

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

In accordance with Section 103D-304, Hawaii Revised Statutes (HRS), the State of Hawaii Department of Transportation (HDOT), Harbors Division seeks the services of a qualified professional structural engineering firm for the design of Pier 40 Improvements, Honolulu Harbor, Oahu – Job H.C. 10834.

These services are anticipated to be immediately required and will have a contract completion time of approximately one (1) year from the Notice to Proceed.

The design services shall include the preparation of plans, designs, specifications, cost estimates, and the performance of construction administration support services to strengthen approximately 800 linear feet of existing pier identified as Pier 40D and 40E. Improvements shall include fenders, mooring cleats and bollards, water, electrical, lighting, and pavement. Work also includes, but is not limited to, all necessary activities associated with the design project including coordination with agencies, the preparation of necessary permit applications and conducting necessary studies to support the permit applications.

Individuals or firms on the HDOT's qualified list shall submit a maximum eight (8) page summary, not including pages for the resumes, of their qualifications in response to the attached Questionnaire. The summary of qualifications will be evaluated by the following criteria:

1. Experience and professional qualifications relevant to the project → 35%
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%
3. Capacity to accomplish the work in the required time → 32%

Also include Proof of Insurance for:

1. 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.
2. Automobile liability insurance for limit of not less than \$1,000,000 per accident. The STATE shall be named as additional insured.

3. 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 certificate at this time, a letter from an insurance company stating, if the firm is selected, that 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 canceled, 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.

The summary of qualifications and proof of insurance shall be submitted as one (1) PDF file on a Flash Drive (please label with company's name and project title) to the following address:

Mr. Dung P. Vo, HMP Development Officer
Department of Transportation, Harbors Division
79 S. Nimitz Highway
Honolulu, Hawaii 96813

Due to the impacts of COVID 19, submittal packages will only be accepted via delivery by USPS. Hand deliveries will **not** be accepted. Interested individuals or firms shall allow enough time to mail the packages to meet the said due date and time. The HDOT shall not be responsible for packages not received by the due date and time due to mail delays.

The Summary of Qualifications package shall be due by 2:30 P.M., March 8, 2022.

In addition, individuals or firms who **are not** on the HDOT's qualified list, and wish to be considered in the selection for this project must **also** submit a separate PDF file of the following by the deadline:

1. Letter of interest (including an email address for notification of additional advertisements).
2. Completed [DPW Form 120](#) or [Standard Federal Form 330](#). The DPW Form 120 and Federal Standard Form SF330 may be downloaded from the Professional Services section at <http://hidot.hawaii.gov/administration/con/> .
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 STATE, 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 STATE reserves the right to cancel this project for proposals, to reject any or all proposals in whole or in part, and to waive any defects in said proposal in the best interest of the STATE.

For additional information, please call Mr. Ronney Oliveros, Harbors Engineering Branch, Special Projects Section at (808) 586-2524 or email at ronney.r.oliveros@hawaii.gov.

JADE T. BUTAY
Director of Transportation

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