REQUEST FOR STATEMENTS OF QUALIFICATIONS NO. 12-014

FOR CONSTRUCTION SERVICES
FOR
RENOVATE 1ST FLOOR, PHASE 1A, BLDG. 6939 AT
KAPIOLANI COMMUNITY COLLEGE
PROJECT NO. SW-12-2250

FEBRUARY 2012

FACILITIES & ENVIRONMENTAL HEALTH
UNIVERSITY OF HAWAI‘I SYSTEM

The University of Hawai‘i, Community Colleges (“University”), is soliciting Statements of Qualifications for a General Contractor (“Contractor”) to provide Construction Services to Renovate 1st Floor, Phase 1A, Bldg. 6939 at Kapiolani Community College, Honolulu, Hawai‘i (“Project”). This Request for Statements of Qualifications (RFSOQ) is the means for prospective Contractors to express their interest to be considered for the Project and to submit additional information on their qualifications for the specific services described in this document. This additional information will supplement the required Contractor Questionnaires that must be submitted by prospective Contractors via the Office of Capital Improvement’s website (OCI Website) http://www.hawaii.edu/oci/main.html. The RFSOQ and all associated documents and amendments are available in electronic form at the OCI Website http://www.hawaii.edu/oci/main.html on the “Projects” page.

1.0 Purpose of this RFSOQ

The University seeks to select a minimum of five qualified Contractors from which to solicit offers for the construction of the Project. Selected Contractors will be given the opportunity to submit offers for the construction of the Project as described in Section 2.0. Selection will be made on the basis of qualifications. The University intends to select Contractors in a timely manner, and solicit construction offers from them shortly thereafter.

All Contractors responding to this RFSOQ must hold a valid State of Hawai‘i contractor’s license B and must have successfully submitted their Contractor Questionnaires on the OCI Website.

2.0 Project Description

The services to be provided include performing all operations and furnishing all equipment, fixtures, appliances, tools, materials, and labor necessary to execute, complete and deliver all of the work and related items required for construction of the project.
The project site is south of the parking lot at the corner of Kilauea Avenue and Makapu’u Avenue, at the Kapiolani Community College Campus at Honolulu, Hawai’i. A map showing the project location is attached.

The project in general consists of renovating the first floor of the Kopiko Building. The approximate total floor area is 8,800 square feet. The renovation will house learning center for the Business, Legal and Technology Education Department. The space is designed to incorporate a computer lab, six classrooms, IT classroom, faculty offices, bathrooms and storage spaces for KCC. Construction scope of work will include demolition, concrete, storefronts, windows/doors, data/power, lighting, plumbing, air conditioning, hung ceilings, carpeting, painting, wall-covering, tile and cabinetry.

It is the intention of the University to begin construction during the summer of 2012.

3.0 Responding to this Request for Qualifications

The University has developed the schedule of events (see Section 6.0) with dates showing the key events in this solicitation process. The RFSOQ and schedule are subject to change, and the University does not send notifications of changes to this RF SOQ or the schedule to prospective Contractors and is not responsible for failure of any Contractor to receive notification of any change in a timely manner. Contractors are advised to visit the OCI Website frequently to check for changes and updates to the RF SOQ, including the Schedule. Prospective Contractors must take the following actions according to the specified timelines in order to participate in this process.

3.1 Submit Requests for Clarifications re: the RF SOQ and E-mail Intent to Respond:

If your organization wishes to submit questions prior to submission of a Statement of Qualifications, questions must be sent in an e-mail to the following e-mail address: “dito@hawaii.edu” and must include the following in the e-mail subject line: “GC Qualification (KCC Reno6939): RF SOQ Questions + (the name of your organization)”.

Answers to questions will be posted to the OCI website on the page/link of this RF SOQ.

E-mail Indicating Interest in this Project: Contractors who intend to respond to this solicitation are requested to notify the University by sending an e-mail to dit0@hawaii.edu with the RF SOQ number and name in the subject line. Please include the name, address, telephone, fax number, and email address of the Contractor (firm) and contact person.

3.2 Preparing and Packaging Your Statement of Qualifications:
Statements of Qualifications should provide straightforward, concise information that satisfies the requirements noted in this RFSOQ. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the University’s instructions, selection criteria of this RFSOQ, and completeness and clarity of content.

Each Contractor’s Statement of Qualifications (SOQ) should clearly and accurately demonstrate specialized knowledge and experience required for consideration. In a sealed envelope (clearly marked “Statement of Qualifications – (firm name). Kapiolani Community College, Renovate 1st Floor, Phase 1A, Bldg. 6939, RFSOQ No. 12-014”), submit the following:

a) One (1) compact disk containing the complete SOQ;

b) One (1) original and four (4) copies in paper form of the SOQ, which consists of a Cover Letter and responses to the qualification requirements listed in Section 5.0.

The prospective Contractor shall describe its specific responses to the selection criteria, numbered and titled as listed in Section 5.0.

Any questions regarding this solicitation document shall be directed in writing via e-mail to the Technical Representative of the Procurement Officer (TRPO). The TRPO for this RFSOQ is:

Darren Ito, Project Manager
E-mail: dito@hawaii.edu

4.0 Evaluation and Selection Process

It is the intention of the University to select a minimum of five (5) qualified Contractors, or all ranked Contractors if less than five Contractors have submitted Statements of Qualifications, to provide offers for construction services for this project taking into consideration the qualifications of the Contractor, as demonstrated by their evidenced competence and experience to accomplish the work of this project.

The Contractors’ Statements of Qualifications received will be analyzed and scored by members of a selection committee, which will be comprised of University employees possessing applicable qualifications and experience. Each member of the selection committee will assign a point score according to the grading schedule in Section 5.0. Points assigned by the individual committee members will then be combined to determine a total score for each Contractor.

The University shall thereafter invite the top ranked Contractors to submit sealed offers for the construction of the project in accordance with the technical specifications, plans, and general and special provisions, which will be provided at the time of the request.
5.0 Selection Criteria

Contractors and their Statements of Qualifications will be evaluated according to the following criteria:

1. Experience and qualifications relevant to project type:
   a. Experience relevant to type of construction. Describe the Contractor’s experience in relation to **interior renovations** of educational facilities including classroom and office buildings of comparable complexity and/or scope of work, including the nature and quality of recently completed work. **35 points**
   b. Experience with Hawai‘i interior renovation construction projects. Describe the extent and depth of the Contractor’s experience and knowledge of Hawai‘i’s unique construction industry, including local construction conditions and practices, working with labor unions, and relationships with local subcontractors. **20 points**
   c. Professional staffing capabilities. Describe the qualifications and the extent and depth of the experience of the personnel that will be assigned by the Contractor to perform the construction services described in this RF SOQ. A critical part of this evaluation will be the Contractor’s listing of the personnel to be assigned by the Contractor to perform the construction services described in this RF SOQ, including (1) each project staff’s resume detailing his or her specific construction background and experience, (2) the Contractor’s proposed organizational chart for the project team that would be assigned to this project, (3) a description of the Contractor’s lines of authority generally and for the Project in particular, and (4) the description of the duties and responsibilities for each of such personnel assigned to perform the construction services for the Project. The Contractor should highlight key personnel and their qualifications, including resumes, assigned to the Project. **15 points**

   **SUBTOTAL FOR CRITERIA 1 = 70 Points**

2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies:
   a. Past performance with the University, or any Hawai‘i government entity. Describe the Contractor’s past performance in working with the University, any federal, state, or county government entity located in Hawai‘i, or any other college or university in Hawai‘i, in the construction of projects of comparable complexity and/or scope of work, and provide at least five (5) applicable references. **10 points**
   b. Past performance in taking corrective action. Describe the Contractor’s past performance in taking corrective action and other responses to notices of
deficiencies in the construction of projects of comparable complexity and/or scope of work. **5 points**

**SUBTOTAL FOR CRITERIA 2 = 15 Points**

3. **Capacity to accomplish the work in the required time:** 10 points
   
   Describe the Contractor’s ability to meet project schedules, including examples of recently completed projects of comparable complexity and/or scope of work.

4. **Quality control and safety practices, techniques, and methods used:** 5 points
   
   Describe the Contractor’s quality assurance program and procedures that have been used on projects of comparable complexity and/or scope of work.

**TOTAL POSSIBLE POINTS PER COMMITTEE MEMBER = 100 points**

**6.0 Request for Qualifications Submittal Timetable**

The University intends to pursue the following schedule for the review and consideration of all Statements of Qualifications submitted to the University. Any revisions to this schedule will be announced to all Contractors submitting SOQs.

**Friday, February 3, 2012:** Notice of Request for Statements of Qualification. Post the notice of Requests for Statements of Qualification on the Office of Capital Improvements Website.

**Friday, February 10, 2012 4:00 p.m.: Requests for Clarification Deadline.** Requests for Clarification must be received by the University **no later than 4:00 p.m. (Hawai‘i Standard Time)** via e-mail to the following e-mail address: dito@hawaii.edu

**Friday, February 17, 2012, 2:00 p.m.: Statements of Qualifications Submittal Deadline.** Statements of Qualifications must be received by the University **no later than 2:00 p.m. (Hawai‘i Standard Time)** addressed and delivered to:

Brian Kashiwaeda, Director
University of Hawaii Community College System Facilities and Environmental Health
Attention: Renovate 1st Floor, Phase 1A, Bldg. 6939, RFSOQ 12-014
Delivery Address:
2010 East West Road, Credit Union Bldg.
Honolulu, Hawai‘i 96822

or

Mailing Address:
2327 Dole Street
Honolulu, Hawaii 96822
One (1) compact disc (CD) containing the complete SOQ, One (1) original and four (4) copies of each Contractor’s Statement of Qualifications must be submitted at that time. **Statements of Qualifications submitted via electronic mail will not be accepted.**

**February 21, 2012 – February 24, 2012: Evaluate Statements of Qualifications.** The selection committee will evaluate and score the Contractor Questionnaires as submitted on the OCI website and the Statement of Qualifications of those Contractors who have made timely submittals.

**February 27, 2012: Selection notification.** At that time or whenever the University is prepared to do so, a minimum of five (5) highest ranked Contractors, or all ranked Contractors if less than five Contractors have submitted Statements of Qualifications, will be notified via email to the contact designated by each such Contractor.

**February 28, 2012 – March 20, 2012: Request for Offers.** The highest ranked Contractors will be invited to submit sealed offers for the construction Project in accordance with technical specifications, plans, and general and special provisions to be provided. The contract shall be awarded to the responsible and responsive offeror who submits the lowest priced offer and whose offer otherwise meets the requirements and criteria set forth in the project documents provided to the offerors under consideration.

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