

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

In accordance with Section 103D-304, HRS, the Department of Transportation (DOT), Airports Division seeks the services of qualified general engineering firms to provide Inspection Services for Mechanical Systems Maintenance Contracts, Project No. CS1720-18R. These services are anticipated to be immediately required, and will have a contract completion time of approximately one thousand ninety-five (1095) calendar days from the Notice to Proceed. The contract will be a Time & Materials contract in accordance with HAR 3-122-140, with an overall contract time of performance of two (2) years with an option to renew for one (1) additional year.

The project scope includes inspection and verification of contractor compliance with contractual requirements for maintenance of baggage handling systems, passenger loading bridges, elevators and escalators. The estimated consulting cost is \$250,000 annually.

Individuals or firms shall email a PDF file of their response to the attached written questionnaire which can be viewed by clicking on “More Info” and then on “View Specifications Document.” The PDF file shall be named as follows:

“CS1720-18_CM_RFQ_Year.Month.Day_FirmName “ and e-mailed to airengineering@hawaii.gov with the Year.Month.Day portion of the file name being in two digit format (example: 13.09.01). The subject line of the email shall be the same as the PDF file name to ensure that responses from all interested individuals or firms are grouped together when retrieving the emails. The DOT will not be responsible for responses not being retrieved and evaluated for this project due to individuals or firms not having the correct email subject line.

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.

The response to the questionnaire will be evaluated by the following criteria:

1. Experience and professional qualifications relevant to the project - 35%
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies - 33%
3. Capacity to accomplish the work in the required time - 32%

Individuals or firms who **are not** on the DOT's qualified list, and wish to be considered in the selection for this project **must also submit a separate PDF file**, named the "Company's Name", e-mailed to airengineering@hawaii.gov, and shall include the following:

- 1) letter of interest (including an email address(es) for notification of future notices),
- 2) completed [DPW Form 120](#) or [Standard Federal Form 330](#), and
- 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 PDF file(s) must be received by 4:30 p.m., Hawaii Standard Time, on **November 23, 2016** which shall be based on the email date/time of the PDF file transmission. Compact disks will not be considered as an acceptable substitute for the email transmission requirement. Any emails received after the deadline shall constitute the response as being non-compliant and the response submittal will not be

considered for this project.

The Department of Transportation, 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 Part 21) issued pursuant to such Act, hereby notifies all firms 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.

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.

If there are any questions, please call Jeffrey Chang, at (808) 838-8835.

FORD N. FUCHIGAMI
Director of Transportation

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