

**NOTICE FOR PROFESSIONAL SERVICES
2017-PROF-1**

Pursuant to the provisions of HRS 103D Procurement of Professional Services, the County of Kaua'i hereby provides public notice to invite persons engaged in the professional services listed below to submit current statements of qualifications and expressions of interest for the fiscal year 2016-2017:

A. COUNTY ATTORNEY:

1. Title of Project: SPECIAL LEGAL SERVICES

Description: The County Attorney anticipates the need for attorneys licensed in Hawaii'i to provide services for representation, advice, and counsel in civil and criminal matters in the following areas of law (and related legal areas):

Administrative Law	
Bond Counsel	Personnel Law
Constitutional Law	Land Use
Construction Law	Municipal Law Generally
Real Estate Development	Condominium Property Regime
Contract Law	Public Financing
Eminent Domain	Torts
Insurance Law	Worker's Compensation
Intellectual Property	Environmental Law
Criminal Defense – Police Officers and Fire Fighters	

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

- a. The area(s) of practice in which the attorney or firm is interested in providing services together with a summary of the number and types of cases/matters handled by each attorney in each category;
- b. If applicable, the name of the law firm that the attorney is affiliated with, the number of years the attorney has been with that firm, whether the attorney is a partner of the firm, and what, if any, specialty areas of practice the firm has;
- c. A brief description of staff and facilities available to the attorney or firm, including other attorneys, secretarial and paralegal support, and whether the firm has the ability to provide electronic case files during and following the conclusion of the case;
- d. If applicable, awards, accolades, and recognition within the industry.

2. Title of Project: SPECIAL LEGAL SERVICES - TRAINING.

Description: The County Attorney anticipates the need to select qualified persons to provide training services in the areas of law listed in Special Legal Services and in general law office matters, such as case management and drafting.

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

- a. The areas(s) of practice in which the attorney or firm is interested in providing training, together with a summary of the number and types of cases/matters in the field handled by the attorney or firm;
- b. The names of attorneys and other staff who are available to provide training, and their qualifications;
- c. If applicable, awards, accolades, and recognition within the industry.

3. Title of Project: INVESTIGATOR SERVICES

Description: The County Attorney anticipates the need for services of experienced licensed investigators or licensed attorneys to conduct investigations on any claim, case or complaint filed against the County which the County Attorney requires investigation services.

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

- a. A list of types of cases investigated;
- b. If applicable, awards, accolades, and recognition within the industry.

4. Title of Project: COUNTY BOARDS AND COMMISSIONS - BOARD OR COMMISSION PROSECUTORS

Description: The County Attorney anticipates the need to select qualified attorneys licensed in Hawai'i to act as a prosecutor in enforcement actions by boards or commissions.

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

- a. The relevant experience of the attorney or firm interested in providing these services, together with a summary of the number and types of cases/matters in the field handled by the attorney or firm.
- b. If a firm or organization, the names of attorneys and other staff who are available to provide the services, and their qualifications.
- b. If applicable, awards, accolades, and recognition within the industry.

5. Title of Project: COUNTY BOARDS AND COMMISSIONS – MASTER/HEARINGS OFFICER

Description: The County Attorney anticipates the need to select qualified persons to hold hearings and take testimony and report to the board or commission findings, recommendations, or summaries of matters assigned to the master by the board or commission.

In addition to the specific resume information called for at the end of this Notice, interested parties shall include the following information in their submittal:

- a. The relevant experience of the attorney or firm interested in providing These services, together with a summary of the number and types of Cases/matters in the field handled by the attorney or firm.
- b. If a firm or organization, the names of attorneys and other staff who are Available to provide the services, and their qualifications.
- c. If applicable, awards, accolades, and recognition within the industry.

CONTACT PERSON: Mauna Kea Trask, County Attorney
 Teresa Tamura, Private Secretary
Phone: (808) 241-4930

B. COUNTY AUDITOR

1. Title of Project: SPECIAL COUNSEL (PRIVATE ATTORNEY) SERVICES

Description: Representation of the Office of the County Auditor in implementing powers to compel production of witnesses and records, primarily from County employees and departments, pursuant to Kaua'i County Charter section 32.02.C. The attorney(s) providing services must be licensed to practice in the State of Hawai'i.

Estimated Cost: To be determined.

Estimated Contract Time: 365 calendar days or until audit is closed

2. Title of Project: AUDITING SERVICES

Description: The services of experienced auditors are needed to conduct financial and performance audits; examine related information systems and procedures of accounting, reporting and internal controls; and review for compliance with laws, regulations, and contracts of County units, within the County Auditor's authority. Certified public accountant (CPA) certification, certified in Hawai'i, is required for firms or individuals desiring to conduct financial audits.

Estimated Cost: To be determined.

Estimated Contract Time: 365 calendar days or until audit is closed

CONTACT PERSON: Stephanie Iwasaki, Program Audit Analyst
Phone: (808) 241-4181

C. DEPARTMENT OF PARKS AND RECREATION-PLANNING & DEVELOPMENT

1. Title of Project: KAPAA POOL FILTER IMPROVEMENTS (ENGINEERING SERVICES)

Description: The County of Kaua'i, Department of Parks & Recreation, Planning & Development Division is seeking professional engineering services to examine the current Kapaa Pool filter and design a new filter system. The end product shall include construction cost estimates, specifications and plans. Applying and securing necessary permits shall also be included.

Interested persons or firms should have knowledge of current building standards, ADA/ABA 2010 requirements, energy and environmental design standards, and building and electrical codes; be a currently licensed engineer; have previous experience of similar nature as described above (commercial pool systems) and consistent with the procurement requirements of the County of Kauai and State of Hawaii. Respondents shall provide information that demonstrates their experience and ability in the successful completion of detailed plans and specifications for similar projects.

Estimated Cost: \$50,000.00

Estimated Contract Time: 365 calendar days

CONTACT PERSON: Nancy McMahon, Park Planner, Planning & Development
Phone: (808) 241-4459

2. Title of Project: PROPERTY CONDITION ASSESSMENT OF DEPARTMENT OF PARKS AND RECREATIONS PROPERTIES AND FACILITIES

Description: The County of Kaua'i, Department of Parks & Recreation, and Planning & Development Division is seeking professional architectural/engineering services to assess the condition (Property Condition Assessment [PCA]) of Department of Parks and Recreation (DOPR) properties and facilities. Facilities shall include and not limited to: (72+) pavilions, (62+) comfort stations, (2) pools, (2) stadiums, (2) gyms, showers, convention hall, golf course, playgrounds and equipment, sheds, tennis courts and (9) neighborhood centers. A final list of properties and facilities will be provided by DOPR.

Consultant Services to include:

- 1.) A walk-through survey of each property and facility to assess the condition and identify physical and code compliant defects.
- 2.) Preparation of a property condition assessment report (PCAR) of all properties and facilities of DOPR. The PCA performance standards shall be based on the American Society for Testing and Materials (ASTM) – Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process. The PCAR shall include:
 - a. An update of the Asset Description
 - b. A description of each defect
 - c. Recommend Actions (Repair and Improvements) with Cost Estimates.
 - d. A Life Cycle Cost Analysis for the facilities and components.
 - e. An excel spreadsheet of PCA so that this data could be exported.

Interested persons or firms should have knowledge of current building standards, ADA/ABA 2010 requirements, energy and environmental design standards, and building and electrical codes; be a currently licensed architect or licensed engineer; have previous experience of similar nature as described above and consistent with the procurement requirements of the County of Kauai and State of Hawaii. Respondents shall understand standard building codes, OSHA Safety Codes, ADA compliance etc.

Estimated Cost: \$150,000

Estimated Contract Time: 365 calendar days

CONTACT PERSON: Nancy McMahon, Park Planner, Planning & Development
Phone: (808) 241-4459

D. POLICE DEPARTMENT

1. Title of Project: KAUA'I POLICE EVIDENCE WAREHOUSE MEZZAINE

Description: The County of Kaua'i, Kaua'i Police Department is seeking a professional architect or structural engineer to prepare construction plans and specification for construction of a pre-engineered mezzanine.

Estimated Cost: \$30,000.00

Estimated Contract Time: 90 calendar days

Contact Person: Douglas Haigh, Building Division Chief
Phone: (808) 241-4849

E. DEPARTMENT OF PUBLIC WORKS-SOLIDWASTE

1. Title of Project: CONSTRUCTION MANAGEMENT SERVICES FOR MODERNIZATION OF MOTOR CONTROL CENTERS AND RELATED ELECTRICAL WORK AT HANAIEI AND KAPA'A REFUSE TRANSFER STATIONS

Description: Technical Assistance Services During Construction of Electrical Improvements to Hanalei and Kapa'a Refuse Transfer Stations. Technical assistance during construction of the MCC and related electrical improvements at the Kapa'a RTS, and the MCC and related electrical improvements at the Hanalei RTS to include:

- Technical assistance during construction of the MCC and related electrical improvements at the Kapa'a RTS, and the MCC and related electrical improvements at the Hanalei RTS;
- Receive, log, review and respond to requests for information initiated by the County or the County's Construction Contractor;
- Receive, log and review material and equipment submittals initiated by the County's Construction Contractor, recommend approval/denial;
- Perform a minimum two site observation visits to each jobsite

- Responses shall come from experienced individuals or firms with professional electrical engineering license in the state of Hawaii and demonstrated construction experience.

Estimated cost: \$7,500

Estimated Contract Time: 4 months

Contract Person: Troy Tanigawa, Environmental Services Manager
Engineer

Phone: (808) 241-4838

F. DEPARTMENT OF PUBLIC WORKS- WASTEWATER DIVISION

1. Title of Project: EVALUATION OF EFFLUENT INJECTION WELLS AT THE WAIMEA, ELEELE, AND LIHUE WASTEWATER TREATMENT PLANTS, UIC PERMIT NOS. UK-2405, UK-1212, & UK-1213 RESPECTIVELY

Description: The County of Kaua'i is seeking a professional consultant, engineer, or geologist proficient in injection well performance to provide evaluation of the condition and performance of the injection well systems along with preparation of injection well status reports for the Waimea, 'Ele'ele and Lihu'e Wastewater Treatment Plants (WWTPs), owned and operated by the County's Wastewater Management Division.

Work will include all services necessary to complete the evaluation and reporting, consistent with each WWTP's Underground Injection Control (UIC) permit requirements. Copies of the UIC permits are available to prospective consultants upon request, and the UIC permits will be included in the contract documents for the project.

All work shall be in accordance with the requirements of the State of Hawaii Department of Health (DOH) requirements for UIC status reports. The DOH has prepared a guidance document for an injection well status report, a copy of which is available to prospective consultants upon request.

Interested parties or firms are invited to demonstrate recent experience with injection well evaluations and preparation of status reports under UIC permit requirements for Wastewater Treatment Plants in Hawai'i. Demonstrated experience of successful UIC program reporting for at least two municipally-owned wastewater treatment plants with capacity in excess of 0.25 million gallons per is desired.

Estimated Cost: \$75,000.00

Estimated Contract Time: One (1) year with two (2) additional, twelve (12) Month extension option

CONTACT PERSON: Edward Tschupp, Chief Wastewater Division
Phone: (808)-241-4289

2. Title of Project: LIHU'E WASTEWATER TREATMENT PLANT PROCESS IMPROVEMENTS

Description: The County is seeking Professional Engineering firms with experience with wastewater treatment plant design to conduct site assessment, feasibility

evaluation, preliminary engineering, environmental documentation, preliminary and final engineering design and services during bidding and construction for various process improvements planned for the County's Lihue Wastewater Treatment Plant (WWTP). The Lihue WWTP is a 2.5 million gallon per day (MGD) tertiary municipal wastewater treatment facility that produces R-1 quality reuse water for golf course irrigation purposes.

The County has conducted Condition Assessment and Energy Efficiency studies at the Lihue WWTP, and identified needs for facility rehabilitation and energy efficiency improvements. Scope shall include: rehabilitation of the primary clarifier; headworks improvements; improvements in aeration systems, including replacement of blowers and renovation of aeration piping and basins; secondary clarification basin renovations; and bio solids thickening and anaerobic digestion systems. Design shall provide for implementation of energy conservation capital improvements along with the facility renovations. For bio solids, the project will evaluate digester performance, provide for heating digesters to improve performance, and may incorporate improvements needed for supplementing fat, oil and grease (FOG) and food waste to the anaerobic digesters for alternative energy; odor controls; and improving sludge quality to Class A for sludge reuse.

Services include identification and selection of process equipment and rehabilitation alternatives, design for continuous operation of the facility maintaining current water quality during the construction, preparation of civil, electrical, instrumentation and control and structural engineering plans, specifications and estimates including construction documents for bidding and construction, environmental documents necessary for project funding via the State Health Department's SRF program, services during bidding and services during construction for the identified process improvements and rehabilitation.

Interested parties or firms are invited to demonstrate recent experience with Wastewater treatment plant design in Hawai'i. Demonstrated experience of successful design of treatment plant process improvements and rehabilitation projects for at least two municipally-owned wastewater treatment plants with capacity in excess of 1 MGD is required.

Estimated Cost: \$500,000.00

Estimated Contract Time: Twenty- Four (24) months

CONTACT PERSON: Edward Tschupp, Chief Wastewater Division
Phone: (808)-241-4289

**3. Title of Project: WAILUA SEWAGE PUMP STATION NO. 1
REHABILITATION DESIGN**

Description: The County is seeking Professional Engineering firms with experience

with wastewater pump station design to conduct site assessment, feasibility evaluation, preliminary engineering, environmental documentation, preliminary and final engineering design and services during bidding and construction for rehabilitation of the County's Wailua SPS No. 1 Sewage Pump Station. The SPS 1 facility is a "packaged wet well/dry well system" situated at the County's Wailua Wastewater Treatment Plant (WWTP). The County anticipates that the dry well will be abandoned, the wet well rehabilitated, and pumps replaced with rail-mounted submersible sewage pumps and appurtenances.

Services include identification and selection of facility rehabilitation alternatives, preparation of plans, specifications and estimates, environmental documents, services during bidding and services during construction for a complete rehabilitation of the existing facility. Interested parties or firms are invited to demonstrate recent experience with Wastewater pump station design in Hawai'i. Demonstrated experience of successful design of pump station rehabilitation projects for at least two municipally-owned wastewater pump stations with capacity in excess of 100,000 gallons per day is required.

Estimated Cost: \$100,000.00

Estimated Contract Time: Eighteen (18) Months

CONTACT PERSON: Edward Tschupp, Chief Wastewater Division
Phone: (808)-241-4289

Parties or firms interested in providing the professional services listed shall transmit the resume and letter of interest electronically to cokpurchasing@kauai.gov.

The letter of interest shall include:

- 1. Project number and title; (for example: A.1 –)
- 2. Name of the department(s) to which the resume(s) is/are to be directed.
- 3. Signature of an authorized representative.

The email subject line shall include the following reference:

2017-PROF-1 – Project Number – Company’s name (for example: 2017-PROF-1, A.1 – XYZ Co.)

Resumes submitted with reference number 2017-PROF-1 stated in the subject line will receive a delivery confirmation by our email system upon receipt. Note if the reference number is not stated exactly in the subject line as noted, a delivery confirmation may not be sent.

The resumes may be electronically transmitted in either MS Word or PDF format.

Resumes should include:

1. Reference to this Notice by noting “**2017-PROF-1**” on the cover page of each resume.
2. The name of the firm or person, the principal place of business, and location of all of its offices.
3. The age of the firm and its average number of employees over the past five (5) years.
4. A description or narrative of the firm and statements of **experience and professional qualifications** (education, training, licenses, credentials) of the principals and staff members to be involved, and supporting data as it relates to the proposed projects.
5. A list of **projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies undertaken and completed** within the last five (5) years (including dates); the amount of the projects, owners of the projects and the scope of work performed; the names of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year.
6. **Capacity to complete the work in the required time**
7. Any other pertinent data that should or may be considered in the evaluation of the firm's qualifications.

Consultants are further notified of the requirements of Act 190, SLH 2011, SB 758, wherein the County of Kaua‘i is required to utilize the Hawai‘i Compliance Express (HCE) to obtain proof of compliance of: a tax clearance from the State Department of Taxation, and the U.S. Internal Revenue Service, State Department of Commerce and Consumer Affairs, and State Department of Labor and Industrial Relations **prior to the issuance of an award**. Consultants are strongly encouraged to register for HCE so as to allow for needed proof of compliance prior to the issuance of an award.

The furnishing of consultant services shall comply with the General Terms and Conditions for Professional Services, dated June 2014. A copy of the document can be found at www.kauai.gov, using the following links: Government > Department>Finance>Division of Purchasing.

Awards shall be electronically posted on the County of Kauai website within seven (7) days of the contract award: <http://kauai.gov>; follow: County Agencies; Finance - Purchasing Division; Tabulations and Awards; Professional Services.

Resume submissions shall be received by the deadline of 3:00 P.M. (Hawaii Standard Time), **July 20, 2016. Late submissions will be returned.** Risk of late delivery shall lie with the sender.

Ken M. Shimonishi
Director of Finance
County of Kaua'i

Publicized: June 20, 2016, <http://www.spo.hawaii.gov> and <http://www.kauai.gov>