REQUEST FOR STATEMENTS OF QUALIFICATIONS No. 11-009
FOR CONSTRUCTION SERVICES
FOR
CAMPUS LIGHTING UPGRADE PROJECT
APRIL 2011
OFFICE OF FACILITIES AND GROUNDS
UNIVERSITY OF HAWAI‘I AT MĀNOA
PROJECT NO. UH 10-54-425

The University of Hawai‘i at Mānoa (“University”), is soliciting Statements of Qualifications for a General Contractor (“Contractor”) to provide Design-Build Services for the University of Hawai‘i at Mānoa, at the University of Hawai‘i at Manoa in 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 prior to submitting the States of Qualifications. The RFSOQ and all associated documents and amendments are available in electronic form at the OCI Website 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 Design-Build services 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 furnishings all equipment, fixtures, appliances, tools, materials, and labor necessary to design, execute, complete and deliver all of the work and related items required for the construction of the project.
The University of Hawaii is planning a campus wide comprehensive lighting retrofit to include up to approximately 4,000,000 gross square feet of classrooms, offices, administrative, dormitories and other university buildings. The University is soliciting potential contractors to execute this project on a Design-Build basis, and is seeking the qualifications described below.

All Contractors and their subcontractors shall be licensed in the State of Hawaii to perform the intended work and have demonstrated experience in lighting retrofits including:

- Scoping of projects to determine accurate fixture counts and proposed retrofit strategies, via detailed audits
- Interior fluorescent lighting retrofits, or fixture replacements, to include low wattage T8 lamps and NEMA premium efficiency ballasts
- High bay lighting systems such as found in warehouse or gymnasiums
- Lighting control, potentially including occupancy sensors, dimming controls, day-lighting or other cost effective control strategies
- Installation, or retrofit of LED exit signs
- Replacement/repair/cleaning of light fixture lenses and diffusers
- Production of machine readable CAD single-line and poly-line as-built documentation
- Ability to work flexibly in an operating/occupied campus or similar environment
- Record keeping in pursuit of project energy efficiency incentives and/or rebates

The lighting retrofit will be taking place while the University is in session, so experience in a University setting is preferred. Most buildings will be largely occupied during retrofit activities. The qualified contractor must have adequate construction management experience and capability to schedule all activities around active class schedules.

It is the intention of the University to begin construction during the first quarter 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 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. Information Technology Center Request for Statements of Qualifications University of Hawai‘i System Wide Construction Services

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: “hafner@hawaii.edu” and must include the following in the e-mail subject line: “GC Qualification Campus Lighting Upgrade): 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 hafner@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, 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). Campus Lighting Upgrade, RFSOQ No. 11-009), submit the following:

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

3.2.2 One (1) original and five (5) copies in paper form of the SOQ, which consists of a Cover Letter and responses to the qualification requirements listed in Section 5.0.

3.2.3 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.
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 five (5) 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 the Request for Proposal is issued.

5.0 Selection Criteria

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

5.1 Experience and qualifications relevant to project type:

5.1.1 Experience relevant to project type. Describe the Contractor’s experience in relation to performance of Design-Build lighting retrofit efforts of comparable complexity and/or scope of work, including the nature and quality of recently completed work. [20 points]

5.1.2 Experience relevant to project type. Describe the Contractor’s experience in relation to the performance of lighting retrofit design-build projects involving office, classroom, and laboratory buildings and University buildings, including the nature and quality of recently completed work. [15 points]

5.1.3 Experience with Hawai‘i construction projects. Describe the extent and depth of the Contractor’s Design-Build 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. [15 points]

5.1.4 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 Design-Build 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 design and or 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

5.2 Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies:

5.2.1 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 Design-Build process of projects of comparable complexity and/or scope of work, and provide at least five (5) applicable references. [10 points]

5.2.2 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
5.3 Additional Factors

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

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

5.3.3 Experience and professional qualifications relative to LEED (Leadership in Energy and Environmental Design) projects: Describe the Contractor’s experience in Design-Build projects of comparable complexity and/or scope of work achieving LEED certification, and the level of certification (Certified, Silver, Gold, etc.) 5 points

SUBTOTAL FOR CRITERIA 3 = 20 Points

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 June 17, 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:

  David Hafner
  Assistant Vice Chancellor, Office of Facilities and Grounds
  Attention: Campus Lighting Upgrade RFROQ 11-009
  2002 East-West Road, Physical Plant Building
  Honolulu, Hawai`i 96822
• Submission must include: 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.

• June 20-22, 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.

• June 24, 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.

• June 27, 2011: Request for Proposal issued. The highest ranked Contractors will be invited to submit sealed proposals for the construction services for the Project. The Request for Proposals will include more specific information regarding the proposal requirements and the proposal selection criteria which is separate and apart from the selection criteria established to evaluate the qualifications of the interested Contractors. Additional requirements of the Contractor’s qualifications, a construction offer price based on a set of Design-Build specifications, pre-bid meeting requirements, general and special provisions, and other project related criteria which will be provided at the time of the invitation.

• July 28, 2011 4:00 PM: Request for Proposals due to the University of Hawai‘i Office of Procurement and Real Property Management.

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