

Questionnaire
for
Construction Management Services
HNL Air Operations Area (AOA) Fence Replacement
Daniel K. Inouye International Airport
Project No. AO1023-17

Experience and professional qualifications relevant to the project

This project involves the design-bid-build of the replacement of AOA fence along the perimeter of the Daniel K. Inouye International Airport property. The project scope includes the full replacement of approximately 25,000 linear feet of AOA fence line and partial replacement of approximately 3,000 linear feet of AOA fence line along the Reef Runway, North Ramp area, Mauka and Ewa Concourses, and Aloha Air Cargo Building area. Additional project improvements involve modifications to existing AOA fence line with security deficiencies. Modifications include, but are not limited to, the installation of polyvinyl chloride (PVC) coated fence, fence extenders, and bottom rails.

1. Please provide your firm's organizational chart showing how this project will be staffed by the following classifications, and the name of the employee(s) per classification. Please submit a resume of your key employee(s) for those classifications denoted by an "*". Resumes shall be limited to one page maximum per person.

- * Construction Manager – (equivalent to the Section Head)
- * Project Engineer – (equivalent to the Project Manager)
- * Construction Inspectors – (equivalent to an Engineer III)

2. For each key employee(s) identified in the organizational chart, please describe their experience in providing construction management (CM) services for past projects with similar scope of work. Specifically cite their roles and responsibilities for each project or contract. Please list the following:

- Project title, location, year completed and scope
- Client's name and phone number
- Client's primary project manager
- Successful project elements
- Project challenges and how they were overcome
- How successes or lessons learned can apply to this contract

Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

3. Please describe your firm's experience in providing CM services for airports facilities or for agencies with facilities and missions similar to airports (do not repeat project experience listed in Question 2). Specifically cite your firm's roles and responsibilities for each project or contract. Please list the following:

- Project title, location, year completed and scope
 - Client's name and phone number
 - Client's primary project manager
 - Successful project elements
 - Project challenges and how they were overcome
 - How successes or lessons learned can apply to this contract
4. Please describe your firm's experience in providing CM services for other relevant or noteworthy projects. Specifically cite your firm's roles and responsibilities for each project or contract.

Capacity to accomplish the work in the required time

5. All firms desiring to do business in the State of Hawaii shall comply with Section 103D-310c, Hawaii Revised Statutes (HRS). These include, but may not be limited to, meeting the requirements of the Business Registration Division and the Professional and Vocational Licensing Division of the Department of Commerce and Consumer Affairs, the Department of Taxation and the Department of Labor and Industrial Relations. Go to <http://vendors.ehawaii.gov/hce/splash/welcome.html> for more information.

Out-of-state firms shall additionally submit with their response to this questionnaire, a copy of their General Excise Tax license and a list of their key employees registered in the State of Hawaii along with a copy of their professional architectural/engineering stamp.

6. For each key employee(s) identified in the organizational chart, please list all of their current project(s), and the project(s) expected completion date.
7. Please list all of your firm's contract(s) with the Department of Transportation, the amount of the contract(s), and the status of the contract(s). If your firm is a subconsultant, indicate "subconsultant".
8. Does your firm close its office for any extended period of time during the year (>5 consecutive working days)? If yes, please identify the dates. How will your firm respond to any request for services during this time period?
9. The following shall be applicable to your firm and subconsultant(s). By responding with a "Yes" or "No" to each of the following, does your firm have any objections? If the response is "Yes," please explain your objections.
- a. Fee proposals shall be formatted by the above classifications, whose efforts will be compared to those efforts of the equivalent Airports Division's classifications. The clerical classification will not be considered a project chargeable classification, and shall be considered as an overhead expense.
 - b. The direct labor rates shall be the actual rates, supported by the latest payroll register for each employee. Hourly rates will be based on 2,080 hours per year. If there are multiple

- employees per classification, then an average rate shall be used. There will be no increases to the direct labor rates during the contract time period.
- c. The maximum allowable multiplier factor (overhead rate and profit) shall be 2.88. However, the overhead rate shall be the actual overhead rate, subject to an Airports Division or any other Department of Transportation Division audit. Federal audits will not be accepted. The profit rate shall be limited to 10% maximum.
 - Please note that if your key employee(s) are staffed in a field office, the overhead rate shall be an audited field office overhead.
 - d. Travel expenses will not be reimbursed.
 - e. If your firm is selected, your firm will be obligated to staff the project with those key employee(s) listed in the organizational chart submitted in Question 1. Key employee(s) shall not be replaced, unless they are no longer employed by your firm, and their replacement shall be subject to the Airports Division's approval.