

## NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

In accordance with Section 103D-304, HRS, the Department of Transportation (DOT), Harbors Division seeks the services of a qualified professional architectural firm to provide a range of architectural design services to support commercial harbors development activities for the *Commercial Harbors Architectural Services, Phase 3, Statewide* – Job H.C. 90114.

The estimated budget for this contract is \$4,980,000.00. The scope of work for this project involves a range of architectural design services as needed on an individual work order basis including, but not limited to the preparation of plans, specifications, cost estimates, analyses, assessments, reports and other commercial harbor design services as necessary to support the development of the commercial harbors system.

Individuals or firms on the DOT's qualified list shall submit a maximum eight (8) single-sided page (this page limit does not include pages associated for the resumes) summary of their qualifications in response to the attached Questionnaire. The summary of qualifications will be evaluated by the following criteria:

1. Experience and professional qualifications relevant to the project → 35%
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies → 33%
3. Capacity to accomplish the work in the required time → 32%

Five (5) hard copies and one (1) PDF file copy on CD or USB thumb drive (Please provide company's name and project title) must be received and time stamped at the following address no later than **4:30 p.m., Hawaii Standard Time, on January 3, 2019:**

Mr. Carter Luke, P.E.  
Engineering Program Manager  
Department of Transportation, Harbors Division  
79 S. Nimitz Highway  
Honolulu, Hawaii 96813

Also include Proof of Insurance for:

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

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

Further, the following verbiage related to this insurance requirement shall be incorporated into any executed contract with the STATE:

1. The CONTRACTOR will immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form be canceled, limited in scope, or not renewed upon expiration.
2. The STATE is added as an additional insured as respects to operations performed for the STATE; and,
3. It is agreed that any insurance maintained by the STATE will apply in excess of, and not contribute with, insurance provided by this policy.

Individuals or firms who **are not** on the DOT's qualified list, yet wish to be considered in the selection for this project must complete the following by the Deadline:

1. The qualifications proposal for the project, as stated above.
2. Letter of interest (including an email address for notification of additional advertisements).
3. Completed [DPW Form 120](#) or [Standard Federal Form 330](#), and

4. 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.
5. Any other related information.

The Department of Transportation, 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 Part 21) issued pursuant to such Act, hereby notifies all firms 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.

Campaign contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section 11-355, 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.

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

For additional information, please call Mr. Carter Luke, Engineering Program Manager, Harbors Engineering Branch, at (808) 587-1862 or email at Carter.Luke@hawaii.gov.

JADE T. BUTAY

Director of Transportation

Internet Posting: December 4, 2018