

Project: Open Ended CM/CS Services, District of Hawaii

SCOPE OF SERVICES

The work involves district specific CM/CS Services of various State Highway construction projects. Two consultants will be selected. The selected consultants will provide construction managers, project engineers, field engineers, field construction inspectors, field clerks and/or schedulers on an as-required basis to supplement the State Highways Division construction staff to properly administer construction projects.

STAFFING NEEDS

As a minimum, the persons employed by the Consultant shall meet the requirements of DOT personnel performing identical or similar work. The equivalent employee categories are as follows:

<u>Consultant</u>	<u>State of Hawaii</u>
Construction Manager	Engineer V
Project Engineer	Engineer IV
Field Engineer	Engineer III
Field Construction Inspector	Highway Construction Inspector III or IV
Field Clerk	Office Assistant IV
Scheduler	Planner IV/Engineer III

The Construction Manager (Engineer V level) must have a minimum of ten years experience in managing projects of similar nature and scope, shall be a professional engineer registered in the State of Hawaii, and shall be familiar with Federal Highway and State Highways procedures and policies. The Construction Manager shall be capable to perform the duties of the Field Construction Inspector when required and shall have supervisory skills necessary to effectively manage the Project Engineer, Field Engineer and Field Construction Inspectors.

The Project Engineer (Engineer IV level) must have a minimum of eight years experience in highways construction, shall be a professional engineer registered in the State of Hawaii, and shall be familiar with Federal Highway and State Highways procedures and policies. The Project Engineer shall be capable to perform the duties of the Field Construction Inspector when required and shall have supervisory skills necessary to effectively manage the Field Engineer and Field Construction Inspectors.

The Field Engineer (Engineer III level) must have a minimum of five years experience in highways construction and shall be familiar with Federal Highway and State Highways procedures and policies.

The Field Construction Inspector (HCI-IV level) shall have a minimum of five years experience with structural inspection and highways construction and is certified to perform sampling and testing in accordance with the State Highway Personnel Qualification Program.

The Field Construction Inspector (HCI-III level) shall have a minimum of four years experience with highways construction and is certified to perform sampling and testing in accordance with the State Highway Personnel Qualification Program.

The Field Clerk (Office Assistant IV level) performs senior level clerical work that involves a wide range of clerical functions. Work experience includes a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

The Scheduler (Planner IV/Engineer III level) collects and analyzes information used to plan and schedule construction projects. Generates forecasts, variance reports and other documentation used to monitor and manage projects. Evaluates current procedures and recommends changes to improve the efficiency of planning and scheduling of projects and the reduction of issues due to scheduling errors. Understands and utilizes standard planning and scheduling methodologies and tools. Prepares plans and schedules for small to complex projects.

CONTRACT TERM: The Contract period will be for a one (1) year term with two (2) one (1) year options to extend

ANTICIPATED START: June 2020