REQUEST FOR STATEMENTS OF QUALIFICATIONS NO. 11-006

FOR CONSTRUCTION SERVICES
FOR
RENOVATE HIG 131, 131A, 131B, & UPGRADE POWER TO HIG 319
HAWAI‘I INSTITUTE OF GEOPHYSICS BUILDING
UNIVERSITY OF HAWAI‘I AT MANOA
PROJECT NO. UHM 165-01-11

MAY 2011

FACILITIES MANAGEMENT OFFICE
UNIVERSITY OF HAWAI‘I AT MANOA

The University of Hawai‘i (“University”), is soliciting Statements of Qualifications for a General Contractor (“Contractor”) to provide Construction Services to Renovate (rooms) 131, 131A, 131B, & Upgrade Power to HIG 319 in the Hawai‘i Institute of Geophysics Building 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 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 as a pre-requisite must have successfully submitted their Contractor Questionnaires on the OCI Website.
2.0 Project Description

The services required include providing all operations and furnishing all equipment, 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 (Hawai‘i Institute of Geophysics Building) is off Correa Road at the University of Hawai‘i at Manoa, Honolulu, Hawai‘i. A map showing the project location is attached.

The project involves the renovation of room 131 (517 s.f.) as an AV classroom for presentations and lectures, rooms 131A (263 s.f.), & 131B (353 s.f.) as support office spaces and to upgrade the power to room 319.

The work in general consists of the demolition and disposal of the existing suspended ceiling system with light fixtures (rooms 131, 131A, & 131B), the removal and disposal of wall sheathing from selected partitions (rooms 131A & 131B), the removal and disposal of interior wood doors and frames, the removal and disposal of jalousie window systems, the removal and disposal of carpeting (rooms 131A & 131B) and the removal of an existing split-system A/C unit (room 131). New work will involve the construction and installation of a new suspended acoustical ceiling system with recessed lighting, new drywall sheathing over existing framed partitions and on furring channels at masonry walls, new interior wood doors and frames, new carpets, new safety glass in existing aluminum storefront framing, new finish hardware, painting (drywall, doors & frames), new ducted AC system (room 131), upgrade electrical power service (rooms 131 & 319), replace and/or add electrical, communications, ITS, AV outlets and wiring as required, and new motorized curtains.

It is the intention of the University to begin construction during the start of 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 (Renovate HIG 131, 131A, 131B, & Upgrade Power to HIG 315): 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 on the selection criteria (numbered and titled), as listed in Section 5.0.

In a sealed envelope (clearly marked “Statement of Qualifications – (firm name). Renovate HIG 131, 131A, 131B, & Upgrade Power to HIG 319, RFSOQ No. 11-006”), 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 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:
   a. Experience relevant to type of project. Describe the Contractor’s experience with renovation of educational facilities with lecture rooms and/or conference rooms with multiple audio-visual (AV) screens and informational technology (ITS) interface of comparable complexity and/or scope of work, including the nature and quality of recently completed work. 25 points
   b. Experience with projects involving educational 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. 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 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. **20 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. Cite three (3) examples of corrective action that was undertaken. **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. Explain “how” and “what” was done to meet scheduling requirements.

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 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, May 19, 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: ponishi@hawaii.edu

Thursday May 26, 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: Renovate HIG 131, 131A, 131B, & Upgrade Power to HIG 319 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.

May 27, 2011 – June 9, 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 10, 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 15, 2011 – June 30, 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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