



UNIVERSITY OF HAWAI'I
REQUEST FOR PROPOSALS
FOR THE
DESIGN-BUILD CONSTRUCTION OF
DEMOLITION AND ABATEMENT OF SNYDER HALL
PART 1

RFP NO. P2020000007

UNIVERSITY OF HAWAI'I AT MĀNOA
HONOLULU, HAWAI'I

DATE: OCTOBER 4, 2019

**NOTICE TO OFFERORS
REQUEST FOR PROPOSALS
FOR THE DESIGN-BUILD CONSTRUCTION OF
DEMOLITION AND ABATEMENT OF SNYDER HALL
RFP NO. P2020000007
AT THE UNIVERSITY OF HAWAI‘I at MĀNOA**

The Request for Proposal documents may be found at the Hawai‘i Electronic Procurement System (HePS) at <http://www.sicomm.net/vendor-login/> and State Procurement Office’s Hawai‘i Awards & Notices Data System, <https://hands.ehawaii.gov/hands/>.

Pursuant to HRS §103D-303.5, the RFP, Part 1 Pre-Proposal Conference will be held on **October 11, 2019 at 2:30 P.M. Hawai‘i Standard Time (HST)** in the First Floor Classroom of Webster Hall, 2528 McCarthy Mall, Honolulu, Hawai‘i 96822.

The deadline to submit requests for clarification of the requirements of this RFP, Part 1 is **October 16, 2019 at 2:00 P.M. (HST)**. All clarification requests shall be submitted via HePS.

This Design-Build Request for Proposals (RFP) is being conducted in two (2) parts, in accordance with Chapter 103D-303 of the Hawai‘i Revised Statutes (HRS). QUALIFICATIONS PROPOSALS responding to Part 1 will be accepted up to **November 4, 2019 at 9:00 A.M. (HST)**.

Qualifications Proposals shall be submitted via HePS. To submit your Qualifications Proposal, your company must be registered in HePS. To register, visit the following link:

<http://www.sicomm.net/vendor-registration/>

If your company is already registered, you must login to respond to solicitations, follow the link below to login to your account. Only responses made through the University of Hawai‘i HePS will be accepted for this solicitation.

<http://www.sicomm.net/vendor-login/>

Posting Date: October 4, 2019

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Attachment 2 – Bridging Documents 09.09.19

Attachment 3 – Snyder Hall and Edmondson Hall Hazmat Survey – 2008

Attachment 4 – Snyder Hall Supplemental Hazmat Survey - 2012

Attachment 5 – Snyder Hall Hazmat Soil Survey - 2013

Attachment 6 – Snyder Hall Geotechnical Report - 2013

Attachment 7 – Snyder Hall Soil Sampling Report - 2019

Attachment 8 – Snyder Hall Soil Sampling Results - 2019

1.0 OVERVIEW

This Request for Proposals (“RFP”) is issued by the University of Hawai‘i (“UH”) to identify Offerors qualified to submit competitive sealed Proposals for the Demolition and Abatement of Snyder Hall (“DB Project”) to be situated upon the University of Hawai‘i at Mānoa (“UHM”) campus.

The budget for this project is approximately \$2,000,000.

2.0 DEFINITIONS

Certain capitalized terms used in this RFP, Part 1 have the meaning as stated below, unless specifically stated otherwise or clearly inappropriate in the context. Additional definitions are included in Attachment 1. Other terms that are defined in Hawai‘i Revised Statutes (“HRS”) Chapter 103D and the Hawai‘i Administrative Rules (“HAR”), Title 3, Department of Accounting and General Services. Subtitle 11, Procurement Policy Board Chapter 122 (collectively the “Hawai‘i Public Procurement Code” or the “Code”) have the meaning provided in the Code, unless specifically stated otherwise or clearly inappropriate in the context.

“Addendum” means a written document issued by the UH prior to the deadline for submission of Qualifications Proposals, involving changes to the RFP, Part 1, which will be considered and made a part of the RFP, Part 1.

“Affiliate” means any Person that:

- A. Directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with the following:
 - 1. The Contractor; or
 - 2. Any Principal Participant; or
- B. Holds 10% or more of the equity interest, directly or indirectly, beneficially or of record, by the following:
 - 1. The Contractor; or
 - 2. Any Principal Participant; or
 - 3. Any Affiliate of the Contractor under part (A) of this definition

For the purposes of this definition, the term “control” means the possession, directly or indirectly, of the power to cause the direction of the management of a Person, whether through voting securities, by contract, by family relationship, or otherwise.

“Award” means the written notification of UH’s acceptance of a Technical and Price Proposal received in response to the RFP, Part 2, or the presentation of a Contract to the selected Offeror.

“Best Value” means the most advantageous Technical and Price Proposal determined by evaluating and comparing all relevant criteria in addition to price so that the Technical and Price Proposal meeting the overall combination that best serves UH is selected. These criteria will be set forth in the RFP, Part 2 and may include, in addition to others, the performance history of Offeror, quality of goods, services or construction, delivery, life cycle and proposed technical performance.

“City” means the City and County of Honolulu.

“Construction” has the same meaning as provided in HRS §103D-104.

“Contract” means the contract for the design, construction and completion of the DB Project, including the General Conditions Design-Build, which will be included with the RFP, Part 2 as a separate attachment and the documents identified as part of the Contract in the General Conditions Design-Build.

“Contractor” has the same meaning as provided in HRS §103D-104 and shall mean the Person who has submitted a final Technical and Price Proposal and is awarded the Contract. Contractor also means “Design-Builder.”

“DB Project” means the Design-Build Construction Project and all the work required to be performed and completed under the Contract, including furnishing all design services, labor, goods, materials, supplies, equipment and other incidentals reasonably necessary for the successful completion of all of the work required to be performed and completed under the Contract.

“DB Project Site” means the site or property upon which the DB Project limits are considered.

“Design-Build” has the same meaning as provided in HRS §103D-104.

“Design-Builder” means the Offeror selected pursuant to the RFP, Part 2 undertaking the execution of the Work under the terms of the Contract, and acting directly or through its agents or employees. Design-Builder also mean “Design-Build Entity” or “Contractor.”

“Employ” means the employment of a person in an employer-employee relationship.

“General Conditions Design-Build” means the General Conditions of Design-Build Contracts, University of Hawai’i that will be provided in RFP, Part 2.

“General Contractor” means the primary contractor: (a) holding a current, valid, State of Hawai‘i general contractor’s license, (b) who is in good standing with the State of Hawai‘i Department of Commerce and Consumer Affairs, and (c) who will assume primary responsibility for construction, subcontracting, management, supervision and administration of the DB Project.

“Government body” shall have the meaning as defined in HRS §103D-104.

“Guarantor” means the Person (if any) responsible for providing a written guaranty of the Design-Builder’s obligations under the Contract, in the form provided in the RFP, Part 2. If the Qualifications Proposal submitted by the selected Offeror includes financial statements for the General Contractor, and if the General Contractor is not the Offeror, the General Contractor will be the Guarantor. If the Qualifications Proposal submitted by the selected Offeror includes financial statements for the General Contractor’s parent company, the parent company will be the Guarantor.

“Hawai‘i Electronic Procurement System (HePS)” means the electronic procurement system for issuing solicitations, receiving responses, and issuing notices of award for the University of Hawai‘i. HePS is hosted by SicomNet.

“Notice(s) to Proceed” means the document(s) issued to the Contractor designating the official commencement date(s) of the Contractor’s performance under the Contract.

“Offer” means Qualifications Proposal in response to RFP, Part 1 and Technical and Price Proposal in response to RFP, Part 2.

“Offeror” means any Person submitting directly or through a duly authorized representative or agent, a Qualifications Proposal in response to this RFP, Part 1.

“Offeror’s Team” means and includes the Offeror, Principal Participants in category B of the definition of Principal Participants, and any Subcontractors identified in the Qualifications Proposal as members of the Offeror’s team.

“Opening” means the date set for opening of the Qualifications Proposals set forth in RFP, Part 1.

“Person” means any individual, firm, corporation, company, limited liability company, limited liability partnership, joint venture, voluntary association, partnership, trust, or public or private organization, other legal entity, or combination thereof.

“Principal Participant” means any of the following entities:

- A. The Offeror;
- B. If Offeror is a partnership, joint venture, or limited liability company, each of Offeror’s general partners, joint venture members or limited liability

company members;

- C. All Persons and legal entities holding (directly or indirectly) a 15% or greater interest in the Offeror; and/or
- D. Any Guarantor.

“Priority List” means the list of those Responsible Offerors who: (1) have submitted Qualifications Proposals in response to the RFP, Part 1, and (2) UH determines to be acceptable or potentially acceptable and among the most highly qualified to perform and complete the DB Project. The Priority List is the “short list” referenced in HRS §103D-303(i)(1). If more than three acceptable or potentially acceptable Qualifications Proposals have been submitted, the Priority List will be limited through evaluation and ranking to no more than three (3) acceptable or potentially acceptable Responsible Offerors who submitted the highest-ranked Qualifications Proposals.

“Priority-Listed Offerors” means those Responsible Offerors who are selected for the Priority List as part of RFP, Part 1. Only Priority-Listed Offerors will be eligible to receive and submit Technical and Price Proposals in response to RFP, Part 2.

“Public Works” shall be as defined in HRS §104-2.

“Qualifications Proposal” means the information prepared and submitted by an Offeror in response to this RFP, Part 1.

“Qualifications Proposal Due Date” means the latest time and date Qualifications Proposals will be accepted by UH from any Offerors (deadline) as set forth in the Notice to Offerors.

“Responsible Offeror” means a Person submitting an Offer who UH determines has: (a) the capability in all respects to design, construct and complete the DB Project and (b) the integrity and reliability to perform in good faith and complete the DB Project.

“RFP, Part 1” refers to this part of the RFP that solicits Qualifications Proposals in order to allow UH to determine which Offerors are the most highly qualified and to select a Priority List.

“RFP, Part 2” refers to a future part of this RFP, which will solicit Technical and Price Proposals from only those Offerors on the Priority List.

“RFP Timetable” means the anticipated timetable established for the RFP set forth in Section 7.0 of this RFP, Part 1.

“State” means the State of Hawai‘i.

“Technical and Price Proposal” means the information prepared and submitted by an Offeror on the Priority List in response to the RFP, Part 2.

“Technical Representative of the Procurement Officer” (TRPO) is Seth Siaki or his successor as may be appointed or designated by UH.

“UH” means the University of Hawai‘i

3.0 DESIGN-BUILD PROJECT OBJECTIVE

The University of Hawai‘i seeks a Design-Build team that has a proven track record with similar Projects, and who has the expertise, capabilities and appropriate resources to complete the Design-Build Project in a safe, timely, and efficient manner. The Design-Build team shall also:

- A. Partner with the University and collaborate as one integrated team with all University Stakeholders including but not limited to Building end-users, Office of Project Delivery, Campus Facilities/Operations, Office of Environmental Health and Safety, Campus Public Safety/Security Office, and any other University departments having involvement with the Project.
- B. Provide design and consulting services along with stamped design documents by a State of Hawai‘i licensed Architect/Engineer of Record.
- C. Provide full construction services including, but not limited to labor, equipment, materials, supervision, subcontracting, scheduling, and coordination.
- D. Ensure design and construction compliance with the RFP to construct and deliver this project by the established Construction Completion Date.
- E. Be responsible for obtaining all applicable permits, SHPD approval, and approvals and codes requiring all testing and inspections from Authorities Having Jurisdiction in the State of ‘Hawai‘i, the City and County of Honolulu and any Federal Entities.

3.1 Scope of Work:

The anticipated Scope of Work is described in Attachment 1 – Indicative Scope of Work. The final scope of work will be provided in RFP, Part 2.

3.2 Design-Build Project Goals

Offerors on the Priority List shall have a proven track record with similar Design-Build Projects, with expertise, capabilities and appropriate resources to complete the DB Project in a timely and efficient manner.

UH's goals for the Design-Build Project are as follows:

- i. Relocation of the Snyder Hall occupants from **December 2, 2020 through December 13, 2020**.
- ii. Deliver the Design-Build Project in accordance with the Contract no later than **July 31, 2020** within the price provided in the Contract.
- iii. Major demolition work and disruptive related activities will not be allowed during business and school hours. **The Design-Builder shall schedule all disruptive work to occur during the summer break.**
- iv. Work in an effective partnering relationship with the Design-Builder to ensure a collaborative environment.
- v. Minimize impacts to surrounding buildings and to the University campus.

4.0 OVERALL PROCUREMENT PROCESS

The procurement of the Design-Build services and the award of the Contract will be in accordance with the Hawai'i Public Procurement Code using "Best Value" as the basis of selection, in accordance with the evaluation criteria as set forth in the RFP documents.

This RFP involves a two-part process:

- A. RFP, Part 1 – Qualifications Proposals. The RFP, Part 1 sets forth submittal requirements and evaluation criteria for the UH to select no more than three (3) most highly qualified Offerors to be on the Priority List, in accordance with all applicable laws and rules.
- B. RFP, Part 2 – Technical and Price Proposals. The RFP, Part 2 sets forth the Technical and Price Proposal submittal requirements and evaluation criteria for the UH to select the Design-Builder for the Design-Build Project. Only those on the Priority List will be given the opportunity to submit Technical and Price Proposals in response to the RFP, Part 2.

RFP, Part 2 will supply the Priority-Listed Offerors with the Contract Documents and reference material. Reference material is strictly for information purposes only and UH makes no representation or guarantee regarding the accuracy, completeness or reliability of these documents.

5.0 TERM OF CONTRACT

The term of the Contract will commence on the effective start date designated in the UH issued Notice to Proceed and will terminate upon the date of final acceptance of the Design-Build Project by UH.

6.0 QUESTIONS AND INQUIRIES

All inquiries shall be directed in writing via the HePS QUESTION AND ANSWER section. Offerors shall not otherwise contact UH employees or UH representatives concerning this RFP, Part 1.

6.1 Deadline for Inquiries

Written inquiries shall be submitted no later than the deadline set in the RFP Timetable for Receipt of Clarification Requests unless UH determines that it is in the best interest of UH to accept any inquiry submitted after said deadline.

6.2 Rules of Contact and Communications

Contact between Offerors and UH (questions and responses to concerns, or other matters relating to this RFP, Part 1) shall only be in writing through HePS. Offerors must direct all such contacts through the UH, and UH shall have the discretion to determine whether, and the extent to which, any such contact with the UH consultants will be permitted for all prospective Offerors. The RFP process begins at the date the RFP, Part 1 is issued and will be deemed completed upon execution and delivery of the Contract by the selected Offeror and UH, which is anticipated in Section 7, RFP Timetable.

After the submittal of Qualifications Proposals (RFP, Part 1), no Offeror or any of its members may communicate with another Offeror or its members with regard to the Design-Build Project or the Qualifications Proposal except that Offeror's Team members that are shared between two or more Offeror's Teams may communicate with their respective Offeror's Team members so long as those Offerors establish a protocol to ensure that the Subcontractor will not act as a conduit of information between the Offeror Teams.

Any contact that UH determines to be improper, at the UH's sole discretion, may result in disqualification of the Offeror making the contact UH deems improper.

Official communications by UH to the Offerors regarding the Design-Build Project will be in writing, signed and disseminated via HePS to all prospective Offerors during RFP, Part 1. UH will not be responsible for any transfer of information that occurs outside the official contact process specified in this RFP, Part 1.

7.0 SOLICITATION PROCESS AND REQUEST FOR PROPOSALS

The following estimated timetable has been established for the Design-Build Project RFP:

RFP TIMETABLE			
<u>Activity</u>	<u>Month</u>	<u>Day</u>	<u>Year</u>
Issue RFP, Part 1	October	4	2019
Part 1, Qualifications Pre-Proposal Conference and Site Visit	October	11	2019
Part 1, Deadline for Receipt of Clarification Requests	October	16	2019
Part 1, Qualifications Proposals Due Date	November	4	2019
Part 1, Priority-Listed Offeror Determination	November	6	2019
Issue RFP, Part 2	November	6	2019
Part 2, Deadline for Receipt of Clarification Request	November	8	2019
Part 2, Technical and Price Proposal Due	November	18	2019
Part 2, Best and Final Offer Due (if needed)	December	TBD	2019
Notice of Award (tentative)	December	TBD	2020
Contract Execution (tentative)	December	TBD	2020

The RFP Timetable is subject to change at the UH's sole discretion.

7.1 Pre-Proposal Conference and Site Visit

A Pre-Proposal Conference to respond to questions from Persons interested in submitting Qualifications Proposals (RFP, Part 1) will be held on the date and time set forth in the Notice to Offerors. Although attendance is not mandatory, all interested Offerors are encouraged to attend. Attendees may also e-mail advance questions to UH via HePS, which will be treated as written inquiries and addressed in accordance with the procedures set forth in the RFP, Part 1 (see Section 6 herein).

7.2 Clarification Requests

Clarification requests during RFP, Part 1 must be communicated to UH via HePS. All clarification requests must be submitted by the date indicated in the above RFP timetable.

7.3 Addenda

UH will issue a written response to all written inquiries from the Offerors, and other corrections or changes that UH deems necessary, in an Addendum issued via HePS prior to the Qualifications Proposal Due Date. Additional background material or modifications to the RFP, Part 1, where necessary, will be communicated to all Offerors by Addendum issued by UH via HePS. As such, **it is the responsibility of Offerors to routinely check HePS.**

Addenda will be incorporated as part of the RFP, Part 1. Offerors may not rely on representations, statements, or explanations other than those made in this RFP, Part 1 or in formal, written Addenda thereto.

7.4 Modifications or Withdrawal of Qualifications Proposals

Qualifications Proposals submitted pursuant to this RFP, Part 1 may be modified or withdrawn prior to the Qualifications Proposal Due Date in accordance with HAR §3-122-16.07.

7.5 Receipt of Qualifications Proposals

In accordance with HAR §3-122-51, Qualifications Proposals and modifications will be time-stamped upon receipt by HePS and held securely in HePS until the established Qualifications Proposals Due Date. Proposals and modifications will not be opened publicly, but will be opened in the presence of two or more UH officials. During the evaluation period, Qualifications Proposals and modifications will be shown only to members of the evaluation committee and UH personnel or their designees having a legitimate interest as determined by UH.

7.6 Public Inspection; Segregation of Confidential Information

Public inspection of responses submitted by any Offeror will be in accordance with HRS §103D-303 and HAR §3-122-58. Except those portions the Offeror designates in writing as confidential, that is, trade secrets or other proprietary data which the Offeror deems to be confidential. All records related to this RFP will be made available for public inspection upon posting of the Contract award in accordance with HRS § 103D-303, HRS § 103D-701 and HAR §3-122-58.

Offerors shall designate or mark as “confidential” each page of the Qualifications Proposal or the Technical and Price Proposal that contains trade secrets or other proprietary data that the Offeror desires to remain confidential, all in accordance with HAR §3-122-46(9). Materials designated as confidential must be readily separable from the Qualifications Proposal (RFP, Part 1) and/or the Technical and Price Proposal (RFP, Part 2) to facilitate inspection of the non-confidential portion of the Qualifications Proposal (RFP, Part 1) and/or the Technical and Price Proposal (RFP, Part 2). Designation of the entire Qualifications Proposal (RFP, Part 1) or the entire Technical and Price Proposal (RFP, Part 2) as confidential is not acceptable.

If a Person requests to inspect the portions of an Offeror’s Qualifications Proposal (RFP, Part 1) and/or the Offeror’s Technical and Price Proposal (RFP, Part 2) designated as confidential pursuant to HAR §3-122-46 (9), the inspection will be subject to written determination by the UH General Counsel regarding confidentiality in accordance with HRS Chapter 92F, *et seq.* If UH General

Counsel determines in writing that the material designated as confidential is subject to disclosure, the material will be open to public inspection unless the Offeror appeals the determination to the Director of the Office of Information Practices pursuant to HRS Section 92F-42. Under no circumstances will UH be responsible or liable to an Offeror or any other party as a result of disclosing any such materials, whether the disclosure is deemed required by law or by an order of court, or occurs through inadvertence, mistake or negligence on the part of UH or its officers, employees, contractors or consultants.

7.7 Cancellation of RFP

UH reserves the right to cancel the RFP, including the RFP, Part 1 and the RFP, Part 2, at any time in accordance with HRS §103D-308 and HAR Title 3, Subchapter 11. If the RFP is cancelled, notice will be given to Offerors in accordance with HAR §3-122-96.

7.8 Rejection of Qualifications Proposals (RFP, Part 1); Reserved Rights

Qualifications Proposals (RFP, Part 1) may be rejected in accordance with HAR §3-122-97. Furthermore, UH may:

- A. Reject any or all Qualifications Proposals if such action is in the public interest;
- B. Waive informalities and technical irregularities in Qualifications Proposals received that do not alter the quality or quantity of the information provided;
- C. Request clarifications and/or supplemental information from an Offeror regarding its Qualifications Proposal;
- D. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the Qualifications Proposal; and
- E. Reject any Qualifications Proposals if submitted after the specified date and time.

7.9 Suspension and Debarment

By signing and submitting its Qualifications Proposal, the Offeror certifies that the Offeror has not been suspended or debarred from any Public Works Projects, including any UH Projects.

7.10 Licensing

All Persons who are members of an Offeror's Team and who are participating in this RFP, Part 1 process must hold all licenses, obtain all permits and take all necessary steps to properly conduct business in the State of Hawai'i and perform and complete the Design-Build Project work required under the Contract. Offeror shall perform and complete the Design-Build Project work required under the Contract consistent with the laws of the State of Hawai'i. Offerors must be properly licensed and capable of performing the Design-Build Project work as described in the RFP, Part 1.

7.11 Joint Ventures; Partnerships

Persons intending to respond to this Design-Build Project as a joint venture or partnership and who are not licensed as a joint venture or partnership must be in compliance with HAR §16-77-13.

7.12 Subcontracting

UH reserves the right to reject any Subcontractor listed or proposed by any Offeror.

7.13 Role of UH

UH is responsible for the following:

- A. Providing overall program administration;
- B. Preparing the RFP, Part 1 and RFP, Part 2 , selecting the Priority-Listed Offerors, evaluating Technical and Price Proposals, and selecting the Design-Builder;
- C. Providing Contract procurement and administration;
- D. Providing design and construction oversight;
- E. Reviewing and evaluating Design-Builder submittals, determining when the Design-Build Project is fully complete and is ready for UH's beneficial occupancy and final acceptance, confirming final acceptance of the Design-Build Project, and making the appropriate payments for Design-Build Project work satisfactorily performed and completed; and
- F. Providing Project oversight of the Design-Build Project.

7.14 Organizational Conflict of Interest and Non-Disclosure Requirements

Each of the following circumstances will be deemed an organizational conflict of interest:

- A. Participation by Persons on more than one Offeror's Team performing more than 15% of the design, or as a Subcontractor responsible for performing more than 20% of the construction; provided, however, that specialty contractor may participate on more than one Offeror's Team regardless of the degree of performance; or
- B. Participation of an Affiliate of any Person identified in subsection A above on another Offeror's Team; or
- C. Participation by a firm or individual who was paid for developing or preparing specifications for this RFP or the resulting Contract in accordance with HRS §103D-405 (d) and HAR §3-122-13 (e).

Any Organizational Conflict of Interest will require the Offeror to submit in writing for approval by UH regarding firewalls or safeguards measures preventing collusion or appearance of collusion prior to the Qualifications Proposals due date.

7.15 Protests

Protests shall be made in accordance with HRS §103D-701, and shall be sent to the Facilities Business Office, 1960 East-West Road, Biomedical Sciences Building, B-102, Honolulu, HI 96822.

8.0 RFP, PART 1: INSTRUCTIONS

8.1 Qualifications Proposals Signed by Authorized Personnel

Each Qualifications Proposal shall be signed in ink by a person authorized to act for the Offeror submitting the Qualifications Proposal. Evidence of the signer's authority to act on behalf of the Offeror shall be submitted with the Qualifications Proposal.

8.2 Date and Time of Receipt

All Qualifications Proposals in response to RFP, Part 1, must be received no later than the Qualifications Proposal Due Date specified in the Notice to Offerors. Qualifications Proposals shall be submitted via HePS.

FAILURE TO SUBMIT THE ELECTRONIC QUALIFICATIONS PROPOSAL WITH YOUR HePS ONLINE PROPOSAL RESPONSE MAY BE CAUSE FOR REJECTION OF THE QUALIFICATIONS PROPOSAL. NO HARD COPY ORIGINALS TO BE SUBMITTED.

Offerors are responsible for the submission of their Qualifications Proposals in the manner specified above and by the Qualifications Proposal Due Date. Submittals by facsimiles are not acceptable. However, a late Offer shall not be considered late if received before the Qualifications Due Date and would have been timely but for the action or inaction of UH personnel.

8.3 Page Limit, Format, Quantities

The Qualifications Proposal shall be no more than twenty (20) pages in Sections 1 through 5 as outlined in Section 9 below of this RFP, excluding required forms, exhibits, resumes, and appendices. Providing more than the stated page limit may result in a lower score.

Qualifications Proposals are to be in English 12-point font minimum for narratives requested; tables, charts, and supplemental information can have smaller fonts but must be legible; on 8-1/2" by 11" paper. Pages are to be consecutively numbered.

8.4 Content

The Offeror's Qualifications Proposal shall contain all the requirements set forth in Section 9 and include sufficient information to enable UH to fully evaluate and determine the Offeror's capacity and capability to comply with (i.e., to meet or exceed) all criteria identified in the RFP, Part 1.

The Offeror's Qualifications Proposal in response to this RFP, Part 1 shall be clear and complete. The Qualifications Proposal should not require additional explanation, clarification, or interpretation.

Up to three (3) of the highest-ranked Offerors who submitted Qualifications Proposals will be included on the Priority List. Only those Offerors included on the Priority List will be provided with the RFP, Part 2 documents and asked to provide Technical and Price Proposals.

8.5 Organization of Qualifications Proposal

Offerors are to follow the outline format provided in Section 9 below when preparing and organizing the Qualifications Proposals for submittal under this RFP, Part 1. Specific content criteria for each section of the Qualifications Proposal and the corresponding evaluation criteria and points are described in detail in Section 10 below.

8.6 Qualifications Proposal Property of UH

All Qualifications Proposals submitted to UH will become the property of UH. Copies of each Qualifications Proposal will be retained in the contract file after the Qualifications Proposals are evaluated.

9.0 RFP, PART 1: Qualifications Proposal Requirements

9.1 Cover Letter

The Offeror will provide a one-or two-page letter indicating its desire to be considered for the Design-Build Project and stating the official names and roles of all Principal Participants, the General Contractor (if not the Offeror), the Architect or Engineer of Record, Subconsultants, and known Subcontractors. The Offeror shall identify a single point of contact for the Offeror and the address, business telephone, and email address to which questions should be directed. An alternate point of contact may also be identified. Authorized representatives of the Offeror's organization shall sign this letter.

9.2 Organization and Eligibility (Section 1)

Objective: To identify legally constituted Offerors that are licensed and able to submit Technical and Price Proposals and enter into a Design-Build Contract.

In Section 1 of the Qualifications Proposal Offeror shall include a completed Exhibit 1, Offeror's Organization and Eligibility form.

9.3 Experience and Past Performance (Section 2)

Objective: To identify the most qualified Offeror available with demonstrated experience and expertise in, capacity for, and record of producing quality work on projects similar in nature to this Design-Build Project.

Requirements and Information to be provided in Section 2 of the Qualifications Proposal are:

- A. Provide up to three (3) recent projects within the last 5 years that are relevant and similar in size and scope to this Design-Build Project for the **General Contractor**. Offeror shall use the form provided in Exhibit 2, Project Experience for each project;
- B. Provide up to three (3) recent projects within the last 5 years that are relevant and similar in size and scope to this Design-Build Project for the **Architect or Engineer of Record**. Offeror shall

use the form provided in Exhibit 2, Project Experience for each project;

- C. Provide up to three (3) recent projects within the last 5 years that are relevant and similar in size and scope to this Design-Build Project for the **Main Demolition Subcontractor** (if applicable). Offeror shall use the form provided in Exhibit 2, Project Experience for each project;
- D. Submit Exhibit 3, Past Performance form;
- E. Provide three (3) Firm References that UH, may contact to verify the Offeror's experience and past performance;
- F. Provide a resume of the lead project manager for the **General contractor** whom will be the point of contact during the construction phase; and
- G. Provide a resume of the lead project manager for the **Architect or Engineer of Record** responsible for overseeing the design phase; and
- H. Provide a resume of the lead project manager for the **Main Demolition Subcontractor** (if applicable) responsible for overseeing the design phase.

9.4 Project Understanding and Schedule (Section 3)

Objective: To identify the Offeror's understanding of the challenges or opportunities associated with the Project. In addition, provide UH an understanding of the Offeror's approach to the scope and project management.

Requirements and Information to be provided in Section 3 of the Qualifications Proposal are:

- A. List and briefly discuss the three (3) most significant challenges or risks the Offeror or UH may face on this project and possible solutions or measures for mitigation.
- B. Describe Offeror's proposed approach to successfully managing this Design-Build Project from award through construction completion. Provide examples of the Project Manager's successful integrated project management and delivery approach on past Design-Build projects.
- C. Provide a schedule of the activities with milestones to complete the project on time. Include durations for any anticipated permitting

or approvals. The schedule should clearly describe the Design-Builder's approach to the project and incorporate the milestones listed below. Do not exceed two (2) pages.

- i. Relocation of Snyder Hall occupants – 12/2/19 to 12/13/19
- ii. Abatement and Soft Demolition – 12/13/19
- iii. Construction Moratorium Start – 5/7/2020
- iv. Construction Moratorium Ends – 5/16/2020
- v. Major Demolition Starts – 5/18/2020
- vi. Substantial Completion – 7/31/2020
- vii. Demobilization Complete – 8/14/2020

9.5 Team Organizational Structure (Section 4)

Objective: To understand the Offeror's structure and functionality of the Offeror's Team.

Requirements and Information to be provided in Section 4 of the Qualifications Proposal are:

- A. Provide a high-level organizational chart identifying participating firms responsible for major functions to be performed for the project. Include a communication management plan showing the interface between the University and the Contractor.
- B. Provide a narrative on how the organizational chart will function during the design and construction phases to ensure the project is completed successfully.

9.6 Appendix (Section 5)

Requirements and Information to be provided in Appendix of the Qualifications Proposal are:

- A. Provide evidence of authorized personnel's authority to act on behalf of the Offeror. This can be in the form of an Notarized Power of Attorney or Corporate Resolution indicating the authority of the Offeror's designated personnel to sign documents for and on behalf of the Offeror's Organization.

10.0 RFP, PART 1: EVALUATION CRITERIA

Evaluation of Qualifications Proposals will be conducted in accordance with HAR §3-122-52 and §3-122-53. Any Proposal that does not include complete responses to all of the proposal requirements outlined in Section 9 will result in the Proposal being scored down.

The Evaluation Criteria for the Offeror's Qualifications Proposal is as follows:

Experience and Past Performance	30 Points
Project Understanding and Schedule	50 Points
<u>Team Organizational Structure</u>	<u>20 Points</u>
Total Maximum Points	100 Points

11.0 ACCEPTANCE OF TERMS AND CONDITIONS

Any Offeror submitting a Qualifications Proposal is deemed to have agreed to each and all of the terms and conditions, provisions, and requirements set forth in this RFP, Part 1.

12.0 REVIEW OF RFP, PART 1

It is the responsibility of all Offerors to examine the entire RFP, Part 1 and to seek clarification of any sections that may not be clear and to check all responses for accuracy before submitting a Qualifications Proposal. A misunderstanding and/or failure to follow the instructions and process set forth in this RFP, Part 1, shall not constitute grounds to allow any changes or modifications to the Offeror's Qualifications Proposal.

13.0 NO REIMBURSEMENT

UH will not provide any reimbursement for the cost of developing or presenting Qualifications Proposals in response to this RFP Part 1.

14.0 PRIORITY LIST

In accordance with HRS §103D-303 and HAR §3-122-53, a Priority List will be established consisting of up to three (3) Offerors. Only those Offerors included on the Priority List will be provided with the subsequent RFP, Part 2 solicitation and be asked to provide Technical and Price Proposals.

Offerors are advised that, in order for an Offeror to remain qualified to submit a Technical and Price Proposal after it has been placed on the Priority List, its organization, including all Principal Participants identified in the Qualifications Proposal must remain intact for the duration of the RFP process, including RFP, Part 1 and RFP, Part 2 and subsequent post-award contract administration and construction phase. An Offeror may propose substitutions for participants after submittal of the Qualifications Proposal and before contract execution; however, such changes will require written approval by UH,

which approval may be granted or withheld in UH's sole discretion. Requests for changes must be made in writing prior to the Technical and Price Proposals Due Date. Requests for changes in any of the Principal Participants will be particularly scrutinized. The Offeror should carefully consider the make-up of its Offeror's Team, prior to submittal of the Qualifications Proposal, to reduce the likelihood of occurrence of any such changes during the Qualifications Proposal period, the Technical and Price Proposal period, and thereafter throughout the term of the Contract.