

Design Services and Construction Administration Questionnaire for
Improvements to the Baggage Handling Systems
Honolulu International Airport
State Project No. A01033-23

Experience and professional qualifications relevant to the project.

1. This project will require a professional architectural and/or engineering firm to provide design and construction administration services for this project. The primary emphasis of this project is to replace portions of the outbound baggage handling systems throughout the Honolulu International Airport. The work will include various disciplines including architecture and engineering with emphasis on conveying systems, controls, fiber optic and communication systems. Firms must have design experience and familiarity with the Transportation Security Administration's (TSA) requirements relating to in-line explosive detection systems (EDS) baggage handling systems. All work must be compliant with all rules and regulations outlined by all applicable government agencies.

Firms shall be aware that any improvements shall be integrated with the existing EDS baggage handling systems. The existing systems were designed by BNP Associates, Inc. and all improvements shall be 100% compatible with the existing systems.

- a. Please describe your firm's experience in providing professional design and construction administrative for airports or similar facilities. Specifically site your firm's roles and responsibilities for each project or contract. Specifically site your firm's roles and responsibilities for each project or contract.
- b. Please describe your firm's experience in working with airlines at airports or similar facilities. Specifically site your firm's roles and responsibilities for each project or contract.
- c. Please describe your firm's experience in working with other disciplines to complete projects. Specifically site your firm's roles and responsibilities for each project or contract.
- d. Please describe your firm's experience in working with the Federal agencies on airport projects or similar projects. Specifically site your firm's roles and responsibilities for each project or contract.
- e. Please describe your firm's experience in Checked Baggage Inspection Systems, Explosive Detection Systems and Automated Baggage Handling Systems. Specifically site your firm's roles and responsibilities for each project or contract.

Past performance on projects of similar scope for public or private industry, including corrective actions and other responses to notices of deficiencies.

2. Firms shall be made aware all improvements shall be integrated with the existing EDS baggage handling systems. All improvements shall be 100% compatible with the existing systems. Firms shall be aware that the experience and familiarity with the requirements of the TSA is critical and that these requirements are constantly evolving.
 - a. Please describe your firm's experience in evaluating existing automated baggage handling systems at airport facilities. Specifically site your firm's roles and responsibilities for each project or contract.
 - b. Please describe how your firm's experience in handling the dynamic conditions surrounding Federal security protocols and the compliance with the constant changes imposed by the Federal agency oversight during the course of a project. Specifically site your firm's experience for each project or contract.
 - c. Please describe your firm's experience in automated baggage handling systems. Specifically site your firm's roles and responsibilities for each project or contract.
 - d. Please describe how your firm develops phased construction in the design that allows for full operation of the existing systems? Specifically site your firm's experience for each project or contract.
 - e. It shall be expected that errors and omissions discovered after the construction project has started would be corrected by your firm at no additional charge to the State. Please describe your firm's experience in handling these situations. Specifically site your firm's experience for each project or contract.
 - f. Construction will require work to be phased and will require full operations during construction. Please describe how your firm's experience in handling these types of project conditions. Specifically site your firm's experience for each project or contract.

Capacity to accomplish the work in the required time.

3. Please identify your firm's organizational chart as to how this project will be staffed, at a minimum, by the following classifications.
 - * Principal in Charge/Engineer VIII – (Equivalent to the Airports Administrator)
 - * Principal Architect/Engineer VII – (Equivalent to the Engineering Program Manager)
 - * Associate Architect/Engineer VI – (Equivalent to the Section Head)
 - * Senior Architect/Engineer V - (Equivalent to Project Manager)

- * Registered Architect/Engineer IV
- * Architect III/Engineer III
- * Architect II/Engineer II
- * Architect I/Engineer I
- * Senior Drafting Technician
- * Drafting Technician

- a. Submit a one-page resume for each employee listed, the employees' State in which they reside, specific projects worked on in the State of Hawaii, and the role of that employee. Note that preference will be given to those employees who are based in the State of Hawaii.
 - b. If your firm closes its office for any extended period of time (three or more consecutive State working days) during the year, please identify the dates, and describe how will your firm respond to any requestor services during this time period.
4. List all current design project(s) for each listed employee and the expected project completion dates.
 5. Please list all of your firm's contract(s) with the Department of Transportation, the amount of the contract(s), and the status of the contract(s).
 6. The following are Airports policies with regard to consultant contracts and will apply to your firm and sub-consultant(s). Please provide an explanation for any of the conditions that your firm cannot meet:
 - a. Unless a field office is set up at the project site and staffed with a contract administrator and/or a clerical type of position, these positions will not be considered as project chargeable, and shall be considered as an overhead expense unless otherwise allowed by the State for other project tasks.
 - b. The direct labor rates shall be the actual rates, supported by the latest payroll register for each employee. Hourly rates will be based on 2,080 hours per year. If there are multiple employees per classification, then an average rate shall be used. If payroll registers are not available, then the corresponding DAGS classification and maximum hourly rates will be used. There will be no increases to the direct labor rates during the contract time period.
 - c. The maximum allowable multiplier factor (overhead rate and profit) shall be 2.88. However, the overhead rate shall be the actual overhead rate, subject to an Airports Division or any other Department of Transportation Division audit. Federal audits will not be accepted. The profit rate shall be limited to 10% maximum.
 - d. If your firm is selected, your firm will be obligated to staff the project in accordance with the organizational chart submitted in question 3, regardless of work order timing. The Airports Division will have the authority to request that certain key employee(s) be

added and/or deleted from the organizational chart. If a request is made to delete key employee(s), those employee(s) shall be promptly replaced with another employee(s) subject to the Airports Division's approval.