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, Waiakamilo Road/Dillingham Boulevard Intersection Improvements project.

The project is funded with 80% Federal Highway Administration funds and 20% local funds, and shall comply with all federal and State DOT requirements.

PROJECT BACKGROUND: Based on accident history, a new left turn land and traffic signal phase is warranted on Waiakamilo Road, heading mauka, at Dilliingham Boulevard. A portion of the existing grassed median shall be removed in order to accommodate the left turn lane; the existing utilities on the grassed median need to be relocated underground.

PROJECT LOCATION: The project is located on the island of Oahu, on Waiakamilo Road at Dillingham Boulevard.

PROJECT PURPOSE: The purpose of the project is to construct a dedicated left turn lane on Waiakamilo Road, heading mauka, at Dillingham Boulevard.

SCOPE OF SERVICES: The consultant will produce quality plans, specifications and construction cost estimate for the construction of the left turn lane and traffic signal phase, including but not limited to:

- Demolition of the existing median
- Construction of a new left turn lane
- Signing and striping
- Traffic control
- Traffic signals
- Relocation of overhead utilities

The consultant will also be responsible to do any required Environmental Engineering.

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
Professional qualifications necessary for satisfactory performance of required services Specialized experience and technical competence in the type of work required	45	4
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
Capacity to accomplish work in the required time	22	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 nature and size 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. **Specialized experience and technical competence in the type of work required.**

   List the specialized experience and technical competence of team members (consultants and subconsultants) in the type of work required.

3. **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 telephone number of the government and/or private agencies, and how cost control and schedule compliance issues were addressed.

4. **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.

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 Craig Chung at (808) 768-8319.

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, 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 12, 2010.

WENDY K. IMAMURA
Purchasing Administrator
City and County of Honolulu