

Questionnaire
for
Construction Management Services
Holdroom and Gate Improvements
Kahului Airport
State Project No. AM1042-42

Experience and professional qualifications relevant to the project

1. This project will provide construction management support for Holdroom and Gate Improvements. The Project would include the enclosure of the walkways and concourse and construction of a Commuter Terminal.
 - a. By responding with a “Yes” or “No”, does your firm have the experience and qualifications to provide construction management (CM) services for Kahului Airport projects? Please be aware that CM services is defined as 1) monitoring the construction contractor’s day-to-day activities to facilitate project completion on schedule and within budget; 2) providing daily inspections of the construction contractor’s work to ensure the work is being done in accordance with the plans and specifications; 3) enforcing the terms and conditions of the of the project’s contract documents and 4) providing contract administration in accordance with the Airports Division’s and Federal Aviation Administration’s policies.
 - b. By responding with a “Yes” or “No”, does your firm’s personnel have any experience in providing CM services for Airport Terminal projects?
 - c. If the response to question 1b is “Yes”, please describe, in detail, the personnel’s experience of your firm in the construction of airport terminal projects.
 - d. If the response to question 1b is “No”, please describe how your firm’s airport experience and professional qualifications are relevant to this project.
 - e. What recent (within the last three years) airport certifications or airport training certifications do your proposed personnel have that are relevant to this project?

Past performance on projects at airports, including corrective actions and other responses to notices of deficiencies

2. Please respond to the following:
 - a. Please list the name of the airport, the project title, and provide a detailed scope of work. In addition, please provide the year that the project was completed, the name of each client, and the name and phone number of the client’s Project Manager who was directly involved in the project.

- b. For each project listed, please explain the successful project elements, if any, and describe how these elements could be implemented for this project.
- c. For each project listed, please explain the difficult project elements, if any, and how these elements were overcome.
- d. Please indicate the percentage of your firm's contract amount compared to the construction cost of the project.
- e. Provide any consultant evaluations or construction management awards that your firm or proposed team members have received for recent State of Hawaii Department of Transportation projects. If none, state None.

Capacity to accomplish the work in the required time

- 3. Please identify your firm's Maui CM organizational chart as to how this project will be staffed, at a minimum, by the following classifications, and the name of the employee(s) per classification – please note the maximum number of employee(s) to be listed per classification. Special attention is directed to question 10d. Please submit a one-page resume of your key employee(s) for those classifications denoted by an "*", including their experiences working with outbound baggage conveyor systems. Resumes shall be limited to one-page maximum per person.
 - * Construction Manager – (one employee)
 - * Project Engineer – (one employee)
 - * Construction Inspectors – (maximum of four employees)
- 4. For each key employee(s) identified in the organizational chart, please list all of their current CM project(s), and the project expected completion date.
- 5. Please list all of your firm's CM contract(s) with the Airports Division of the Department of Transportation, the amount of the contract(s), and the status of the contract(s).
- 6. What is your firm's proximity to the job location? Since the Airports Division will not reimburse travel expenses, how would your firm handle the inspections and contract administration duties?
- 7. By responding with a "Yes" or "No", does your firm have construction management staff on Maui?
- 8. How would your firm handle a situation where the State's Project Manager had a difference of opinion with your staff?

9. The following shall be applicable to your firm and/or sub-consultant(s). By responding with a “Yes” or “No” to each of the following, does your firm have any objections? If the response is “Yes”, please explain your objections.

- a. Unless a field office is set up at the project site and staffed with a contract administrator and/or a clerical type of position, these positions will not be considered as a project chargeable position, and shall be considered as an overhead expense unless otherwise allowed by the State for other project tasks.
- b. The direct labor rates shall be according to latest DAGS 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.

Construction Manager (DAGS equivalent classification – Engineer VI)
Project Engineer (DAGS equivalent classification – Engineer V)
Construction Inspector (DAGS equivalent classification – Engineer IV)

- c. The maximum allowable multiplier factor (overhead rate and profit) shall be 2.88. However, the overhead rate shall be the actual overhead rate, subject to an Airports Division or any other Department of Transportation’s Division audit. Federal audits will not be accepted. The profit rate shall be limited to 10% maximum.
- d. 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 if the project is delayed. However, the Airports Division 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 the Airports Division’s approval.