

Questionnaire for
Commercial Harbors
Environmental Engineering Support Services, Statewide
Job No. H.C. 90095

Experience and professional qualifications relevant to the project.

1. Please describe your firm's experience in providing such services for commercial harbor facilities or for agencies with facilities and missions similar to the Hawaii Department of Transportation, Harbors Division (Harbors). Specifically cite your firm's roles and responsibilities for each project or contract.
2. Please describe your firm's experience in providing such services for other relevant or noteworthy projects.
3. Please specifically identify those individuals who will be assigned and working on this Project and whether this will be the prime project those individual(s) will be working on and, if not, all other project(s) being assigned to those individual(s) and their respective time commitment associated with those project(s).

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

1. Project title, location, year completed and scope.
2. Client's name and phone number.
3. Client's primary project manager or contract administrator.
4. Successful project elements.
5. Project challenges and how they were overcome.
6. How success or lessons learned can apply to this project.

Capacity to accomplish the work in the required time.

Please identify your firm's organizational chart regarding how this project will be staffed and the name of the employee(s) and their classification. Please also specifically identify all other project(s) and time commitments to these projects that each employee will be responsible. Additionally, please provide a one (1) page resume for each employee listed.

The following are Harbors' policies regarding consultant contracts that will apply to your firm and sub-consultant(s). Please provide an explanation for any of the conditions that your firm cannot meet:

1. 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 Department of Accounting and General Services

("DAGS") classification and maximum hourly rates will be used. There will be no increases to the direct labor rates during the contract time period.

2. The maximum allowable multiplier factor (overhead rate and profit) shall be 3.00. However, the overhead rate shall be the actual overhead rate, subject to any DOT division audit. Federal audits will not be accepted. The profit rate shall be limited to 10% maximum.
3. If your firm is selected, your firm will be obligated to staff the project in accordance with the organizational chart submitted, regardless of work order timing. DOT-Harbors 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 DOT-Harbors approval.