Avenue and 11<sup>th</sup> Avenue by widening each side of the roadway by 5 feet, relocating the sidewalks, and realigning the approaches (approximately 458 feet at 5<sup>th</sup> Avenue and 584 feet at 11<sup>th</sup> Avenue) at the intersections. The project includes relocating the existing traffic signals, utility poles and overhead electrical lines, and other utilities within the right-of-way.

**PROJECT LOCATION:** The project site is located along Harding Avenue, a two-lane roadway, under the jurisdiction of the City and County of Honolulu, in Kaimuki. The improvements would occur within the existing travel lanes and the adjacent sidewalks, all within the existing right-of-way of Harding Avenue.

**PROJECT PURPOSE:** The purpose of the project is to facilitate traffic movements entering westbound Interstate H-1 Freeway and alleviate overall traffic congestion on Harding Avenue near 5<sup>th</sup> and 11<sup>th</sup> Avenues.

**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 approach 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.

**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 DTS's 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.

As part of the initial evaluation process, DTS may conduct interviews over the telephone with all firms showing interest in this project. DTS will then conduct interviews over the telephone with at least three of the top-rated firms to consider anticipated concepts and compare alternative methods for furnishing services. The City shall negotiate a contract with the first ranked firm, and continue with other firms in order of their ranking if a satisfactory contract cannot be negotiated.

**QUALIFICATIONS FORMAT REQUIREMENTS**

The qualification shall be limited in length as shown below:

<i>Criteria</i>	<i>Points</i>	<i>Max. No. of Pages</i>
Introductory letter, number of years in business, references and office locations		2
Professional qualifications necessary for satisfactory performance of required services	45	4
Specialized experience and technical competence in the type of work required.		
Capacity to accomplish work in the required time	22	2
Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules	23	2
Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the	10	2

nature and size of the project.		
MAXIMUM TOTAL	100	12*
Appendix: Resumes of key personnel		1 pg/person Max.
Appendix: Company Brochure (optional)		

\* Number of pages per proposal may vary depending on 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 RFQ, receives a 5-point penalty for each page over the limit.

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

## **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 engineer licensed in the State of Hawaii unless stated differently 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 the 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. Specialized experience and technical competence in the type of work required.**

List the specialized experience and technical competence of the team members (consultants and subconsultants) in construction management services.

**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 includes the start and estimated consultant contract completion dates of the projects. The consultant shall also identify the key team members, including the project engineer, inspector, and any subconsultants.

**4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.**

The consultant shall include a list of all similar projects that the consultant worked on and successfully completed. Include the name, contact person, and phone number of the Government and/or private agencies, and how they dealt with cost control and schedule compliance issues.

**5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of 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 South King Street, 2<sup>nd</sup> Floor  
Honolulu, Hawaii 96813

6 copies of the qualifications should be sent to:

WAYNE Y. YOSHIOKA, Director  
Department of Transportation Services  
City and County of Honolulu  
650 South King Street, 3<sup>rd</sup> Floor  
Honolulu, Hawaii 96813

and must be received no later than 4:30 p.m., HST, November 27, 2009.



for WENDY K. IMAMURA  
Purchasing Administrator  
City and County of Honolulu