

**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
PUBLIC WORKS DIVISION
NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES**

The State of Hawaii, Department of Accounting and General Services (DAGS), Public Works Division is seeking qualified firms to provide professional services in fire protection engineering for the DEVELOPMENT OF DAGS FIRE PROTECTION POLICIES AND GUIDANCE; STATEWIDE.

SERVICES DESCRIPTION

1. To provide guidance to ensure that DAGS addresses county (including Honolulu, Hawaii, Maui, and Kauai) fire protection requirements with regards to fire alarm systems during the planning, design and construction stages.
2. Advise DAGS on any new County, State, or National fire codes that have been adopted and assist DAGS in applying new requirements proactively throughout the lifecycle of projects.
3. Develop Public Works Policies and Procedures or other guidance for Public Works staff to follow when planning, designing, or constructing renovation projects which may affect existing fire protection or fire alarm systems, and interrelated building systems.
4. Develop Fire Protection Design Criteria in the Public Works Design Consultant Criteria Manual (DCCM) to guide the design of new fire protection and fire alarm systems.
5. Update the existing DCCM Technical Guide "TG13850 – Fire Alarm Systems" to reflect the latest fire codes, local amendments and new technologies. Current document available for review on Public Works website - <http://pwd.hawaii.gov/home/design-consultant-criteria-manual-draft/>
6. Provide training to DAGS staff on the new policies, procedures and guidance.
7. Recommend amendments to the State Building Code if necessary.
8. Other tasks to be considered as additional services to ensure that fire protection relating to life safety, fire suppression, detection, notification and communication (mass notification) is adequately addressed in all DAGS' projects.

SELECTION CRITERIA

Selection of professionals will be made in accordance with Section 103D-304, Hawaii Revised Statutes, and Section 3-122 Subchapter 7, Hawaii Administrative Rules, as amended. The selection criteria employed in descending order of importance shall be:

1. Experience and professional qualifications relevant to the project/services type, including knowledge of County, State, and National Fire Codes;
2. Past performance on projects/services of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
3. Capacity to accomplish the work in the required time (*preference given to firms with a local representative available to respond to issues in a timely manner*).

SUBMITTAL REQUIREMENTS AND DUE DATE/TIME

Consultants interested in providing professional services must submit the following items via email to public.works.technical.services.office@hawaii.gov with subject line "Development of DAGS Fire Protection Policies and Guidance" by **March 20, 4:30 p.m. Hawaii Standard Time (HST)**. Responses shall be formatted into a **single PDF document limited to 5 MB maximum** that includes the cover letter, DPW Form 120, Statement of Qualifications (SOQ) and other required information.

1. Completed DPW Form 120 (Revised 6/99) including Supplement 1 (MS Word file for the form is included with this solicitation). *Note: Hawaii state license is required in the electrical engineering discipline. A fire protection engineering (FPE) license is not required but special consideration may be given to firms with a registered FPE.*
2. Statement of Qualifications (SOQ) for the project which includes:
 - a. Firm's experience and professional qualifications relevant to the project/service type.
 - Describe firm's experience (including roles and responsibilities) in providing services for relevant past projects.
 - Identify individuals (and provide their qualifications) who will be assigned and working on this project for the entire design team including the subconsultants.
 - Provide the number of projects of this type that your firm has been involved with (in the last five years). Indicate if experience was as a prime consultant or subconsultant.
 - b. Firm's past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.
 - Include any non-DAGS evaluation forms, letters of recommendations, testimonials, etc. that attest to the firm's past performance and quality of work.
 - c. Firm's capacity to accomplish work in the required time.
 - For the individuals who will be assigned and working on this project: Identify all other projects assigned to the persons and the time commitments for those projects.
 - Describe firm's ability to service the State on a day-to-day basis and ability to work with other government agencies and interested parties on a daily basis.

- d. Firms with home offices outside of Hawaii: Indicate whether the firm has an office in Hawaii or affiliation with another firm having a Hawaii office. If not, explain how firm will conduct business with DAGS during normal Hawaii State business hours of 7:45 a.m. to 4:30 p.m. HST.
3. Names and phone numbers of a minimum of three (maximum of five) clients who may be contacted, including at least two for whom services were rendered during the preceding year.
4. Statement indicating any conflicts of interest in performing services for DAGS and/or the State of Hawaii. List memberships of State boards, commissions, etc. For additional information, please refer to the State Ethics Code, Chapter 84, Hawaii Revised Statutes, or go to the Hawaii State Ethics Commission web site at <http://ethics.hawaii.gov>.
5. Statement indicating any objections to retaining specialty sub-consultant(s) under the prime contract. Objections may affect the firm's consideration for the project. Note that it is typically DAGS' intent that all subconsultants come under the prime consultant's contract.

Incomplete Submittals: Submittals received by the aforementioned due date/time but with missing or deficient information will be accepted "as-is".

Late Submittals: Submittals received after the aforementioned due date/time will be considered non-responsive to this notice.

Oversized Submittals: Submittals that exceed the **5MB maximum** limitation will not be considered for selection.

GENERAL INFORMATION

1. Insurance: Firms are not required to submit insurance documentation at this time. However, firms are advised that the listed coverages that follow are required to be awarded a contract after selection for a project. Insurance shall be from an insurance company or companies licensed or authorized to do business in the State of Hawaii with an AM Best rating of not less than "A-VIII" or other comparable and equivalent industry rating.
 - 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.

- d. **Workers Compensation and Employer's Liability** (where required by HRS 386).
- Minimum limit of liability for workers compensation is the HRS 386 statutory limit.
 - Minimum limit of employer's liability for bodily injury from each accident is \$1,000,000.
 - Minimum limit of employer's liability for bodily injury from disease per employee is \$1,000,000.
 - Minimum limit of employer's liability for bodily injury from disease aggregate is \$1,000,000.
2. **Campaign contributions by State and County Contractors:** Contractors are hereby notified of the applicability of Section 11-205.5, HRS, 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 or go to the Web site at <http://ags.hawaii.gov/campaign/>.
3. The State Comptroller reserves the right to cancel this request for qualifications, to reject any or all applications in whole or part, and to waive any defects in said application in the best interest of the State.

Please send any questions regarding this Notice to the DAGS Technical Services Office by email to public.works.technical.services.office@hawaii.gov or fax at (808) 586-0745.



CURT T. OTAGURO
COMPTROLLER
State of Hawaii

Posting Date: FEB 20 2020