REQUEST FOR STATEMENTS OF QUALIFICATIONS NO. 11-004

FOR CONSTRUCTION SERVICES
FOR
COURTYARDS C AND A RENOVATION
BIOMEDICAL SCIENCES BUILDING
UNIVERSITY OF HAWAI'I AT MANOA
PROJECT NO. UHM 172-013-10A

APRIL 2011

FACILITIES MANAGEMENT OFFICE
UNIVERSITY OF HAWAI'I SYSTEM

The University of Hawai'i ("University"), is soliciting Statements of Qualifications for a General Contractor ("Contractor") to provide Construction Services for renovation work in the Biomedical Sciences Building, involving designated portions of Courtyards C and A, at the University of Hawai'i at Manoa, 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](http://www.hawaii.edu/oci/main.html) prior to submitting the Statements of Qualifications. The RFSOQ and all associated documents and amendments are available in electronic form at the OCI Website [http://www.hawaii.edu/oci/main.html](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 (Biomedical Sciences Building) is at the north end of East-West Road at the University of Hawai‘i at Manoa Campus, Honolulu, Hawai‘i. A map showing the project location is attached.

This project intends to renovate existing laboratory and office spaces in the Biomedical Sciences Building, Courts A and C. The work in Court A involves existing ground floor laboratory space with an area of approximately 1,667 square feet. The work in Court C is on the second floor and involves existing laboratory and office spaces totaling approximately 3,758 square feet. The spaces to be renovated will be vacant during the construction, but the surrounding and adjacent rooms will be occupied. The renovation will generally involve minor demolition work and the construction of new partitions, new suspended ceiling systems, painting, flooring, lighting systems, selective plumbing and electrical work, selective air conditioning and exhaust system work, selective upgrade of power, selective fire alarm and telecommunication work, laboratory casework and scheduled Contractor furnished and installed equipment.

Court A: Rooms A105A, A106A
These spaces were fairly recently renovated under the Flood Damage Repair project, and therefore still in relatively new condition. The renovation work will involve demolishing two existing office spaces and to create two tissue culture rooms in their place. Each Tissue Culture room will have a sink, double stacked incubators (w/ emergency power), bio-hazard hood (non-ducted) and a refrigerator. The plumbing work will involve cutting through a portion of the existing slab on grade for a sewer connection.

The existing island laboratory counter will be removed to create floor space for 6 refrigerator/freezers (emergency power). The renovated areas affected will receive new flooring, wall finishes, and ceilings with lighting. The remainder of the existing laboratory spaces will remain.

Court C: Rooms C201, C202, C203A, C203B, C204A, C204B, C209, C210
Selected rooms (described below) on the second floor of Court C are to be renovated. A general description of the work for each room is herein described. All of the renovated spaces are to receive new flooring and base, wall finishes, and new ceilings, except as noted below. The existing doors scheduled to remain will receive new finish. Designated existing doors will also receive new hardware.
Room C201: Existing office spaces. The current configuration will remain virtually intact, except that the center work space is envisioned to be used as a conference space/room. The existing ceiling and lighting will be removed, and replaced with new ceiling, lighting, and air diffusers. There will be some minor air conditioning work to relocate some diffusers. The space is to receive new paint finishes. The existing flooring and base is to remain.

Room C202: Existing laboratory. To be renovated into a new lab with new metal laboratory casework and epoxy resin countertops. The laboratory is to support up to 4 researchers. The new laboratory layout intends to provide flexibility using adjustable height bench tops and shelving. Lab sinks are to be provided with eye wash capability and an emergency shower will be provided. However, no floor drain will be required.

Rooms C203A and C203B: Existing office/lounge: These rooms are being converted to Tissue Culture and lab support spaces. An new internal hallway is being added to connect the laboratory to these support spaces. Within the hallway 5 or 6 refrigerator/freezers (emergency power) will be situated. Each Tissue Culture room will have a sink, double stacked incubators (emergency power), bio-hazard hood (non-ducted) and a refrigerator.

Rooms C204, C204A, C204B: Existing office cubicles. The current configuration will remain intact, except for new finishes as described under the general heading. The existing ceiling grid is to remain but receive a new plastic cover. All of the rooms are to receive new replacement ceiling panels and replacement light fixtures in the same location, and replacement air diffuser in the same location. All of the spaces are to receive new paint finishes. The existing flooring and base is to remain.

Room C209: Existing laboratory support space. This room is being converted into another laboratory and Tissue Culture room for one researcher. The laboratory will be renovated into a new laboratory with new metal laboratory casework and epoxy resin countertops, and a new modular work station. The Tissue Culture room will have a sink, double stacked incubators (emergency power), bio-hazard hood (non-ducted) and a refrigerator. Lab sinks are to be provided with eye wash capability and an emergency shower will be provided. However, no floor drain will be required.

Room C210: Existing laboratory support space. This room is to be converted into the Autoclave room, housing a dishwasher, drying oven, double stainless steel sink.

The plumbing work below the laboratories and autoclave rooms will require Contractor access to the Ground floor spaces. Some minor wall furring space reconfiguration may be required.

It is the intention of the University to begin construction during the third quarter of 2011.
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 RFSOQ 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 RFSOQ, 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 RFSOQ 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: “ponishi@hawaii.edu” and must include the following in the e-mail
subject line:
“GC Qualification (Biomedical Sciences Building, Courtyards C and A
Renovation): RFSOQ Questions + (the name of your organization)”.

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

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
ponishi@hawaii.edu with the RFSOQ 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,
comformity 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 and shall include specific responses to the selection criteria, (numbered and titled) as listed in Section 5.0.

In a sealed envelope (clearly marked “Statement of Qualifications – (firm name). Biomedical Sciences Building, Courtyards C and A Renovations, RFSOQ No. 11-004”, submit the following:

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

b) One (1) original and five (5) copies in paper form of the SOQ, which consists of a Cover Letter and responses to each of the selection criteria 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:

Patrick Onishi
E-mail: ponishi@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 project. Describe the Contractor’s experience in relation to renovation and/or construction of research laboratory facilities and support office spaces of comparable complexity and/or scope of work, including the nature and quality of recently completed work. 20 points
   b. Experience relevant to type of construction. Describe the Contractor’s experience in relation to renovation of mid-rise (40+ year old) concrete buildings including upgrading and/or retro-fitting of certain building systems, including the nature and quality of recently completed work. 15 points
   c. Experience with projects involving educational/research buildings that are occupied during construction. Describe the extent and depth of the Contractor’s experience and knowledge required to work with the users of the facility in scheduling the work to accommodate academic and operational requirements. 15 points
   d. 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 RFSOQ. 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 RFSOQ, 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 = 65 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.

5. Familiarity with applicable laws, codes, ordinances, and policies: **5 points**
   
   Describe the Contractor’s knowledge and familiarity with key laws, codes, ordinances, and University of Hawai‘i policies that require attention for renovation projects of this type.

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

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**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 on the “Projects” page of the OCI website.
Thursday, April 7, 2011: **Notice of Request for Statements of Qualification.** Post the notice of Requests for Statements of Qualification on the Office of Capital Improvements Website.

Wednesday, April 13, 2011, 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: poniishi@hawaii.edu

Thursday April 21, 2011, 4:00 p.m.: **Statements of Qualifications Submittal Deadline.** Statements of Qualifications must be **received** by the University **no later than 4:00 p.m. (Hawai‘i Standard Time)** addressed and delivered to:

Tom Katsuyoshi, Director of Facilities Management Office  
Facilities Management Office, University of Hawai‘i Manoa  
Attention: Biomedical Sciences Building, Courtyards C and A Renovation RFSOQ  
2002 East-West Road  
Honolulu, Hawai‘i 96822

One (1) compact disc (CD) containing the complete SOQ, One (1) original and five (5) 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.**

April 25, 2011 – May 6, 2011: **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.

May 9, 2011: **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.

May 16, 2011 – June 3, 2011: **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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