

Contractor Qualifications



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Responsibility

The Engineer will review all contract applications and determine whether you meet all of the requirements listed below. The Engineer's decision will be final. Licenses and certifications must remain valid for duration of contract. Copies of licenses and certificates must be provided at bidding and every year at contract renewal. Expired licenses are grounds for cancelling your contract.



What qualifications are required of a landscape maintenance contractor?

The contractor must meet all of the following requirements to be awarded a ROW contract with the Hawaii Department of Transportation. These requirements include provisions of Chapter 444, H.R.S., regarding the licensing of contractors in the State. The minimum qualifications are as follows:

Licenses

1. Have a valid State of Hawaii Specialty Contractor's C-27 Landscaping Contractor's license.
2. Have the required business and tax license to conduct business in the State of Hawaii.
3. Performance Bond.

Proof of experience

4. Have a minimum of two (2) consecutive years of C-27 Landscaping Contractor's experience, immediately prior to the bid opening. The experience shall include a minimum of two (2) years in managing contracts similar in size and scope to this project.
 - ▶ Produce a list of three (3) or more different landscape projects similar to this project to substantiate your Contractor's experience. The minimum of three (3) different landscape projects experience must include proof of a positive performance evaluation by the respective agency on each project. Failure to submit this list will be grounds for rejection of bid.

Safety Plan

5. Contractors are required to submit a written Site Specific Health and Safety Plan (SSHASP) to the Engineer for review, acknowledgement and acceptance that meets or exceeds the minimum requirements of the Contract and applicable Federal or State regulations. At the minimum this should include:

- ▶ Components of the SSHASP or Accident Prevention Program (APP).
- ▶ Certification, responsibility and identification of "Qualified Person" or "Competent Person" (as required per applicable Federal, State and/or local authority having jurisdiction) who oversees, implements and enforces the project's SSHASP.
- ▶ Additional elements of the Safety Plan, such as Hazard Communication Program, traffic control coordinator, emergency phone numbers, etc.

See Chapter 4, "Safety & Temporary Traffic Control in the Landscape Maintenance Zone," for details on Safety Plan requirements.

The Contractor is responsible for implementing, monitoring, updating, and revising the Safety Plan until Acceptance. Submit Safety Plan updates and revisions to the Engineer for review, acknowledgement and acceptance when new information, new practices or procedures, or changing site and environmental conditions necessitate modifications to protect site personnel.



What additional conditions must a contractor meet?

Provide the following:

- ▶ Name of company or companies with whom you have worked or are currently working.
- ▶ Contact person and phone number for each company.
- ▶ Description of each landscaping contract performed and size of project (cost-wise and area-wise).

To win a bid you must also meet the following requirements:

- ▶ Maintain office and baseyard facilities on the Island where work is performed. Bidder shall provide a local business address information on the space provided in the "Statement of Capabilities."
- ▶ Furnish the State with a telephone number where you can be reached at all times during normal working hours. This is important during the bidding period, as well as the contract period.
- ▶ Have all required equipments (tools, utility trucks, etc.) necessary to perform all of the specified services in this document.



What qualifications are required of staff?

All supervisory staff, and other staff as necessary, will be required to attend various training classes during the course of the contract. These classes will be announced by HDOT. Attendance is mandatory.

All staff should be allowed to work legally in the U.S. A minimum of one person on your staff must have the qualifications listed below:

Two or more of these qualifications can be held by the same person serving in the respective position.

Arborist



- ▶ Must be certified in good standing as an International Society

of Arboriculture (ISA) Certified Arborist for at least six years. Submittal shall include a copy of the Certificate for proof of registration.

- ▶ Either your company or the Arborist must possess a valid Tree Trimming and Removal Contractor's license (C-27). The Arborist must be onsite supervising tree trimming operations which require work above 10 ft. This does not apply to routine shrub trimming or minor tree maintenance work.

Certified Tree Worker

- ▶ Must be certified in good standing as a Western Chapter International Society of Arboriculture (WCISA) Certified Tree Worker with a minimum of three continuous years of experience with local tree species.

Both the Arborist and the Tree Worker must attend a Tree Risk Awareness and Electrical Hazard Awareness class within the first year of the contract. HDOT staff should contact the Engineer.

Lead Maintenance Person/Highway Maintenance Supervisor

- ▶ Must be certified in good standing as a Certified Landscape Technician Exterior/Maintenance (CLT/M) by the end of the first contract year, if not currently certified.
- ▶ Must have a minimum of one year experience immediately prior to the bid opening date in supervising personnel performing general landscape maintenance work, or at least two years of experience in all aspects of general landscape maintenance.
- ▶ Must be able to understand and speak English. This Supervisor has complete authority to communicate with the Inspector and to relate the Inspector's instructions to the Contractor or his workers. The Contractor shall submit the name of the Supervisor before starting work on the project and inform the Inspector in writing of any changes in such assigned responsibilities.
- ▶ Lead Maintenance Person/Highway Maintenance Supervisor should be onsite at all times supervising maintenance staff. If Lead Maintenance Person/Highway Maintenance Supervisor is found not to be onsite more than three (3) times in one contract year, the contract should not be renewed.

Lead Irrigation Person

- ▶ Must be certified in good standing as a Certified Landscape Technician Exterior/Irrigation (CLT/ Irr) by the end of the first contract year, if not currently certified.
- ▶ Should have a minimum of two years experience immediately prior to the bid opening date, in supervising personnel performing irrigation work or at least two years of experience in all phases of sprinkler repair and installation work. Lead Irrigation Person should be onsite at all times that irrigation work is being performed. If Lead Irrigation Person is found not to be onsite when irrigation work is being performed more than three (3) times in one contract year then contract shall not be renewed.

Sprinkler Technician(s)

Sprinkler technicians should have a minimum of one (1) year experience in all phases of sprinkler system installation and maintenance work; must be capable of reading plans and following instructions.

The State reserves the right to disqualify any person based on performance anytime during the contract. Upon disqualification, the Contractor has ten (10) working days to submit a qualified replacement.



What are the vehicle requirements?

1. All drivers and vehicles should meet all State licensing and registration and safety requirements and shall be equipped properly in accordance with City, State, Federal and OSHA requirements.
2. The Contractor should obtain insurance coverage for all vehicles as required by law in Hawaii.
3. All vehicles should be in good condition and appearance.
4. Contractor's vehicles should have Contractor's company name and/or logo displayed on doors or side panels and shall be in letters large enough to be easily legible from a distance of one hundred (100) ft. Magnetic signs bearing the contractor's company name/logo are acceptable. Cost for the logo/contractor's company name shall be considered as incidental cost.

Inspection

Proof of all licenses and qualifications are subject to inspection. These include performance bond and vehicle licences, and qualifications for arborist, tree worker, lead irrigation person, and sprinkler technician. See Chapter 15, "Inspecting Vegetation Maintenance Work."



In a Nutshell

1. Know what qualifications and conditions are required of a contractor and staff.
2. New contracts require certifications: CLT Irrigation, CLT Maintenance, ISA Arborist and ISA Certified Tree Worker.
3. Performance bond is required.
4. Know your vehicle requirements.
5. Proof of the above is subject to inspection.