

## NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

In accordance with §103D-304, HRS, the State of Hawaii, Department of Transportation (HDOT), Highways Division is seeking qualified consultants to provide general civil engineering services for Culvert Crossing Assessment Program, Island of Oahu, Project No. HWY-O-CCAP19-01. Project Assignments will be in support of Federal-aid and/or State-funded projects being designed by the Highways Division, Department of Transportation. The contract will be an Indefinite Quantity Contract, in accordance with §3-122-143, HAR. A contract time of performance of one (1) year and four (4) optional 1-year extensions, and a budget of \$1,000,000 per year, subject to availability of funds, are anticipated. Additional information for the subject project may be viewed under "Files."

Individuals or firms on HDOT's qualified list are invited to submit a proposal for the project listed above. Proposals should be clear, concise, and in accordance with the *Guidelines for Preparing Consultant Proposals for Highways Division Projects*, which can also be viewed under "Files." Only those prospective individuals or firms whose proposal is submitted by the deadline below will be considered.

Include in your firm's submittal Proof of Insurance for:

- a. General liability insurance for limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The STATE shall be named as additional insured.
- b. Automobile liability insurance for limit of not less than \$1,000,000 per accident. The STATE shall be named as additional insured.
- c. Professional liability insurance for limit of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate.

If a firm is not able to provide the above insurance certificates at this time, a letter from an insurance company stating, if the firm is selected, they will insure the firm for the insurance policies and the amount of minimum coverage required above, will be accepted as proof of insurance.

An electronic copy of the proposal must be received in PDF format via email at [henry.kennedy@hawaii.gov](mailto:henry.kennedy@hawaii.gov), and three hard copies of the proposal must be received by 4:00 p.m., **March 10, 2020**, at the following address:

Department of Transportation, Highways Division  
Design Branch, Technical Design Services Office, Room 688  
601 Kamokila Boulevard  
Kapolei, Hawaii 96707  
Attention: Henry Kennedy

Please send an email to [henry.kennedy@hawaii.gov](mailto:henry.kennedy@hawaii.gov) to confirm that your firm is interested in submitting a proposal. This email confirmation will only be used to contact interested firms in the event that changes are made, and is not required for, or part of, the evaluation process.

In addition to the qualifications proposal for the project listed above, individuals or firms who are **not on** HDOT's qualified list that wish to be considered in selection must submit a PDF file of the following along with the proposal by the deadline above:

1. Letter of interest (including an email address for notification of additional advertisements).
2. Completed [DPW Form 120](#) or [Standard Federal Form 330](#), and
3. Any other related information.

The PDF file should be named the "Company's Name" and e-mailed to [henry.kennedy@hawaii.gov](mailto:henry.kennedy@hawaii.gov).

The criteria used to evaluate firms whose proposals are received by the deadline above are included in the *Guidelines for Preparing Consultant Proposals for Highways Division Projects*. Written discussions via email will be conducted by HDOT with the top 3 scoring firms in accordance with the Brooks Act (U.S.C., Title 40, Chapter 11, Section 1103), during the evaluation process. Discussions allows proposal clarification and solicitation of additional information by the selection committee. It is also an opportunity for the top three consultants to change/update their proposals.

The HDOT, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the U.S. Department of Transportation [Title 49, Code of Federal Regulations (CFR) Part 21] issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that the contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color, national origin or sex.

The U.S. Department of Transportation Regulations entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Programs," Part 26, Title 49, CFR is applicable to this project.

### 3D Technology

The HDOT encourages the use of 3D technology software solutions, such as AutoCAD and MicroStation. Use of such technology will require adequate and acceptable conversion capabilities to current HDOT software. HDOT encourages the use of 3D technology for purposes such as streamlining transportation projects by improving communication with the HDOT and stakeholders and reducing overall project timeline and cost.

Driving While Impaired (DWI) Education. HDOT encourages all organizations contracted with the HDOT to have an employee education program preventing DWI. DWI is defined as operating a motor vehicle while impaired by alcohol or other legal or illegal substances. HDOT promotes this type of program to accomplish our mission to provide a safe environment for motorists, bicyclists and pedestrians utilizing our State highways, and expects its Contractors to do so as well.

Use of Personal Protective Equipment. HDOT requires all organizations working within the highway right-of-way, whether contracted with the HDOT or not, to utilize personal protective equipment whenever visiting a worksite or potential worksite. Personal protective equipment shall comply with Occupational Safety and Health Administration (OSHA) Part No. 1926 –

Safety and Health Regulations for Construction which includes protective clothing and shoes, eye and ear protection, hard hats and, if appropriate, respirators or masks and gloves. HDOT promotes the use of safety gear as part of our overall employee safety program and expects its Contractors to do so as well.

Campaign contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section HRS 11-355, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, contact the Campaign Spending Commission at (808) 586-0285.

Estimated Procurement Schedule (subject to change)

Publication Date: February 10, 2020

Proposals Due: March 10, 2020

Evaluation: March 11 – March 17, 2020

Discussion with top 3: March 18 – March 24, 2020

Finalize Evaluation Rankings: March 25 – March 31, 2020

Selection Notification: April 1 – April 7, 2020

Consultant Audit: April 8 – April 21, 2020

Negotiation: April 22 – April 28, 2020

Fee Acceptance Letter: April 29, 2020

The Director of Transportation reserves the right to cancel this request for proposals, to reject any or all proposals in whole or part, and to waive any defects in said proposal in the best interest of the State.

If you have any questions, please contact Henry Kennedy at (808) 692-7550, Technical Design Services Office, Design Branch, Highways Division or email [henry.kennedy@hawaii.gov](mailto:henry.kennedy@hawaii.gov).

JADE T. BUTAY  
Director of Transportation

Internet Posting: February 10, 2020