

Questionnaire for
Commercial Harbors
Environmental Compliance Support Services, Statewide
Job No. H.C. 90148

1. Experience and professional qualifications relevant to the project Scope of Work.
 - a. Please describe your firm's experience in providing such services for commercial harbor facilities or for agencies with facilities and missions similar to the State of Hawaii Department of Transportation (HDOT), Harbors Division (hereinafter referred to as "Harbors"). Specifically cite your firm's roles and responsibilities for each project or contract.
 - b. Please describe your firm's experience in providing such services in support of other relevant or noteworthy projects. Specifically, cite your firm's roles and responsibilities for each project or contract.
2. Past performance on projects of similar scope for public agencies or private industries, including corrective actions and other responses to notices of deficiencies.

For commercial harbor projects where your firm has provided such support services, please list the following.

- a. Project title, location, year completed and scope.
 - b. Client's name and phone number.
 - c. Client's primary project manager and other relevant administrator(s).
 - d. Successful project elements.
 - e. Project challenges and how they were overcome.
 - f. How success or lessons learned can be applied to this project.
3. Capacity to accomplish the work in the required time.

Please identify your firm's organizational chart as to how this project will be staffed and the name of the employee(s) and their classification. Additionally, please provide a one (1) page resume for each employee listed.

- a. List all current services, and any other project(s) for each listed employee and the expected project completion dates.
- b. List all of your firm's professional services contract(s) with the HDOT, the amount of the contract(s) and the status of the contract(s).

- c. How your firm will handle a situation where the HDOT's Project Manager and your firm had a strong difference of opinion regarding a project condition.

The following are Harbors policies regarding consultant contracts that will apply to your firm and sub-consultant(s). Please provide an explanation for any of the conditions that your firm cannot meet:

1. The direct labor rates shall be the actual rates, supported by the latest payroll register for each employee. Hourly rates will be based on 2,080 hours per year. If there are multiple employees per classification, then an average rate shall be used. If payroll registers are not available, then the corresponding Department of Accounting and General Services (DAGS) classification and maximum hourly rates will be used. There will be no increases to the direct labor rates during the contract time period.
2. The maximum allowable multiplier factor (overhead rate and profit) shall be 3.00. However, the overhead rate shall be the actual overhead rate, subject to any HDOT audit. Federal audits will not be accepted. The profit rate shall be limited to 10% maximum.
3. If your firm is selected, your firm will be obligated to staff the project in accordance with the organizational chart submitted, regardless of contracting. Harbors will have the authority to request that certain key employee(s) be added and/or deleted from the organizational chart. If a request is made to delete key employee(s), those employee(s) shall be promptly replaced with another employee(s), subject to Harbors approval.