

## NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

In accordance with §103D-304, HRS, the State of Hawaii, Department of Transportation (HDOT), Highways Division is seeking qualified consultants to update the 2003 Statewide Highway Shoreline Protection Program Study. The contract will be a definite quantity contract, in accordance with §3-122-142, HAR. A contract time of performance of 24 months, and an estimated budget of \$900,000, subject to availability of funds, are anticipated. Additional information for the subject project may be viewed by clicking on “More Info” (next to “View Ad”) and then on “View Specifications Document.”

Individuals or firms on HDOT’s qualified list are invited to submit a proposal for the project listed above. 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 whose proposal is submitted by the deadline below will be considered.

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.

One electronic copy of the proposal must be received in PDF format via email at [kevin.ito@hawaii.gov](mailto:kevin.ito@hawaii.gov), and three hard copies of the proposal must be received by 4:00 p.m., **July 18, 2016**, at the following address:

Department of Transportation, Highways Division  
Design Branch, Technical Design Services Office, Room 688  
601 Kamokila Boulevard  
Kapolei, Hawaii 96707  
Attention: Kevin Ito

Please send an email to [kevin.ito@hawaii.gov](mailto:kevin.ito@hawaii.gov) to confirm 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 is not required for, or part of, the evaluation process.

In addition to the qualifications proposal for the project listed above, individuals or firms who are **not on** HDOT’s qualified list that wish to be considered in selection must submit a PDF file of the following along with the proposal by the deadline above:

1. Letter of interest (including an email address for notification of additional advertisements).
2. [DPW Form 120](#) or [Standard Federal Form 330](#). The DPW Form 120 may be downloaded from <http://hidot.hawaii.gov/>. On the web page navigate to “Doing Business > Contracts > Professional Services.”
3. Any other related information.
4. 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 PDF file should be named the “Company’s Name” and e-mailed to [Kevin.ito@hawaii.gov](mailto:Kevin.ito@hawaii.gov).

The 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*.

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.

### 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 HRS 11-355, 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 Kevin Ito at (808) 692-7548, Technical Design Services Office, Design Branch, Highways Division or email [kevin.ito@hawaii.gov](mailto:kevin.ito@hawaii.gov).

FORD N. FUCHIGAMI  
Director of Transportation

Internet Posting: June 16, 2016