

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES
Project No. PS-D017-500

This notice shall remain posted until JUNE 30, 2017 or until superseded by the following year's notice.

ALL Previously Qualified Professionals (FY 2006 through 2016) MUST RESPOND TO THIS SOLICITATION unless otherwise notified.

The State of Hawaii, Department of Education (DOE) anticipates during Fiscal Year 2016-2017, the continued need for Professional Services in various Facilities related categories under the following disciplines:

1. **Architectural Planning and Design** - (schools, gymnasiums, auditoriums, administration buildings, sport fields, locker rooms, shower/toilet facilities, stadiums, bleachers, permitting, etc.)
2. **andscape Architecture** - (master plans, landscape/hardscape plans, irrigation, etc.)
3. **Engineering Planning and Design**
 - a. **General (Civil)** - (sidewalks, parking lots, curb ramps, play courts, site improvements, etc.)
 - b. **Hydraulics (Civil)** - (drainage improvements, sewer lines, flood control, etc.)
 - c. **Transportation (Civil)** - (traffic studies, intersection channelization, traffic calming, bikeways and bike paths, traffic control measures, bus bays and pads, etc.)
 - d. **Sanitary (Civil)** - (wastewater facilities, cesspools and septic tank facilities, etc.)
 - e. **Electrical** - (field lighting, facilities power/lighting, security cameras, fire alarm systems, telecommunications, wireless communications, etc.)
 - f. **Structural** - (bridges, structures, revetments, foundations/barriers, etc.)
 - g. **Mechanical** - (air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.)
 - h. **Geotechnical** - (foundations, earth movement, slope stability analysis, slide potential, etc.)
4. **Environmental Engineering Services** - (site/risk assessment, indoor air quality studies/remediation, water quality studies, NPDES permitting, AHERA studies/remediation, HAZMAT treatment, management and control, etc.)
5. **Land Surveying** - (topographic, boundary, parcel maps, shoreline certifications, etc.)
6. **Project Management** - (project oversight, contract management, administrative processing, public meetings, services during bidding and construction, etc.)
7. **Construction Management** - (services to manage activity during the bidding and construction phase of a job)
8. **Real Estate Support Services** - (due diligence for land transfers; gathering and processing documents related to land transfers; etc.)
9. **Real Property Appraisal** - (services as it relates to all aspects of appraisals)
10. **Community Planning** - (site planning services; site selection studies; complex development reports; demographic, socioeconomic and physical planning studies; community organizing/public participation; community/public relations; public access planning; land use codes/studies)
11. **Commissioning and Retro-commissioning Services** - (services to systematically optimize the performance of various building systems prior to and/or after completion of construction.)
12. **Energy Performance Engineering** - (services to replace lights, windows, HVAC systems and other energy-related building components with new, energy-efficient systems, without any out-of-pocket expense.)
13. **Facilities Information Technology Services** - services to manage and support facilities related IT initiatives such as MAXIMO, GIS, Microsoft SharePoint, etc.
 - a. **Geographic Information Systems (GIS)** - (developing, integrating, implementing, updating and maintaining GIS applications and database)
 - b. **Servers, PC Storage and Virtualization Systems** - (planning, design, implementation, maintenance, support and training services for sever systems, PC and peripheral systems, virtualization systems, and storage area network (SAN) system)
 - c. **Cisco VoIP and Network and Security** - (planning, design, implementation, maintenance and support services for network systems, IP phone systems and call center systems)
 - d. **Document Management** - (planning, design, implementation, maintenance and support services for document management systems)
 - e. **SharePoint Support** - (planning, design, implementation, maintenance and support services for SharePoint systems)

- f. **Website Services** - (planning, design, implementation, maintenance and support services for internet and intranet websites, web application development, web content management systems and web e-business systems)
 - g. **Wireless and Security Camera Systems** - (planning, design, implementation, maintenance and support services for wireless point-to-point and point-to-multipoint systems; and security camera, video management, motion detection, lighting and associated electrical power systems)
 - h. **Lotus Notes Database** - (planning, design, implementation, maintenance, enhancement, integration, conversion or migration of Lotus Notes databases)
 - i. **IT Project Management** - (master planning, monitoring and control support services for facilities related IT initiatives and systems)
14. **ARCHAEOLOGY** - (investigations, mitigation plans, monitoring, etc.)

DEADLINE FOR SUBMITTALS

This solicitation shall remain open through June 30, 2017. The first deadline for qualified professionals to submit Statements of Interest as described under SUBMITTAL REQUIREMENTS is:

4:00 P.M. Hawaii Standard Time. Friday, July 1, 2016

Late Submittals

The DOE will continue to receive submittals after the first deadline, but these submissions shall be considered late. In order to facilitate efficient review of any late submittals, submissions received subsequent to this first review date shall remain sealed, and shall not be reviewed until ten (10) or more submissions are available for evaluation or the DOE, at its sole discretion, opts to convene the review panel.

SUBMITTAL REQUIREMENTS

Interested parties are invited to submit current statements of qualifications and expressions of interest to the DOE; such statements shall include but not be limited to the following:

1. Transmittal Letter, (cover letter preferably on company's letterhead) dated and signed by an authorized representative of the company. Please provide the appropriate contact information. **Please include a current email address.** Professionals shall state which service category(ies) they are interested in qualifying for. **The stated service category(ies) must match the categories identified in the Attachment A form.**
2. Attachment A - Check List of Professional Services indicating the specific Professional Service(s) for which the company wishes to be considered. Please fill out the most current Attachment A completely. Do not use Attachment A forms from previous solicitations. **An Attachment A form in fillable format may be downloaded through this solicitation**
3. Statement of Qualifications for each category of professional service

There are separate forms to be completed based the different type of service category(ies). Please make sure that you complete the correct form.

- The State of Hawaii, Department of Accounting & General Services (DAGS), Public Works Division Form DPW 120 6/99. **Please fill out only one DPW 120 form for all A&E categories you are submitting for.**
- Facilities - Various Services Attachment
- Facilities IT Attachment. **Please fill out only one Facilities IT Attachment form for all Facilities IT Services categories you are submitting for.**

Copies of the forms are available through this solicitation as downloadable Microsoft Word files.

Any supplemental information related to each project of interest should be incorporated into the submittal. The supplemental information shall include, but not be limited to, the Professionals' specific area/ category of expertise. Promotional materials or descriptive literature, although not required, **will be accepted on a CD or USB flash media** rather than paper copies.

4. Certificate of Good Standing verifying company's status as a) a Hawaii business, registered and incorporated or organized under the laws of the State of Hawaii or b) a compliant non-Hawaii business registered to do business in Hawaii. As evidence of compliance, company shall submit the certificate of good standing issued by the Department of Consumer Affairs, Business Registration Division (BREG). A Hawaii business that is a sole proprietorship is not required to register with BREG and therefore exempt from this requirement.

OR

In lieu of Item 4 above, the company may also submit an original CERTIFICATE OF VENDOR COMPLIANCE as issued by the State Procurement Office via an online system, also referred to as "Hawaii Compliance Express." Details regarding this online application process can be viewed at: <http://vendors.ehawaii.gov/hce/>

5. All items saved to CD or USB flash media in Microsoft Word or PDF format.

Format of Submittal

Interested parties shall submit one (1) original paper copy of all statements of interest described above. The original submission (paper copies) shall not include promotional or descriptive literature.

Delivery of Submittal

Submittals shall be mailed or hand delivered. Hand deliveries may be dropped off at the Project Control Section's transaction counter located on the 1st floor of the administrative building on campus. **Submittals transmitted via electronic mail or facsimile will not be accepted.**

Applicants must submit current statements of qualifications and expressions of interest to:

**Hawaii State Department of Education
Facilities Development Branch, Business Services Section
Queen Liliuokalani Facilities Campus
3633 Waiālae Avenue, Honolulu, HI 96816**

GENERAL INFORMATION

Under the requirements of §103D-304, Hawaii Revised Statutes (HRS) such professional services are subject to competitive selection.

Qualified List

Qualified responders to this solicitation will be placed on a list to provide such services and, as needs arise, will be considered for selection in accordance with §103D-304, HRS. Qualified professionals shall express their interest in providing services in the various category(ies) in the manner specified under SUBMITTAL REQUIREMENTS.

Confirmation of Receipt

Confirmation of the Professional Service the company has been qualified for shall be mailed within four (4) weeks after the review panel has completed the initial evaluation.

Confirmation of late submittals

Confirmation of receipt of late submittals shall be made within one (1) week via email. Confirmation of the Professional Service the company has been qualified for shall be mailed within four (4) weeks after the review panel reconvenes to evaluate late submittals.

Selection/Selection Criteria

As projects arise, selection criteria specific to the project shall be established and employed to select a Contractor for the project. A selection committee will review submittals and evaluate them against the established criteria. Criteria employed in descending order of importance, may include:

1. Experience and professional qualifications relevant to the project type,
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies,

3. Capacity to accomplish the work in the required time,
4. When deemed relevant, familiarity with the specific project or prior related projects, and other relevant criteria.

Contract/Contract Terms

If selected for a project, Contractor is required to enter into a contract with the DOE. In addition, upon award of the contract, Contractor shall furnish a certificate of insurance in accordance with the following minimum insurance coverage and limits:

- (1) General liability (GL) shall be no less than \$1 million per occurrence and \$2 million in the aggregate (the maximum amount paid for claims during a policy term),
- (2) Automobile (auto) insurance shall be no less than \$1 million per accident, and
- (3) Professional Liability (Errors and Omissions) shall be no less than \$1 million per claim (however, contract may require higher limits or project specific limit) and \$2 million in the aggregate.

CONTACT INFORMATION

Any inquiries regarding the above should be directed to Richard Kiyabu via email at richard_kiyabu@notes.k12.hi.us

KATHRYN MATAYOSHI
SUPERINTENDENT
DEPARTMENT OF EDUCATION

Procurement Notice Posted on (June 1, 2016)

ATTACHMENT A
Checklist of Professional Services

- Companies shall specify and complete each specific Professional Service for which the company wishes to be considered. Any incomplete section will not be considered.
- Companies will be automatically added to the Professional Services Qualified List for all projects checked provided that the Review Committee determines the company is qualified to perform the type of work indicated.
- The DOE does not guarantee that selections will be made for all projects listed. Further, the DOE reserves the right to select multiple providers for each professional service listed.
- The DOE reserves the right to combine similar type projects in each category and to select professionals to provide services for more than one project.

Company Name: _____

Completed By: _____

Title: _____

Date: _____

Please fill out the following general information about your company and its project history.

- A. Please list your company's 10 largest projects in the past 5 years. At a minimum, please include the following information:**
- Name of project
 - Description of project
 - Location of project Duration
 - Project cost
- B. Please list your company's past work or projects in Hawaii. Please limit the list to 10 projects. Please note that this list will not affect how your company is screened and qualified. At a minimum, please include the following information:**
- Name of project
 - Description of project
 - Duration
 - Project cost
- C. Please list your company's past work with the State of Hawaii government. Please limit the list to 10 projects. Please note that this list will not affect how your company is screened and qualified. At a minimum, please include the following information:**
- Name of project
 - Description of project Duration
 - Project cost
 - State agency worked with
- D. Please list any current projects with the State of Hawaii Department of Education. Please limit the list to the 10 most current projects. Please include projects that you have been selected for, but have not yet started. Please note that this list will not affect how your company is screened and qualified. At a minimum, please include the following information:**
- Name of project
 - Description of project
 - DOE point of contact
- E. Please provide any litigation history for the past 5 years.**
- F. Does your firm have Errors & Omissions (E&O) insurance? If yes, please provide proof of insurance or insurability from your insurance carrier with this form.**

G. Is your company bonded?

Please identify which services you would like to apply for by marking the appropriate number and/or letter. Also please provide the requested information for each of the categories that you would like to be qualified for. Any incomplete categories will be considered as not compliant and will not be reviewed for qualification.

- 1. Architectural Planning and Design** - (schools, gymnasiums, auditoriums, administration buildings, sport fields, locker rooms, shower/toilet facilities, stadiums, bleachers, permitting, etc.) **Please use attached DPW Form 120.**
- 2. Landscape Architecture** – (master plans, landscape/hardscape plans, irrigation, etc.) **Please use attached DPW Form 120.**
- 3. Engineering Planning and Design**
 - a. General (Civil)**- (sidewalks, parking lots, curb ramps, play courts, site improvements, etc.) **Please use attached DPW Form 120.**
 - b. Hydraulics (Civil)** - (drainage improvements, sewer lines, flood control, etc.) **Please use attached DPW Form 120.**
 - c. Transportation (Civil)** – (traffic studies, intersection channelization, traffic calming, bikeways and bike paths, traffic control measures, bus bays and pads, etc.) **Please use attached DPW Form 120.**
 - d. Sanitary (Civil)** - (wastewater facilities, cesspools and septic tank facilities, etc.) **Please use attached DPW Form 120.**
 - e. Electrical** - (field lighting, facilities power/lighting, security cameras, fire alarm systems, telecommunications, wireless communications, etc.) **Please use attached DPW Form 120.**
 - f. Structural** - (bridges, structures, revetments, foundations/barriers, etc.) **Please use attached DPW Form 120.**
 - g. Mechanical** - (air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.) **Please use attached DPW Form 120.**
 - h. Geotechnical** - (foundations, earth movement, slope stability analysis, slide potential, etc.) **Please use attached DPW Form 120.**
- 4. Environmental Engineering Services** - (site/risk assessment, indoor air quality studies/remediation, water quality studies, NPDES permitting, AHERA studies/remediation, HAZMAT treatment, management and control, etc.) **Please use the attached Facilities – Various Services Attachment form.**
- 5. Land Surveying** - (topographic, boundary, parcel maps, shoreline certifications, etc.) **Please use attached DPW Form 120**
- 6. Project Management** - (project oversight, contract management, administrative processing, public meetings, services during bidding and construction, etc.) **Please use attached DPW Form 120.**
- 7. Construction Management** - (services to manage activity during the bidding and construction phase of a job) **Please use attached DPW Form 120.**
- 8. Real Estate Support Services** - (due diligence for land transfers; gathering and processing documents related to land transfers; etc) **Please use the attached Facilities – Various Services Attachment form**
- 9. Real Property Appraisal** - (services as it relates to all aspects of appraisals) **Please use the attached Facilities – Various Services Attachment form**
- 10. Community Planning** - (site planning services; site selection studies; complex development reports; demographic, socioeconomic and physical planning studies; community organizing/public participation; community/public relations; public access planning; land use codes/studies) **Please use the Facilities – Various Services Attachment form**

- 11. Commissioning and Retro-commissioning Services** - (services to systematically optimize the performance of various building systems prior to and/or after completion of construction.) **Please use attached DPW Form 120.**
- 12. Energy Performance Engineering** - (services to replace lights, windows, HVAC systems and other energy-related building components with new, energy-efficient systems, without any out-of-pocket expense.) **Please use attached DPW Form 120.**
- 13. Facilities Information Technology Services**
 - a. Geographic Information Systems (GIS)** – (developing, integrating, implementing, updating and maintaining GIS applications and database) **Please use attached Facilities IT Attachment Form**
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