

**UNIVERSITY OF HAWAII
NOTICE OF EXEMPTION FROM CHAPTER 103D, HRS**

The President, University of Hawaii, is in the process of reviewing the request from University of Hawaii at Manoa, Office of Commuter Services _____ (Department/Campus) for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Consultant services relating to an evaluation of its operations, infrastructure, facilities, programs and pricing.

Vendor: To be determined
(If known)
Address:

Term of Contract: (If known)	From:	To:	Cost: \$45,000.00
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Direct any inquiries to: Department: University of Hawaii at Manoa, Office of Commuter Services Contact Name/Title: Thad Nakajima, Administrative Services Manager Address: 1951 East-West Road Honolulu, Hawaii 96822	Phone Number: (808) 956-2998 Fax Number: (808) 956-4450
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Date Posted: July 14, 2016

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven (7) calendar days from the date posted to:

Office of Procurement and Real Property Management
1400 Lower Campus Road, Room 15
Honolulu, Hawai'i 96822

RECEIVED

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS -6 P5:08

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawaii at Manoa, Office of Commuter Services

(Department/Program)

MANOA CONTROLLER'S
OFFICE

Pursuant to APM Section A8.220, the Department requests a procurement exemption to purchase the following:

Description of goods, services, or construction:
Please see attached.

Estimated Cost: \$ 45,000.00

(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;
Please see attached.

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;
Please see attached.

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and
Please see attached.

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:
Please see attached.

Direct questions to: Thad Nakajima Phone: (808) 956-2998

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

Deborah Huebler
Full Name of Principal Investigator, Department Head, or Administrator

Deborah Huebler JUL -1 2016
Signature Date

Thad Nakajima
Full Name of Fiscal Officer

Thad Nakajima 6/30/16
Signature Date

APPROVED:

Robert Bley-Vroman
Full Name of Vice President or Chancellor
8/10/16 ASB 7/1/16

Robert Bley-Vroman 7/12/16
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:

APPROVED _____ DENIED
David C. ...
PRESIDENT, UNIVERSITY OF HAWAII

7/25/16
DATE

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS
(Attachment for OPRPM Form 138)

Description of goods, services, or construction:

The University of Hawai'i at Mānoa Office of Commuter Services (OCS) is seeking consultant services relating to an evaluation of its operations, infrastructure, facilities, programs, and pricing. Consultant services are needed to develop a parking rate increase proposal to fund OCS repair and maintenance projects. Since the University of Hawai'i Board of Regents (BOR) is expecting a Fall 2017 implementation deadline for these new rates, a consultant must be hired by July 2016 to initiate the development of this proposal.

The consultant will provide the following services in four phases:

- *Phase 1* – Develop an existing conditions report of current OCS operations
- *Phase 2* – Recommend best practices based on the existing conditions report and the consultant's operational expertise
- *Phase 3* – Create an implementation strategy that will inform recommendations to the university
- *Phase 4* – Work with the university to develop in-depth follow-up plans in areas such as capital improvements, finances, parking assignments, strategic communications and marketing, sustainability, and technology

Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University:

Consultant services must be obtained as soon as possible in order to complete the parking rate increase proposal process:

- *July 2016:* The consultant must be hired by this date in order to complete Phase 1 and Phase 2 by October 2016
- *October 2016:* Phase 1 and Phase 2 need to be finished by this date to apply the results as part of a new parking rate proposal for submittal to the BOR by the October deadline for its November 2016 meeting
- *November 2016:* The proposal must be presented to the BOR at its November 2016 meeting for its approval to proceed with a public hearing
- *December 2016:* The consultant needs to complete a final report by this date in order for OCS to:
 - Implement Phase 3 strategies prior to the scheduled public hearing
 - Implement Phase 4 follow up plans related to the new parking rate increase proposal
 - Prepare for public hearing on the proposal in March 2017

Given that the consultant needs to be hired by July 2016, the 90-day standard procurement process will not meet OCS's required timetable. As a reasonable alternative, OCS proposes to extend invitation to submit proposals to potential consultants with the type of expertise necessary to carry out the

aforementioned job duties. A comprehensive evaluation will be conducted by a committee to select the appropriate consultant.

Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable:

A committee of at least three members will be formed, consisting of experienced Auxiliary and Commuter Services professionals. This committee will review the proposals received and make the final selection. Proposals will be evaluated on the comprehensiveness of the services described, potential timeline and schedule for completing the services, experience of the consultant or team, previous clients, and pricing. This criteria and evaluation weighting will be clearly stated in the invitation.

A description of the department's internal controls and approval requirements for the exempted procurement:

The Office of Procurement and Real Property Management will assist in the preparation of a contract for services with the consultant selected by the committee. Expenditures will be subject to administrative review, approval, and processing in conformity with the specifications outlined in the contract, as well as university expenditure policies and procedures.

A list of department personnel, by position title, who will be involved in the approval process and administration of the contract:

- A. Deborah Huebler, Director of Campus Services, University of Hawai'i at Mānoa
- B. Darryl Nohara, Director of Auxiliary Services, University of Hawai'i at Mānoa
- C. Cathleen Matsushima, Manager of Commuter and Fleet Services, University of Hawai'i at Mānoa