

**STATE OF HAWAII DEPARTMENT OF EDUCATION (DOE)**  
**OFFICE OF FACILITIES AND OPERATIONS**  
**NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES**  
**Department Solicitation Number PS-D021-500**

This notice shall remain posted until JUNE 30, 2021 or until superseded by the following year's notice.

ALL Previously Qualified Professionals **MUST RESPOND TO THIS ANNUAL SOLICITATION** to be considered for DOE projects.

The State of Hawaii, Department of Education (DOE) anticipates the continued need for Professional Services during fiscal year (July 1, 2020 through June 30, 2021) in the following facilities related disciplines:

1. **Architectural Planning and Design** - (master plans, schools, gymnasiums, auditoriums, administration buildings, sport fields, locker rooms, shower/toilet facilities, stadiums, bleachers, permitting, etc.)
2. **Landscape Architecture** - (landscape/hardscape plans, irrigation, etc.)
3. **Engineering Planning and Design**
  - a. **General (Civil)** - (sidewalks, parking lots, curb ramps, play courts, site improvements, etc.)
  - b. **Hydraulics (Civil)** - (drainage improvements, sewer lines, flood control, etc.)
  - c. **Transportation (Civil)** - (traffic studies, intersection channelization, traffic calming, bikeways and bike paths, traffic control measures, bus bays and pads, etc.)
  - d. **Sanitary (Civil)** - (wastewater facilities, cesspools and septic tank facilities, etc.)
  - e. **Electrical** - (field lighting, facilities power/lighting, security cameras, fire alarm systems, telecommunications, wireless communications, etc.)
  - f. **Structural** - (bridges, structures, revetments, foundations/barriers, etc.)
  - g. **Mechanical** - (air conditioning, elevators, pumps, facilities systems, plumbing, fire protection, fuel storage tanks, etc.)
  - h. **Geotechnical** - (foundations, earth movement, slope stability analysis, slide potential, etc.)
4. **Environmental Engineering Services** - (site/risk assessment, indoor air quality studies/remediation, water quality studies, NPDES permitting, AHERA studies/remediation, HAZMAT treatment, management and control, etc.)
5. **Land Surveying** - (topographic, boundary, parcel maps, shoreline certifications, etc.)
6. **Project Management** - (project oversight, contract management, administrative processing, public meetings, services during bidding and construction, etc.)
7. **Construction Management** - (services to manage activity during the bidding and construction phase of a job)
8. **Real Estate Support Services** - (due diligence for land transfers; gathering and processing documents related to land transfers; etc.)
9. **Real Property Appraisal** - (services as it relates to all aspects of appraisals)
10. **Community Planning** - (site planning services; site selection studies; complex development reports; demographic, socioeconomic and physical planning studies; community organizing/public participation; community/public relations; public access planning; land use codes/studies)
11. **Commissioning and Retro-commissioning Services** - (services to systematically optimize the performance of various building systems prior to and/or after completion of construction.)
12. **Energy Performance Engineering** - (services to replace lights, windows, HVAC systems and other energy-related building components with new, energy-efficient systems, without any out-of-pocket expense.)
13. **Facilities Information Technology Services** – (services to manage and support facilities related IT initiatives such as MAXIMO, GIS, Microsoft SharePoint, etc.)
  - a. **Geographic Information Systems (GIS)** - (developing, integrating, implementing,

- updating and maintaining GIS applications and database)
  - b. **Servers, PC Storage and Virtualization Systems** - (planning, design, implementation, maintenance, support and training services for sever systems, PC and peripheral systems, virtualization systems, and storage area network SAN system)
  - c. **Cisco VoIP and Network and Security** - (planning, design, implementation, maintenance and support services for network systems, IP phone systems and call center systems)
  - d. **Document Management** - (planning, design, implementation, maintenance and support services for document management systems)
  - e. **SharePoint Support** - (planning, design, implementation, maintenance and support services for SharePoint systems)
  - f. **Website Services** - (planning, design, implementation, maintenance and support services for internet and intranet websites, web application development, web content management systems and web e-business systems)
  - g. **Wireless and Security Camera Systems** - (planning, design, implementation, maintenance and support services for wireless point-to-point and point-to-multipoint systems; and security camera, video management, motion detection, lighting and associated electrical power systems)
  - h. **Lotus Notes Database** - (planning, design, implementation, maintenance, enhancement, integration, conversion or migration of Lotus Notes databases)
  - i. **IT Project Management** - (master planning, monitoring and control support services for facilities related IT initiatives and systems)
14. **Archaeology** - (investigations, mitigation plans, monitoring, etc.)

#### **DEADLINE FOR SUBMITTING QUALIFICATIONS**

This solicitation shall remain open through June 30, 2021. The **first deadline** for qualified professionals to submit statements of interest and qualifications as described under SUBMITTAL REQUIREMENTS is:

**Friday, July 24, 2020**  
**4:30 P.M. Hawaii Standard Time**

#### **Qualifications Submitted After the First Deadline**

Professional services qualification submissions will be accepted throughout the fiscal year and screened quarterly until 06/30/2021 - 4:30 P.M. Hawaii Standard Time.

#### **SUBMITTAL REQUIREMENTS**

**Beginning July 1, 2020**, interested parties may login to update previously registered accounts or create a new online user account on behalf of their firm, upload expressions of interest, and input qualifications through the Hawaii State DOE Consultant Portal: <https://fdbconsultants.hawaiipublicschools.org/Account/Register>; and shall include but not be limited to the following:

1. Letter of interest in response to this professional services solicitation.
2. Current contact information such as email addresses associated with the user account.
3. Attachment A indicating professional service category(ies) to be screened and considered for.
4. Statement of qualifications for each category of professional service as indicated on Attachment A.
5. Professional staff qualifications.
6. Certificate of Good Standing verifying company's status as
  - a) A Hawaii business, registered and incorporated or organized under the laws of the State of Hawaii or
  - b) A compliant non-Hawaii business registered to do business in Hawaii. As evidence of compliance, company shall submit the certificate of good standing issued by the Department of Consumer Affairs, Business Registration Division (BREG). A Hawaii business that is a sole proprietorship is not

required to register with BREG and therefore exempt from this requirement.

In lieu of Item 5 above, the company may elect to submit an original CERTIFICATE OF VENDOR COMPLIANCE as issued by the State Procurement Office via an online system, also referred to as "Hawaii Compliance Express" in place of a Certificate of Good Standing. Details regarding this online application process can be viewed at: <http://vendors.ehawaii.gov/hce/>

7. All information shall be saved and uploaded to the consultant portal. Please have the consultant portal account manager make updates to the firm's profile as needed throughout the year to reflect changes in business name, personnel, and contact information.

#### Format of Submittal

Interested parties shall upload and submit all required attachments electronically through the consultant portal. Hard copy or paper statements of qualifications will not be accepted.

#### **GENERAL INFORMATION**

Pursuant to Hawaii Revised Statutes (HRS) §103D-304, procurement of such professional services are subject to competitive selection.

#### Qualified List

Qualified providers of professional services shall be placed on lists to provide such services and, as needs arise, shall be considered for selection in accordance with HRS §103D-304.

Providers shall specify and complete each specific Professional Service category by providing pertinent qualifications for each professional service category they wish to be considered. Any incomplete section will not be considered.

Qualified providers shall be added to the Professional Services Qualified List for all projects checked provided that the Review Committee determines the company is qualified to perform the type of work indicated.

The DOE does not guarantee that selections will be made for all categories listed. Furthermore, the DOE reserves the right to select multiple providers for each professional service category listed.

The DOE reserves the right to combine similar type projects in each category and select professionals to provide services for more than one project.

#### Confirmation of Receipt

Email confirmation of the Professional Service(s) each provider was determined qualified for shall be sent within four (4) weeks after the review panel has completed screening and evaluation of qualifications.

#### Selection/Selection Criteria

As projects arise, selection criteria specific to the project shall be established and employed to select a Contractor for the project. A selection committee will review submittals and evaluate them against the established criteria. Criteria employed in descending order of importance, may include:

1. Experience and professional qualifications relevant to the project type.
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.
3. Capacity to accomplish the work in the required time.
4. When deemed relevant, familiarity with the specific project or prior related projects, and other relevant criteria.

#### Contract/Contract Terms

If selected for a project, the consultant is required to enter into a contract with the DOE. In addition, upon

award of the contract, the contractor shall furnish a certificate of insurance in accordance with the following minimum insurance coverage and limits:

- (1) General liability (GL) shall be no less than \$1 million per occurrence and \$2 million in the aggregate (the maximum amount paid for claims during a policy term),
- (2) Automobile (auto) insurance shall be no less than \$1 million per accident, and
- (3) Professional Liability (Errors and Omissions) shall be no less than \$1 million per claim (however, the contract may require higher limits or project specific limit) and \$2 million in the aggregate.

**CONTACT INFORMATION**

Any inquiries regarding this solicitation may be directed to Richard Kiyabu of the Office of Facilities and Operations, Facilities Development Branch via email at [richard.kiyabu@k12.hi.us](mailto:richard.kiyabu@k12.hi.us) or by phone at (808) 784-5062.

DR. CHRISTINA M. KISHIMOTO  
SUPERINTENDENT  
DEPARTMENT OF EDUCATION

(Posted June 22, 2020)