REQUEST FOR STATEMENTS OF QUALIFICATIONS NO. 12-011
FOR CONSTRUCTION SERVICES
FOR
HAMILTON LIBRARY PHASE II
R/R HVAC EQUIPMENT, VAV BOXES, LIGHTING,
CEILING, & CONTROLS
UNIVERSITY OF HAWAI‘I AT MĀNOA
PROJECT NO. UHM 09-541-240A

JANUARY 2012

FACILITIES MANAGEMENT OFFICE
UNIVERSITY OF HAWAI‘I AT MĀNOA

The University of Hawai‘i (“University”), is soliciting Statements of Qualifications for a General Contractor (“Contractor”) to provide Construction Services for the replacement of the HVAC system and associated work for Hamilton Library, at the University of Hawai‘i at Mānoa, 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 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 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 prior to submitting their Statements of Qualifications.
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 Hamilton Library, 2550 McCarthy Mall at the University of Hawai‘i at Mānoa, Honolulu, Hawai‘i. *A map showing the project location is attached.*

This project involves the removal and replacement of the HVAC equipment and controls on all five floors of Hamilton Library Phase II, totaling approximately 131,000 square feet. Strict project phasing will be required for this project as the Library will remain in operation for the duration of the renovation. Existing and new air handling units must be disassembled prior to transporting and all construction work, including cleanup and testing, within each one of ten (10) zones must be completed within three (3) weeks with 24/7 access (see below for scope of work). Hamilton Library houses a large collection of books that cannot be subject to adverse conditions of high or unstable temperature or relative humidity, dust, theft, or any damage. Each zone will require the careful removing, boxing, palletizing, and relocation of approximately 70,000 books by qualified personnel prior to start of construction work in each zone. Associated shelving shall also be disassembled and stored by qualified personnel. Following work within each zone, all shelving and books shall be replaced to match original setup and order by qualified personnel. Contractor will be required to work closely with the University and Library to coordinate all book relocation. During work in each zone, all books not relocated must be sealed against construction dust, dirt, and damage, and kept at a humidity level below 60%. Contractor will be responsible for providing third party security per the technical specifications for the duration of the project construction. Preservation of ALL books is a priority in this project.

The scope of work in general consists of, but not limited to, removal and replacement of ten (10) air handling units, ductwork, chilled water piping, and related accessories. Removal and replacement of two (2) supply fans and one (1) exhaust fan. Provide new electronic controls connected to the existing EMCS. Work includes book relocation and protection, selective demolition, concrete, structural steel, metal fabrications, elastomeric non-slip coating, fluid applied roof system, flashing and sheet metal, sealants and caulking, metal support systems, acoustical spray insulation, gypsum board, acoustical suspended ceilings, painting, removal and disposal of paint, removal and disposal of polychlorinated biphenyls (PCB’s) and mercury, hiring of a third party air monitoring contractor, general mechanical requirements, insulation of mechanical systems, chilled water and condensate piping, air conditioning and ventilation, ductwork and ductwork accessories, direct digital control system, testing and balancing air and water systems, electrical work, lighting refurbishment, and other miscellaneous related work indicated on the drawings and technical specifications.
Each zone contains one (1) air handling unit which serves that zone. Contractor will have three (3) weeks with 24/7 access to complete all construction work in the zone. Construction work in each of the ten (10) zones shall include, but is not limited to, replacement of spline ceilings with acoustic tile drop ceilings, coating of the mechanical room floor, replacement of air devices in areas with new ceiling as well as other select areas, removal of previously abandoned “hot” ductwork in ceiling, replacement of pneumatic VAV boxes and associated thermostats with DDC based VAV boxes, disassembly and removal of existing air handling unit and associated VFD, assembly and installation of new air handling unit and associated VFD, installation of a new refrigerant-based dehumidification unit in the mechanical room, installation of a demand controlled ventilation system, replacement of lighting fixtures in areas with new ceilings as well as other select areas, upgrading and optimization of controls system, associated testing and balancing, and related work as indicated on the drawings and technical specifications.

It is the intention of the University to begin construction as early as the third 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.

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 (Hamilton Library Phase II, R/R HVAC Equipment, etc.): 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, 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 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). Hamilton Library Phase II R/R HVAC Equipment, etc., RFSOQ No. 12-011”, submit the following:

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

b) One (1) original and three (3) 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 evaluated 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**: 45 Points
   - Experience relevant to type of project. Describe the Contractor’s experience with replacement of HVAC systems and associated work of comparable complexity and scale in library and/or similar type facilities, including the nature and extent of recently completed work. (10 points)
   - Experience relevant to type of construction. Describe the Contractor’s experience with renovation of multi-story concrete buildings involving replacement and/or retro-fitting of HVAC systems, including the nature and extent of recently completed work. (10 points)
   - Experience with projects involving library and or similar educational buildings that are occupied during construction. Describe the Contractor’s experience working with the users of the facility where strict schedules and phasing of the work was required to accommodate academic and operational requirements while the building was occupied. (10 points)
   - 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)

2. **Past performance**: 20 points
   - 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, particularly those involving major construction while the building was occupied. Provide references. (10 points)
• **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. *Cite examples of corrective action that was undertaken and describe any applicable measures taken for the prevention of future occurrences.* Provide references. (10 points)

3. **Capacity to accomplish the work in the required time:**  **20 points**
   Describe the Contractor’s ability to meet project schedules, including examples of recently completed projects of comparable complexity and/or scope of work, particularly those involving major construction with tight project phasing. **Explain “how” and “what” was done to meet scheduling requirements.**

4. **Quality control and safety practices, techniques, and methods used:**  **10 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 Hawaii policies that require attention for renovation projects of this type. **Elaborate by providing examples.**

**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.

**Thursday, January 12, 2012:** *Notice of Request for Statements of Qualification.* Post the notice of Requests for Statements of Qualification on the Office of Capital Improvements Website.

**Thursday, January 19, 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: ponishi@hawaii.edu

**Friday, January 27, 2012, 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  
   Attn: Hamilton Library Phase II R/R HVAC Equipment, etc. RFSOQ  
   2002 East-West Road, Room A-5  
   Honolulu, Hawai‘i 96822
One (1) compact disc (pdf format) containing the complete SOQ, One (1) original and three (3) 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.**

**January 31 , 2012 – February 10, 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 13, 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 21, 2012 – March 15, 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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