

DEPARTMENT OF TRANSPORTATION
NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

In accordance with §103D-304, HRS, the State of Hawaii, Department of Transportation (HDOT), Highways Division (Highways) is seeking qualified consultants to provide transportation planning and engineering services for the Leeward Coast Access Study, Island of Oahu. The contract will be a Definite Quantity Contract, in accordance with §3-122-142, HAR. A Contract time of performance of 18 months, and a budget of \$500,000 are anticipated.

At the State of Hawaii, State & County Procurement Notices website (<http://spo.hawaii.gov/notices/notices>), under the Procurement Notices for Solicitation “More Info” column, additional project information for the subject project may be viewed by clicking on “More Info” and then on “View Specifications Document.”

Individuals or firms **on** HDOT’s qualified list are invited to submit a proposal for the subject project. Proposals should be clear, concise, and in accordance with the *Guidelines for Preparing Consultant Proposals for Highways Division Projects*, which can also be viewed by clicking on “More Info” and then on “View Specifications Document.” Only those prospective individuals or firms who submit their proposal by the deadline below will be considered.

One electronic copy of the proposal must be received in PDF format via email at Patrick.Tom@hawaii.gov, and **four** hardcopies of the proposal must be received by **June 24, 2016 at 4:00 p.m.** at the following address:

Department of Transportation, Highways Division
Planning Branch, Systems Planning Section
869 Punchbowl Street, Room 301
Honolulu, Hawaii 96813
Attention: Patrick Tom

Please also include in your firm’s submittal, Proof of Insurance for:

- a. General liability insurance for limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The STATE shall be named as additional insured.
- b. Automobile liability insurance for limit of not less than \$1,000,000 per accident. The STATE shall be named as additional insured.
- c. Professional liability insurance for limit of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate.

If a firm is not able to provide the above insurance certificates at this time, a letter from an insurance company stating, if the firm is selected, they will insure the firm for the insurance policies and the amount of minimum coverage required above, will be accepted as proof of insurance.

Please send an email to Patrick.Tom@hawaii.gov confirming that your firm is interested in submitting a proposal. This email confirmation will only be used to contact interested firms in the event that changes are made and are not required or part of the evaluation process.

Individuals or firms who are **not on** HDOT's qualified list and wish to be considered in the selection for this project must submit four copies of the following along with the proposal and proof of insurance by the deadline above:

1. Letter of interest (including an email address for notification of additional advertisements).
2. Completed [DPW Form 120](#) or [Standard Federal Form 330](#). The DPW Form 120 may be downloaded from <http://hawaii.gov/dot>. On the web page navigate to "Doing Business > Contracts > Professional Services."
3. Any other related information.

Individuals or firms shall submit Proof of Insurance for:

- a. General liability insurance for limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The STATE shall be named as additional insured.
- b. Automobile liability insurance for limit of not less than \$1,000,000 per accident. The STATE shall be named as additional insured.
- c. Professional liability insurance for limit of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate.

If a firm is not able to provide the above insurance certificates at this time, a letter from an insurance company stating, if the firm is selected, they will insure the firm for the insurance policies and the amount of minimum coverage required above, will be accepted as proof of insurance.

The evaluation criteria used to evaluate firms whose proposals are received by the deadline above are included in the *Guidelines for Preparing Consultant Proposals for Highways Division Projects*. Written or verbal discussions will be conducted by HDOT, in accordance with the Brooks Act (U.S.C., Title 40, Chapter 11), during the evaluation process.

The HDOT, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the U.S. Department of Transportation [Title 49, Code of Federal Regulations (CFR) Part 21] issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that the contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color, national origin, or sex.

The U.S. Department of Transportation Regulations entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs," Part 26, Title 49, CFR is applicable to this project.

3D Technology

The HDOT encourages the use of 3D technology software solutions, such as AutoCAD and MicroStation. Use of such technology will require adequate and acceptable conversion

capabilities to current HDOT software. HDOT encourages the use of 3D technology for purposes such as streamlining transportation projects by improving communication with the HDOT and stakeholders, and reducing overall project timeline and cost.

Campaign contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section 11-355, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, contact the Campaign Spending Commission at (808) 586-0285.

The Director of Transportation reserves the right to cancel this request for proposals, to reject any or all proposals in whole or part, and to waive any defects in said proposal in the best interest of the State.

If you have any questions, please contact Patrick Tom, Highways Division, Planning Branch at (808) 587-6355 or email Patrick.Tom@hawaii.gov.

FORD N. FUCHIGAMI
Director of Transportation

Posting date: May 25, 2016