

**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 for the NO. 1 CAPITOL DISTRICT BUILDING – BUILDING ACCESS AND SITE IMPROVEMENTS project.

PROJECT DESCRIPTION

This project involves the planning, design, and construction of improvements to the No. 1 Capitol District Building facility and site on Oahu, Hawaii to accommodate increased access and building use.

SCOPE OF WORK

The scope of work includes (but is not limited to) following improvements:

- Renovation of building walkway and entrance for Americans with Disabilities Act (ADA) access.
- Relocation of property entrance to increase visibility.
- Expansion of vehicular drop off/pick up area.
- Tree removal.
- Other improvements to make the facility more inviting to the public.

Additional scope of work information:

- The initial contract for this project involves completing a final landscape/site master plan and performing other related planning and pre-design work, including coordination with stakeholders (i.e. the Hawaii State Foundation on Culture and the Arts, DAGS' Public Works Division and Central Services Division, the Disability and Communication Access Board, the State Historic Preservation Division's Archaeological and Architectural Branches, the Outdoor Circle, etc.).
- A draft landscape/site master plan* was created under a separate project for the facility. Additional verification of building elevations in selected locations and coordination with the State Historic Preservation Division is required to determine the feasibility of incorporating ADA access into the final landscape/site master plan.

*The draft landscape/site master plan will be made available to the project's selected consultant only.

- The scope of work may include services necessary to carry the project to construction completion, should the State determine it is most advantageous to proceed with the next stages of the project. There will be no guarantee to the selected consultant that the next step services will be awarded to the firm.

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 type (for planning and design work);
2. Past performance on planning and design projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies; and
3. Capacity to accomplish the planning and design work in the required time. Preference given to firms with a local representative available to respond to project 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 (5 MB maximum aggregate size for attachments) with subject line "No. 1 Capitol District Building - Building Access and Site Improvements" by **December 21, 2018, 4:30 p.m. Hawaii Standard Time (HST)**:

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 for architecture, engineering, landscape architecture, and surveying services.
2. Statement of Qualifications (SOQ) for the project which includes:
 - a. Firm's experience and professional qualifications relevant to the project type.
 - Describe firm's experience (including roles and responsibilities) in providing services for relevant past planning and design projects.
 - Identify individuals (and provide their qualifications) who will be assigned and working on this project.
 - Provide the number of planning and design projects of this type that firm has been involved with (in total and in the last five years). Indicate if experience was as a prime consultant or subconsultant.
 - b. Firm's past performance on planning and design projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.
 - Provide past planning and design projects' title, location, year completed, and scope and describe:
 - successful elements of the past projects.
 - challenges (and how they were overcome) on the past projects.
 - how success or lessons learned can apply to this project.
 - 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 the planning and design work in the required time.
 - For the individuals who will be assigned and working on this project: Identify all other planning and design 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 governmental agencies and interested parties on a daily basis.
 - d. Firms with home offices outside of Hawaii: Indicate whether or not 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.

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:
 - 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.



RODERICK K. BECKER
COMPTROLLER
State of Hawaii

Posting Date: DEC 6 2018