

## Questionnaire

Qualified Professional Architectural and/or Engineering Firm to Provide Design, Environmental and Development Services for the Fuel Pier Facility Improvements at Kalaeloa Barber Point Harbor, Oahu, Hawaii – Job H.C. 10621

1. Experience and professional qualifications relevant to the project Scope of Work:
  - a. Please describe your firm's experience in providing and completing such services for commercial harbor facilities or for agencies with facilities and missions similar to the Hawaii Department of Transportation (DOT), Harbors Division (DOT-H). Specifically, cite your firm's roles and responsibilities for each project or contract.
  - b. Please describe your firm's experience in such services in support of other relevant or noteworthy projects. Specifically, cite your firm's roles and responsibilities for each project or contract.
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies. For commercial harbor construction or other pertinent projects where your firm has provided such services support, please list the following:
  - a. Project title, location, year completed and scope.
  - b. Client's name and phone number.
  - c. Client's primary architect, engineer, and other relevant administrator(s).
  - d. Successful project elements.
  - e. Project challenges and how they were overcome.
  - f. How successes or lessons learned can apply to this contract.
3. Capacity to accomplish the work in the required time. Please identify your firm's organizational chart as to how this Project will be staffed. Additionally, please provide a one (1) page resume for each employee listed:
  - a. List all current design, development and environmental services, and any other project(s) for each listed employee and the expected project completion dates.
  - b. Please list all of your firm's design, development and environmental services project contract(s) with the DOT, the amount of the contract(s) and the status of the contract(s).
  - c. How your firm will handle a situation where the DOT's Project Manager and your firm had a strong difference of opinion with regard to a project condition.

The following are DOT-H's 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:

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 (i.e., overhead rate and profit) shall be 3.00. However, the overhead rate shall be the actual overhead rate, subject to a DOT-H or any other DOT division's audit. Federal audits will not be accepted. The profit rate shall be limited to 10 percent maximum.
3. 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 contracting. DOT-H shall 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-H's approval.