

Questionnaire
for
Construction Management Services
USDA Inspection Building
Ellison Onizuka Kona International Airport at Keahole (KOA)
State Project No. AH2042-32

Experience and professional qualifications relevant to the project

1. This project will include but not be limited to construction of a new U.S. Department of Agriculture (USDA) Inspection Building located at the Ellison Onizuka Kona International Airport at Keahole, directly north of the baggage make-up building recently constructed by the Terminal Modernization Program Phase I. Construction will include baggage handling and screening equipment, electrical, fire protection, HVAC, plumbing, site work, and incidental related work.
 - a. By responding with a “Yes” or “No”, does your firm have the experience and qualifications to provide construction management (CM) services? 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 policies.
 - b. Please describe your firm’s current employee’s experience in providing construction management support for construction projects/contracts at Ellison Onizuka Kona International Airport at Keahole, or for other airports facilities and agencies with facilities and missions similar to airports. Specifically cite your firm’s current employee’s roles and responsibilities for each project or contract, and describe their experience working in conjunction with corresponding airport agencies, such as the U.S. Department of Agriculture (USDA), Federal Aviation Administration (FAA), the Transportation Security Administration (TSA), and various airport stakeholders.
 - c. By responding with a “Yes” or “No”, does your firm have any experience in providing CM services for the installation of an outbound baggage conveyor system?

If the response to question 1c is “Yes”, please describe, in detail, the capacity of your firm’s CM role in the installation of an outbound baggage conveyor system.

If the response to question 1c is “No”, please describe how your firm’s experience and professional qualifications are relevant to this project.

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 the projects described in the response to Question 1 above or for other pertinent projects where your firm has provided construction management support, 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 identify your firm's 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 submit a one-page resume of your key employee(s) and indicate if they are based near Kona, or elsewhere on the island of Hawaii.
 - * Construction Manager – (one employee)
 - * Project Engineer – (maximum of two employees)
 - * Construction Inspectors – (maximum of four employees)
4. Please list all current CM project(s) for each listed employee and the expected project completion dates.
5. Please list all of your firm's CM contract(s) with the Department of Transportation, the amount of the contract(s), and the status of the contract(s).
6. How would your firm handle a situation where the State's Project Manager and your firm had a strong difference of opinion with regard to a jobsite condition.
7. The following are Airports policies with regard 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. 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 project chargeable, 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 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 corresponding DAGS classification and 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'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 of work order timing. 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.