

## NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

In accordance with Chapter 103D-304, HRS, the Hawaii Department of Transportation (DOT), Harbors Division seeks the services of a qualified professional civil engineering firm to provide design services for Commercial Harbors Civil Engineering Services Support, Phase 7, Statewide – Job H.C. 90129.

The scope of work for this project involves a range of civil engineering activities on an as needed, individual work order basis including, but not limited, first, the preparation of plans, specifications, cost estimates, analyses, assessments, and commercial harbor design services as necessary to support the development of the commercial harbors system. Second, environmental services including the preparation and processing of all applicable permit applications, including but not limited to the Department of the Army permit and all special studies, reports, and plans required to obtain it; Department of Health Section 401 Water Quality Certification; and Chapter 343, HRS and/or NEPA compliance documents, as required. Third, development services that include conducting property assessments and surveys, preparation of easement maps, legal documents, and other miscellaneous development services. The budget for this contract is \$4,990,000.00.

Individuals or firms on DOT's qualified list are invited to submit a proposal for the Project. Only those prospective individuals or firms whose proposal is submitted by the deadline below will be considered for selection. Individuals or firms shall submit their responses to the attached written questionnaire (Questionnaire), and the submittal package shall include the following:

1. Three (3) hard copies and one (1) electronic copy in PDF format on a USB memory key (Please provide Company's Name and Project Title). The maximum page limit to the Questionnaire is eight (8) single sided pages (this page limit does not include pages associated for the resumes). The deadline to respond to this solicitation is **4:00 p.m., Hawaii Standard Time, on March 16, 2020 (Deadline)**. The submittal package must be received, and time stamped at the following address no later than the stated deadline:

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

2. 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

If your firm is not able to provide the above insurance certificates at this time, a letter from an insurance company stating, if the firm is selected, 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 cancelled, 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.”

In addition to the qualifications proposal for the Project above, individuals or firms who **are not** on DOT’s qualified list that wish to be considered in selection must submit a PDF file of the following along with the submittal package listed above by the deadline stated above:

1. Letter of interest (including an email address for notification of additional advertisements).
2. Completed [DPW Form 120](#) or [Standard Federal Form 330](#),
3. 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.
4. Any other related information.

The response to the Questionnaire will be evaluated by the following criteria:

1. Experience and professional qualifications relevant to the project (35% of total score).
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% of total score).
3. Capacity to accomplish the work in the required time (32% of total score).

DOT, 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 request for proposals, to reject any or all proposals in whole or 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](mailto:Carter.Luke@hawaii.gov).

JADE T. BUTAY  
Director of Transportation

Internet Posting: February 12, 2020