

State of Hawaii
Department of Transportation
Highways Division

Scope of Work

Project Title

Interstate Route H-1, Kunia Interchange Improvements
Project No. TBD
Island of Oahu
District of Ewa

Purpose and Background

The Hawaii Department of Transportation Highways Division (HDOT) is interested in developing transportation improvements that addresses the capacity and congestion improvements at Interstate Route H-1, Kunia Interchange, Island of Oahu. HDOT proposes to develop a comprehensive multi-phased project that encompasses Transportation Planning, Environmental Documentation, and development of Plans, Specifications, and Estimate (PS&E) construction documents for Design, Bid, Build (D-B-B) or a Design-Build (D-B) Request for Qualifications (RFQ) and Request for Proposals (RFP) procurement package. D-B-B or D-B Procurement development will be determined upon completion of the Environmental Documentation, whichever is more advantageous to HDOT.

HDOT conducted a H-1 Corridor Study in 2016 which identified the need for capacity and congestion improvements at Kunia Interchange due to the following issues: 1) Bottlenecks at high volume ramps due to merging or diverging of traffic from the mainline to/from the interchange ramp; and 2) A heavy mauka-bound right turn movement to the eastbound H-1 on-ramp, as well as a heavy makai bound left-turn movement to the H-1 eastbound on-ramp.

HDOT seeks transportation solutions to modernize and expand Kunia Interchange to address these capacity and congestion issues. At minimum the following alternatives are being considered by HDOT:

1. Kunia Road Widening – Widen Kunia Road from four to six lanes, South Kupuna Loop to Farrington Highway;
2. Fort Weaver Road Ramp Modification – Modernize and expand Kunia Interchange, including construction of a new makai-bound loop on-ramp to eastbound H-1 and re-align eastbound off-ramp to Fort Weaver Road; and
3. No Build.

General Requirements

A. Project Phasing

The work shall be completed in 3 phases with subsequent phases commencing at the discretion of HDOT. Phase 1: Planning and Environmental Linkages (PEL) Study. After completion of Phase 1, the HDOT will determine if the existing contract will be continued by amendment or issue a new RFP to complete remaining phases subject to the availability of funds. For purposes of this RFP, all submitted proposals' Project Approach should only be developed for the scope of services to complete Phase 1, while the Experience, Qualifications, and Past Performance should be developed to include information relevant to all phases.

B. Scope of Work

HDOT is seeking a consultant for transportation planning services (PEL Study, NEPA/HEPA documentation) and the development of PS&E for D-B-B or D-B RFQ & RFP procurement package for proposed improvements to Kunia Interchange. The work phases are as follows:

1. Phase 1 - This collaborative planning study is intended to document the specific purpose and need for improvements, develop and screen a range of reasonable alternatives including those identified in the Section A, and identify the existing environmental setting including major environmental and socioeconomic impacts. This study will document relevant decisions and processes that can be utilized during the scoping process for subsequent National Environmental Policy Act (NEPA) documents. Additionally, this study will develop conceptual cost estimates for the range of alternatives for right-of-way, design, and construction.

Services to be provided by the consultant shall produce a PEL study with the goal of evaluating existing and future operating conditions, needed accommodations for pedestrians and bicyclists, anticipated problems, and developing a range of alternatives to improve capacity and congestion within Kunia Interchange. The results of this effort will be used to prepare a NEPA document in Phase 2.

The PEL study will not result in a NEPA decision. Rather, its purpose is to provide the necessary transportation planning and early decision-making for Kunia Interchange that can provide the basis for future projects and their NEPA documents. This study is considered a "bridge" between planning and NEPA. This study will focus only upon the development of a specific purpose and need, range of alternatives, potential environmental and socioeconomic impacts, cost analyses, as well as public and agency involvement to evaluate and eliminate alternatives and the identification of a preferred alternative.

The PEL study will be in accordance with Federal statutes, policies and guidelines including 23 U.S.C. 168 and 23 CFR 450.

The PEL study shall be completed in accordance with the FHWA PEL process. This will include:

- Public Outreach
- Outreach to State and Federal Resource agencies
- Documentation consistent with commonly accepted PEL standards so information developed in this study can be appended or referenced in a future NEPA document.
- Completion of the PEL questionnaire for submittal to FHWA. This questionnaire can be found at:
https://www.environment.fhwa.dot.gov/env_initiatives/pel/pel_quest.aspx

All work performed by consultant services shall be subject to review and approval by HDOT.

Specific tasks to be completed by consultant services for Phase 1:

a. Coordination

- Conduct an initial “Kick-off” meeting between HDOT and the Consultant to discuss and clarify the scope of work, work plan, tasks, subtasks, schedule, roles and responsibilities, and administrative issues for the purpose of identifying and understanding the project process.
- Coordinate and conduct monthly project coordination meetings to review project progress.
- Coordinate and conduct HDOT technical project meetings.
- Coordinate technical issues and solicitation of comments on studies with the County, State and Federal agencies and utility companies.
- Coordinate and conduct public involvement efforts.

b. Agency Coordination

- Identification and coordination with all State and Federal resource agencies to identify the existence of any major environmental concerns which could have a substantially negative impact and identifying issues of importance to each respective agency.

- c. Public Involvement – Develop a project public involvement plan for implementation throughout the project process that includes:
- Identification of stakeholders, such as community and civic organizations, native Hawaiian organizations, private firms and other consulting parties with an interest or that may be impacted.
 - A minimum of two (2) public informational meetings.
 - Advisory or focus group meetings, if proposed in submitted RFP proposal.
 - Identifies and is performed in compliance with the requirements of Title VI of the Civil Rights Act of 1964 and Executive Order 12898 on Environmental Justice.
- d. Deliverables – The following reports and documents shall be included for this project:
- Existing Transportation Conditions Report – Documentation of existing issues and constraints related to traffic operations and geometrics, including summary of roadway characteristics (lanes, access, etc.), traffic operations, substandard features (sight distance, shoulders, sidewalk width, bike lanes, etc.) if any, and traffic safety.
 - Property Ownership Report – Plan sheets with property and right-of-way lines and ownership information shown on an aerial background as information for potential property impacts.
 - Draft and Final Land Use and Regional Community Report – Analyze existing land uses, regional and community visions and goals, and socio-economic issues, as it relates to transportation.
 - Draft and Final Environmental Setting Report – Description and documentation of existing, environmental / archaeological / cultural / historical resources in the project area with identification of critical environmental / archaeological / cultural / historical issues and noise levels. The report shall include next steps for environmental analysis in future NEPA processes.

The consultant shall determine the level of technical analysis required for the PEL Study such as the use existing data or studies, or new technical studies as needed. Technical analysis shall include but are not limited to air quality, noise levels, historical /cultural / archaeological resources, water quality, flora and fauna /avifauna resources.

- Purpose and Need Statement – Written statement of purpose and need developed for the project.
- Draft and Final Alternatives Report – Documentation of the development, screening, and analysis process, including evaluation criteria, decision matrices, concerns, requirements, and estimated costs of each alternative.

The PEL Study shall consider feasible alternatives that meet purpose and need, and identify and minimize social, economic, and environmental impacts / risks.

- Traffic Analysis Report – Report of travel forecasting for the project (assumptions, methods, and results) and traffic operations for the range of alternatives.
- Draft and Final Planning and Environmental Linkage Report – Technical summary of the engineering and environmental considerations, assumptions, analysis methodologies, and graphic displays of the range of alternatives. Report shall include completed FHWA PEL Questionnaire.
- Public outreach documentation.
- Project Schedules.
- Meeting Minutes.

2. Phase 2 – Develop Environmental Document (EIS or EA). The Environmental documentation will be in accordance to Federal and State statutes, policies and guidelines; American Association of State Highway and Transportation Officials’ (AASHTO) standards; NEPA under the provisions of 23 CFR Par 771, Environmental and Related Procedures (NEPA Rules); and the Hawaii Environmental Policy Act (HEPA) under the provisions of Chapter 343 Hawaii Revised Statutes and Title 11 Chapter 200 Hawaii Administrative Rules (State EIS Rules)

Planning products developed in Phase 1 and documented in the approved Final PEL report shall be adopted or incorporated by reference in the development of the Environmental Document for this phase of work. These include the following:

- Purpose and need;
- Alternatives screening and analysis
- Description of the environmental setting;

- Traffic analysis report;
- Local land use, growth management, and development setting;
- Social and economic setting; and
- Environmental effects and mitigation on resources related to the natural and human environment.

All work performed by consultant services shall be subject to review and approval by HDOT.

Specific tasks to be completed by consultant services for Phase 2:

- a. Coordination – Same as described in Section B.1.a.
 - b. Agency Coordination – Coordinate and solicit participation as cooperating or participating agency with the agencies identified in Phase 1 as described Section B.1.b.
 - Develop a Coordination Plan in accordance with Section 6002 of the Safe, Accountable, Flexible, and Efficient Transportation Equality Act: A Legacy for Users (SAFETEA-LU) and as amended by the Moving Ahead for Progress in the 21st Century Act (MAP-21).
 - Identification and coordination with cooperating and participating agencies throughout the project process.
 - c. Public Involvement – Same as described in Section B.1.c.
 - d. Develop Interchange Modification Report (IMR) for FHWA approval pursuant to 23 U.S.C. 111.
 - e. Develop NEPA and HRS 343 document. HDOT anticipates that a NEPA Environmental Impact Statement and HRS 343 Environmental Impact Statement will be required, which will be determined in Phase 1.
3. Phase 3 –Develop PS&E for advertising and bidding (D-B-B) or prepare the RFQ and RFP of the procurement package for a D-B contract. This will be determined upon completion of Phase 2. The work for this phase may be as follows:
- Develop 60%, 90%, & 100% PS&E construction documents for advertising and bidding. PS&E development will be based on latest HDOT standards and practices.
 - Develop RFQ and RFP Procurement Package for a D-B contract.

HDOT desires a two-step procurement process in awarding the D-B contract. The first step will be issuance of the RFQ to solicit a Statement of Qualifications (SOQ's) from Submitters. HDOT will evaluate the SOQ's to determine which Submitters are the most highly qualified to successfully deliver the project and develop a short list of Submitters. In the second step, HDOT will issue the RFP to the short-listed Submitters and will award the D-B contract for the project to the Submitter that offers the best-value, to be determined as described in the RFP. The following procurement milestones are anticipated:

Step 1

- Issue RFQ
- Deadline for submitting RFQ questions
- SOQ due date
- Evaluation of SOQ's
- Notify short listed Submitters

Step 2

- Issue RFP
- Pre-Submittal Meeting
- Deadline for submitting RFP questions
- Proposal due date
- Evaluation of Proposals
- Award and Execution of Contract
- Notice to Proceed

C. Project Approach

This section provides an overview on the approach the Scope of Services presumes will be developed and completed. It is not intended to be a complete or comprehensive list of all tasks, methods and processes, and should be expanded upon in the proposal as deemed appropriate.

- All work shall be reviewed and approved by the HDOT and be in full compliance with current Federal and State regulations and policies. Further, all work and conduct of work shall be consistent with HDOT's policies, procedures and protocols.
- An initial meeting shall be held to discuss and clarify expectations for the project and to go over the concept, approach, and work plan.
- The work plan shall identify all tasks, subtasks, deliverables and schedule to complete the project. Cost estimates shall be provided for all tasks and deliverables.
- The work plan shall be utilized for directing and managing the development of project scope, and for managing the Project Time.

- The expected deliverables description shall include how the anticipated results will be reported, formatted and presented. The deliverables description shall be in sufficient detail to permit objective evaluation of the proposal
- Routine and periodic in person meetings are to be performed with the HDOT project team. The project team shall have the ability to meet at the HDOT Main Office.
- The proposal shall identify the information and services which the project team expects the HDOT to provide in order to undertake and complete the project.

D. Quality Assurance and Quality Control

The consultant shall utilize Quality Assurance and Quality Control (QA/QC) procedures to ensure completeness, accuracy, and quality of all work efforts and submittals made as part of this project.

E. Total Project Time

Phase 1 of the project shall be completed within twenty-four (24) months from the consultant's Notice to Proceed (NTP). Durations of Phase 2 and 3 will be determined upon completion of Phase 1.

Proposal Content and Format

The consultants' proposal shall be clear, concise and follow the recommended proposal content and format. The purpose is to assure fair and proper evaluation of proposal received by the HDOT

The proposal should include a cover page, table of contents, and section dividers.

A completed certification of non-exclusion must be submitted with the proposal.

The title page, introductory letter, table of contents, tabs, resumes, brochures, and completed certification of non-exclusion are excluded from the maximum number of pages allowed.

The proposals should include the following content:

A. Introductory letter

The consultant shall submit an introductory letter to the attention of the HDOT project manager for this project that includes the principal's name, title, business address, telephone and fax numbers, and email address; company background; and office locations(s).

B. Experience and professional qualifications relevant to the project

The consultant shall demonstrate its experience and professional qualifications to complete the scope of work effectively, comprehensively, on time, and on budget. Include the experience and professional qualifications of the project team on similar and relevant types of work experience and professional qualifications to develop, manage and deliver the proposed scope of work towards a successful completion, such as:

- The experience on this scope of work or similar, and the number of years it has been performing this scope of work or similar.
- Experience or familiarity with HDOT or similar agency project delivery process and procedures.
- Experience or familiarity of Federal, State and county environmental and highway/roadway project delivery regulations, standards and processes.
- The best practices that will assist in delivering the scope of work. It should include quality assurance and quality control procedures.
- Identify the project manager and other key team members and/or sub-consultants who will be assigned to the project.
- Resumes of key project team members' qualifications and professional experience may be included, limited to one page per individual.
- An organization chart of the project team for the project shall be included.
- The consultant shall guarantee the support of a qualified and dedicated manager and project team for the entire project.

- Identify the roles and responsibilities of each team member, and the estimated percentage of effort (time) they will be devoting to the project, each product, and project tasks.
- Substitutions of identified key personnel subsequent to the submission of the proposal are subject to written approval by the HDOT.

C. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

A list of similar projects worked on and successfully completed by the project team. This reference information should include at the minimum:

- Project name
- Project purpose, scope of work and summary
- Inclusive project dates
- Organization name, address, telephone and email for whom the project was performed.
- Name, telephone and email address of the individual in the organization that is familiar with the past project.
- The team member(s) assigned to the project and the work they accomplished.

If the consultant or sub-consultants have notices of deficiencies including corrective actions the proposal shall include this information.

D. Capacity to accomplish the work in the required time

- The proposal should identify the methods to be used to manage and complete the items identified in the **General Requirements - B. Scope of Services and C. Project Approach.**
- The proposal shall provide an approach that reflects the capacity and capability to complete the project scope of work in the required time.

E. Innovative or alternative methods and anticipated concepts for furnishing the required services

The proposal should include innovative and/or alternative methods that would assist the development and implementation of the scope of work completely, successfully, on time, and/or on budget.

Proposal Criteria, Points and Page Allowance

The following table lists the content criteria point distribution by which proposals will be evaluated, and the maximum number total number of pages allowed for proposal. Proposals must address all criteria listed and must include a completed certification of non-exclusion to be considered complete in accordance with these guidelines. Incomplete proposals will not be considered for selection

Proposal Content and Format	Criteria	Points	No. of Pages
A	Introductory letter		2
B	Experience and professional qualifications relevant to the project.	31	
C	Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.	30	
D	Capacity to accomplish the work in the required time.	29	
E	Innovative or alternative methods and anticipated concepts for furnishing the required services.	10	
	Total Maximum Number of Points/Pages	100	20
	Appendix: Resumes of key personnel (optional)		1 per resume
	Appendix: Company Brochure (optional)		
	Appendix: Completed Certification of Non-Exclusion		

The number of pages per consultant proposal must not exceed the maximum pages allowed per criterion or the maximum total indicated in the table above. A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times New Roman font or similar). The title page, introductory letter, table of contents, tabs, and appendices are excluded from the maximum total pages. Any proposal containing pages in excess of the maximum number of pages allowed excluding the title page, introductory letter, table of contents, tabs, and appendices will receive a 5-point deduction for each page over the limit. Only the first two pages of an introductory letter and the first page of the resume will be considered for review.

Proposal Evaluation Criteria

The following evaluation criteria will be used to evaluate and for the assignment of points for each criterion for each proposal. The evaluation criteria have been aligned with the **Proposal Content and Format** section. The consultant receiving the highest total score will be the top ranked. If the total score of two or more firms are equal, past performance will be the governing criteria.

1. Experience and professional qualifications relevant to the project.

The consultant and project manager must be experienced in developing and managing projects of similar nature and scope.

The consultant shall have appropriate professional qualifications to perform the scope of work, such as experienced professional and technical staff to competently and efficiently perform the work, either through their agency staff or sub consultants. The proposal shall identify the project team composition, project leadership, reporting responsibilities, and address how sub consultants fit into the project structure.

The team shall have a working office and project manager on Oahu during the life of the project.

2. Past performance on projects of similar scope for government and public agencies, or private industry, including corrective actions and other responses to notices of deficiencies.

The consultants' proposal shall include a list of similar projects worked on and successfully completed. The agency proposal shall include corrective actions and other responses to notices of deficiencies.

3. Capacity to accomplish the work in the required time.

The consultant must demonstrate the method and approach to complete the project is technically sound and practical for the required time.

The consultant must demonstrate that sufficient experienced and knowledgeable staff is available, and that any sub-consultant of the agency is experienced and capable of performing the work.

The proposal shall contain a list of current HDOT and non-HDOT projects. The list should include project name, start date and estimated agency completion date. In addition, the list should identify key members and sub consultants for this project.

4. Innovative or alternative methods, and anticipated concepts for furnishing the required services.

The consultant shall indicate any innovative, unique and/or alternative methods that would be used to perform the required services. Proposals should include anticipated concepts to complete the project and should present any modern and cost-effective design methods or special project related techniques that would benefit the project.

The proposal shall also indicate potential and/or perceived problem areas anticipated during the course of undertaking the project and possible solutions to remedy those problem areas.

