NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

Pursuant to Chapter 103D, HRS, the Kaua'i County Department of Water (DOW) anticipates the need to engage the following professional services. Those determined to be qualified to provide the requested professional services shall be placed on a list for a one-year period. The requested services include, but are not limited to:

Special Counsel Services: Qualified attorneys licensed in the State of Hawai'i who can provide advice, counsel, and/or representation in civil matters including, but not limited to: administrative law, contract law, construction law, eminent domain, land acquisition, torts, workers compensation, etc.

Administration: Administration Services such as:

A. Departmental Performance Audit. An independent examination of the efficiency and effectiveness of the DOW's undertakings, programs, with due regard to economy, and the aim of leading to improvements to ensure accountability and to improve economy, effectiveness and efficiency of operations. The examples of the work done would be: benchmarking to the other counties and other water public supply utilities with the similar programs, comparing to the best practices entities or guidelines, assessing performance measures of the unit within the entity, checking the reliability of the IT systems according to the security standards and needs of the DOW, assessing the economic impact of programs or events, defined business practices, objective analysis to improve program performance and operations, determine the DOW's organizational needs and evaluate work flow processes and analysis of job productivity, reduce costs, facilitate decision making by parties with responsibility to oversee or initiate corrective action, and to contribute to public accountability.
B. Legislative Liaison. Advocate and promote the Department's position on Capital Improvement Project Legislative Requests and Legislative Measures and Actions that may affect the DOW. Duties may include but are not limited to: Identify, monitor, evaluate and report on legislative and administrative actions, deliberations and decisions including legislative and public hearings during the 2017 Hawai'i State Legislature Session; Serving as a liaison and advocate between legislators, legislative staff and other bodies as necessary; Assist in the planning, evaluating and executing strategies and actions relating to legislative and public review process; Advise and assist in the preparation and submission of written testimony; Coordinate discussion and meeting with key legislators and other State officials and other related duties as determined by the DOW to be in the best interest of the DOW.
C. Consultation on program development and implementation on: public and community affairs; public relations; graphic design and advertising; printing, publishing and media distribution.

Fiscal: Consulting & Financial Services such as:

A. Audit Services such as: Financial Statements Audit, Single Audit, Performance and/or Internal Control Audit, and other as needed audit services.
B. Customer Information System: Customer account maintenance and billing.
C. Billing, Printing & Payment Service Providers: Enterprise bill payment solutions such as bill printing and mailing, E-bill presentment, IVR (auto pay by phone) credit card and other payment options.
D. Collection Service. This involves collection services for outstanding debts and debt recovery.
E. Financial Management Planning, including water rate analysis.
F. Accounting consultation services.
G. Integration and training for billing and financial systems; financial and budgetary reporting, analysis and formatting; automation of timekeeping process. Web based accounting system procurement tied to warehouse management and job-time processing and maintenance system.
H. Consulting Services on Internal Controls & Other Operating Business Procedures.
I. Feasibility study for alternative energy savings projects.

Engineering: Civil, architectural, mechanical, electrical, and industrial engineering for waterworks facilities and other work relating to:

A. Construction management and engineering project management.
B. Planning and design for the drilling and testing of water wells, surface water treatment facilities, construction of water tanks, water transmission and distribution mains, vehicle and foot access bridges, land and site acquisition, drainage, and water quality.
C. Planning, design, and/or outfitting of water facilities with new or renovated deep well production-pumps, booster pumps, water tank electrical controls, Supervisory Control And Data Acquisition (SCADA), Motor Control Center (MCC), instrumentation and piping, and power savings (power generation).
D. Planning, design and construction management for waterworks facilities including, but not limited to: site improvements, structures, landscaping, fencing and pavement, standby power systems, portable generator shelters, access roads, retaining walls.
E. Inspection, repair, recoating, renovating and replacement of buildings, waterworks facilities (deep well sites, tunnel sources, tanks, pump stations, pipelines and controls), and development of maintenance management programs for fixed facilities (valves, fire hydrants, pump station etc.) and mobile equipment.
F. Design, installation, inspection, and repair of corrosion control-systems.
G. Water meter analysis, repair and testing services.
H. Assistance with land acquisition, including, but not limited to: land appraisal for various sites, assistance with obtaining Grant of Easement, Right of Entry, or various other legal agreements necessary to complete a project. If required, the appraiser will be required to retain a land surveyor.
I. General surveying services.

Information Technology: Provide professional support services for the maintenance, management and up-dating of the Department's existing Software and Project Management of various IT program implementation such as:

A. IT strategic planning, implementation, and support
B. Computer Software System Analysis and Procedures
C. Firewall Configuration, updates/upgrades, and Support
D. Financial Information System (Great Plains) Support
E. Oracle Cloud Services Configuration, updates/upgrades, and Support
F. Virtual Server (Hyper-V) Configuration, updates/upgrades, and Support
G. Network Administration Configuration, updates/upgrades, and Support
H. Computerized Maintenance Management System (CMMS) utilizing Four Winds MPET software
I. Microsoft SharePoint Configuration, updates/upgrades, and Support
J. Database (SQL and Oracle) Configuration, updates/upgrades, and Support
K. GIS Configuration, updates/upgrades, and Support

Water Resources and Planning:

A. Hydraulic Model Maintenance and Support Services: Professional engineering and computer system services for hydraulic model maintenance and support to include review and update of existing and new water system facilities, water system service areas/pressure zones, consumer demand information, system calibration, formal training and on-call support.
B. Preparation of study examining the Water System Impact Fees (Facilities Reserve Charge) and update the DOW's Needs Assessment

Study and Facilities Reserve Charge Analysis.

C. Long Range Planning: assistance with developing a long range plan for upgrading, improving, and/or connecting various water systems on the island.
D. GIS Implementation Support Services: Engineering, planning, computer GIS analysis services. The work shall include research and development requirements and the design and development of a Geographic Information System that will be used in displaying and linking information for water system facilities (i.e. water meter, fire hydrant, valve and pipe distribution system), service area/pressure zones, customer/billing service information, water meter application and building permit request, customer agreement processing, capital improvement project information and hydraulic model support.

Supervisory Control and Data Acquisition (SCADA) Services: Provide professional, system integrator and technician services for the Department's existing SCADA system. Professional services include a Network Engineer to inspect all network equipment for proper operation and software upgrade requirements; verify historical data collection and report generation for proper operation; perform administrative tasks associated with maintaining the various servers. Field Service Engineers to inspect each remote site to verify the integrity of the equipment, including: calibrating instruments to return instruments to proper operation and valid routing tables, verifying Frame Relay connection and check for efficient operation. Provide technical support services as needed.

The following requirements pertain to all Statement of Qualifications (SOQ's) submitted. SOQ's should identify the area(s) of professional services provided by the proposer, and include a description of the proposer's firm, the qualifications and related experiences of the principals and staff members, and supporting data and information as they relate to the proposed subject-matter areas. Use of Federal Form SF 330 or State Form DPW 120 with supplemental information, where appropriate, is encouraged. SOQ's should include, but not be limited to, the following information:

A. The name of the firm or person, the principal place of business, and location of all of its offices;
B. The age of the firm and its average number of employees for the past five years;
C. The education, training, and qualifications of key members of the firm;
D. The education, training, and qualifications of key members of the associate firms for subcontracted work;
E. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services have been rendered during the preceding year;
F. Any promotional or descriptive literature which the firm desires to submit, and
G. Submit Quality Assurance Procedures (this item is important and submittals will be rejected without it).

Expressions of interest, Statement of Qualifications (SOQ's), and accompanying information must be received by the Department of Water addressed to Mr. Kirk Saiki, P.E., Manager & Chief Engineer, Kauaʻi County Department of Water, P.O. Box 1706 or 4398 Pua Loke Street, Līhuʻe, Kauaʻi, Hawaiʻi 96766 or email to: cerorita@kauaiwater.org. All submittals must be in **ELECTRONIC FORM ONLY**, pdf format limited to 10MB by e-mail or CD no later than 4:30 p.m., **June 30, 2016**. Questions may be directed to Ms. Christine Erorita at (808) 245-5409.

(www.kauaiwater.org, SPO Website 06/01/16)