

Questionnaire  
for  
Design Services  
Design Services for HNL Fire Sprinkler System Upgrade  
Daniel K. Inouye International Airport  
Project No. AO1096-14

Experience and professional qualifications relevant to the project

1. This project will provide design services for existing fire sprinkler system at the Daniel K. Inouye International Airport.
  - a. Please describe your firm's experience in providing design services the renovation of fire sprinkler systems for airports facilities or for agencies with facilities and missions similar to airports. Specifically cite your firm's roles and responsibilities for each project or contract.
  - b. Please describe your firm's experience in providing design services for other relevant or noteworthy projects. Specifically cite your firm's roles and responsibilities for each project or contract.

Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

2. For airports maintenance or other pertinent projects where your firm has provided design services, please list the following:
  - Project title, location, year completed and scope
  - Client's name and phone number
  - Client's primary project manager or contract administrator
  - Successful project elements
  - Project challenges and how they were overcome
  - How successes or lessons learned can apply to this contract

Capacity to accomplish the work in the required time

3. Please provide your firm's organizational chart showing how this project will be staffed by the following classifications, and the name of the employee(s) per classification. Please submit a resume of your key employee(s) for those classifications denoted by an "\*". Resumes shall be limited to one page maximum per person.

\* Principal In Charge/Engineer VIII (equivalent to the Airports Administrator)

\* Principal Architect/Engineer VII (equivalent to the Engineering Program Manager)

- \* Associate Architect/Engineer VI (equivalent to the Section Head)
- \* Senior Architect/Engineer V (equivalent to the Project Manager)
- Registered Architect/Engineer IV
- Architect III/Engineer III
- Architect II/Engineer II
- Architect I/Engineer I
- Senior Drafting Technician
- Junior Drafting Technician

4. For each key employee(s) identified in the organizational chart, please list all of their current design project(s), and the expected project completion date(s).
5. Does your firm close its office for any extended period of time during the year? If yes, please identify the dates. How will your firm respond to any request for services during this time period?
6. The following are Airports policies with regards to consultant contracts and will apply to your firm and subconsultant(s). Please provide an explanation for any of the conditions that your firm cannot meet:
  - a. Fee proposals shall be formatted by the above classifications, whose efforts will be compared to those efforts of the equivalent Airports Division's classifications. The clerical classification will not be considered a project chargeable classification and shall be considered as an overhead expense.
  - b. 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 latest DAGS maximum hourly rates will be used. There will be no increases to the direct labor rates during the contract time period.
  - 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 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 with those key employee(s) listed in the organizational chart submitted in question 3. Key employee(s) shall not be replaced, unless they are no longer employed by your firm, and their replacement shall be subject to the Airports Division's approval.