REQUEST FOR STATEMENTS OF QUALIFICATIONS NO. 12-013

FOR CONSTRUCTION SERVICES
FOR
RENOVATION AT HALE AO
WINDWARD COMMUNITY COLLEGE
PROJECT NO. CCR-11-6230

FEBRUARY 2012

COMMUNITY COLLEGE FACILITIES AND ENVIRONMENTAL HEALTH
UNIVERSITY OF HAWAI‘I SYSTEM

The University of Hawai‘i Community Colleges (“Community Colleges”), is soliciting Statements of Qualifications for a General Contractor (“Contractor”) to provide Construction Services for the Renovation at Hale Ao at Windward Community College, Kaneohe, 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 on the “Projects” page.

1.0 Purpose of this RFSOQ

The University seeks to select a minimum of five qualified Contractors, with a minimum total score of 75 points, 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 northeast of the existing Hale Ao building, at the Windward Community College Campus at Kaneohe, Hawai‘i. A map showing the project location is attached.

The project in general consists of construction of two one-story buildings with a concrete slab and wood framed walls. A covered courtyard consists of a concrete slab referenced as the “Piko” is located between the two buildings. The approximate total floor area is 9,700 square feet. The building is designed to accommodate the Hawaiian Studies Program at the campus. This facility includes two classrooms with an operable partition divider, restrooms, commercial kitchen, choir classroom with operable partition, three offices, covered courtyard (Piko), loading zone and fire lane/walkway. There are seven additive alternates.

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

The funding for this project is provided by the US Department of Education's Title III program. The Title III program helps eligible institutions of higher education increase their self-sufficiency and expand their capacity to serve low-income students by providing funds to improve and strengthen the academic quality, institutional management, and fiscal stability of eligible institutions.

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: “dfyoshim@hawaii.edu” and must include the following in the e-mail subject line: “GC Qualification (WCC Hale Ao): RFSoQ Questions + (the name of your organization)”.

Answers to questions will be included in an addendum.

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
dfyoshim@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). WCC Renovation at Hale Ao, RFSOQ No. 12-013”), 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:

Denise Yoshimori
E-mail: dfyoshim@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 construction of educational facilities including classroom buildings of comparable complexity and/or scope of work, including the nature and quality of recently completed work. **30 points**
   b. Experience with Hawai’i 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 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:**  **5 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. **Experience and professional qualifications relative to historic and State Historic Preservation District (SHPD) projects:**  **10 points**
   Describe the Contractor’s experience in constructing projects of comparable complexity and/or scope of work in fulfilling SHPD and/or historic preservation requirements.

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.


Tuesday, February 7, 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: dfyoshim@hawaii.edu
Tuesday, February 14, 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 Colleges, Facilities and Environmental Health  
Attention: WCC Renovation at Hale Ao RFSOQ 12-013  
Physical Address:  
2010 East West Road  
Honolulu, Hawai‘i 96822  

Mailing Address:  
2327 Dole Street  
Honolulu, Hawai‘i 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 15, 2012 – February 17, 2012: **Evaluate Statements of Qualifications.** The selection committee will evaluate and score the Contractors Statement of Qualifications of those Contractors who have made timely submittals.

Monday, February 20, 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.

Tuesday, February 21, 2012 – Tuesday, March 13, 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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