

**DEPARTMENT OF TRANSPORTATION**  
**NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES**

In accordance with Section 103D-304, Hawaii Revised Statutes, the Department of Transportation (DOT) is seeking qualified firms to provide professional services during the 2017 fiscal year (July 1, 2016 to June 30, 2017) in the following disciplines/categories:

*Professional computer science, horticultural, archeological, architectural, civil, electrical, mechanical, structural and environmental engineering services, landscape architecture, land surveying, planning, and other general engineering services including project management and construction management services*

Hawaii state registration is required for engineering, architectural, and surveying work.

**Interested firms should submit an ELECTRONIC FILE of the following information in PDF format.**

1. Letter of interest (including an email address(es) for notification of future notices),
2. Completed DPW Form 120 <http://hidot.hawaii.gov/administration/con/> or Federal Form 330 <http://www.gsa.gov/portal/forms/download/116486>, and
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.

If a 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.

4. Any other related information.

**The PDF file should be named the “Company’s Name” and e-mailed to [DOTCONSULTANTLIST@HAWAII.GOV](mailto:DOTCONSULTANTLIST@HAWAII.GOV) by 4:30 p.m., June 13, 2016.**

Qualified firms whose submittals are received by the June 13, 2016 deadline will be included on the Department’s 2016-2017 Consultant List, and will be notified of future projects by e-mail. Qualified firms whose submittals are received after the deadline will be added to the list and will be considered for projects advertised for the balance of the fiscal year after a qualification period of up to ninety calendar days.

Future notices will be posted as the need arises throughout the fiscal year at the following website: <http://spo3.hawaii.gov/notices/notices>

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;
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; and
4. Any additional criteria determined in writing by the selection committee to be relevant or necessary.

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 or go to their Web site at <http://www.hawaii.gov/campaign>

The Department of Transportation, 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 any contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color, national origin, or sex.

For more information regarding submittals, contact the DOT Contracts Office at (808) 587-2130 or (808) 587-2131.

FORD N. FUCHIGAMI  
Director of Transportation

Posting: May 12, 2016