

Questionnaire
for
Electrical Design Services and Support
for Various Airports Division Projects
Statewide
Project No. CS1924-18

Experience and professional qualifications relevant to the project

1. This project will provide professional electrical engineering design services and support for various projects. The scope of work will include scoping of each project, surveying, compilation of plans and specifications, issuing addendums, preparing meeting minutes, responding to contractor's requests for information, submittal review, preparation of as-built plans, attending project meetings as required, etc.
 - a. Please describe your firm's experience in providing professional electrical engineering design support from the initial scoping, the compilation of bid plans and specifications, and providing design support during and after the construction phase for the following types of projects or combinations thereof:
 - Design of retrofits, upgrades, replacements, and/or repairs of electrical power transmission systems (e.g. high voltage switchgear, automatic transfer switches, generator, transformers, etc.).
 - Design of retrofits, upgrades, replacements, and/or repairs of electrical power distribution systems commonly found in airport facilities (e.g. office spaces, shops, terminal hold rooms, workshops, repair facilities, restaurants, etc.)
 - Design of retrofits, upgrades, replacements, and/or repairs to telecommunications systems.
 - Design of retrofits, upgrades, replacements, and/or repairs to airport specific electrical systems (e.g. airfield lighting, aircraft apron lighting, 400 Hz Aircraft ground power systems, etc.)
 - b. Please describe your firm's experience in providing professional electrical engineering support for projects at any airport. Specifically cite your firm's roles and responsibilities for each project or contract.
 - c. Does your firm have experience with airport design including familiarity with FAA standards and requirements for airport design with an emphasis on addressing issues with existing airport infrastructure?
 - d. Does your firm have familiarity with the FAA Advisory Circulars and part 139 Compliance requirements? If so, please describe the level of familiarity.

- e. Does your firm have experience in working on and navigating an active airfield including communications with an FAA control tower?
- f. Does your firm have familiarity with creating and coordinating a Construction Safety and Phasing Plan (CSPP) for work on the airfield?
- g. Does your firm have familiarity with obtaining any Federal, State, or local permits necessary for the construction phase of electrical engineering projects in the State of Hawaii?

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 Manger)
- 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 are 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. 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.