

THE JUDICIARY – STATE OF HAWAI‘I
NOTICE TO PROVIDERS OF DESIGN AND PROFESSIONAL SERVICES
AND RELATED CONSULTANT SERVICES

Request for Qualifications (RFQ) No. J16012

The Judiciary State of Hawai‘i, during Fiscal Year 2015-2016, which will run from July 1, 2015 through June 30, 2016, anticipates the possible need, on a limited scale, for various design professional and related consultant services, which could include but not be limited to the following: **Architecture; Engineering** (various branches such as electrical, mechanical, civil, structural, environmental, etc.); **Landscape Architecture; Planning** (includes physical planning, as well as environmental assessments and impact statements); **Interior Design; Construction Management; and Real Estate Appraisal and/or Feasibility Studies.**

The scope of activities for which such services are being sought are anticipated to be generally for consultant contracts below \$500,000, and for construction costs below \$2,500,000. The types of projects for which prospective providers of these services would likely be engaged are limited-scope renovation, alteration, and/or tenant-improvement-type work for physical facilities statewide that are being occupied, by Judiciary offices and programs (or planning and scoping work that would precede actual facility design and/or construction). Other potential projects that may be considered include due diligence studies and renovation / alteration feasibility analyses.

Those persons or firms that are interested in and capable of providing these services are invited to submit a letter of interest, together with the following minimum information and materials, to: **The Judiciary – State of Hawaii; Office of the Administrative Director of the Courts; Financial Services Division; 1111 Alakea Street; Kauikaouli Hale, Sixth Floor; Honolulu, Hawai‘i 96813-2807, Attn: Tritia Cruz by or before 2:00 PM on Tuesday, May 26, 2015:**

1. Background description of the person or firm, along with statements of qualifications and experience for the types of work in which said person or firms is interested in providing, based on services that have been performed for both public and private organizations within the past five (5) years in the State of Hawai‘i;
2. Individual resumes for principals / owners and key staff members (as applicable), indicating all qualifications and experience that would be germane to the types of work for which the submitting party wishes to be considered;
3. Five (5) or more client references whom the Judiciary may freely contact;
4. Company or firm brochures and similar promotional materials (optional);
5. Any other information or materials that submitting party believes would be useful and relevant in being considered to provide the types of services set forth above.
6. Must have current compliance documents per HRS, 103D-310, which must be submitted prior to contract execution. Alternately it is encouraged to utilize the Hawaii Compliance Express certificate to satisfy this provision
<https://vendors.ehawaii.gov/hce/splash/welcome.html>; and
7. **Insurance.** The CONTRACTOR shall at his/her own expense maintain insurance in full force and effect during the life of the contract. The policy or policies of insurance maintained by Contractor shall provide the following limits and coverage:

- a) Commercial General Liability Insurance (occurrence form) of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
- b) Automobile Insurance in the amount of \$1,000,000.00 bodily injury per person, \$1,000,000 bodily injury per accident, and \$1,000,000.00 property damage per accident.
- c) Workers' Compensation and Employer's Liability. Part A – Statutory. Part B, Employers Liability \$100,000.00 each accident/\$100,000.00 disease each employee/\$500,000.00 disease policy limit.
- d) Professional Liability Insurance (Errors and Omission) in the minimum amount of \$1,000,000 per claim.

The Contractor will immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its Certificate of Insurance form be cancelled, limited in scope, or not renewed upon expiration. Furthermore, The Judiciary shall be added as an additional insured as respects to operations performed for The Judiciary, State of Hawaii, and it is agreed that any insurance maintained by The Judiciary, State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.

Failure of the contractor to provide and keep in force such insurance shall be regarded as material default under the contract, entitling the Judiciary to exercise any or all of the remedies provided in the contract for a default of the contractor.

Prior to execution of the contract, the successful contractor shall provide proof of coverage of insurance requirements set forth under this section.

In general, submittal packages and formats that are being provided to other public agencies in response to solicitations of a similar nature are acceptable, provided that the foregoing minimum requirements are met. **Persons or firms that have previously responded in the past to similar solicitation notices by the Judiciary must provide all new submittals for Fiscal Year 2015-2016.** Submissions may either be hardcopy originals, or electronic copies on CDs (in printable "pdf" format), at the submitting party's option. The Judiciary regrets that it is not able to accept electronic mail ("email") submissions for this RFQ. The Judiciary reserves the right at a later date to request "hard copies" of materials that are initially submitted using electronic media in response to this RFQ. All submissions will be kept on file through June 30, 2016, and utilized for the selection of providers of these professional services, which will be dependent upon the Judiciary's needs during Fiscal Year 2015-2016, and in accordance with State of Hawai'i procurement laws and Judiciary procedures.

/s/ Janell Kim
Janell M. L. Kim
Financial Services Director
The Judiciary, State of Hawai'i