Questionnaire for Design Services
Air Conditioning System Replacement
Hilo International Airport
Project No. CH1502-42
AIP Project No. 3-15-0004-20

Experience and professional qualifications relevant to the project

1. This project will provide mechanical/structural design services for replacement of all existing secondary air conditioning systems at the Hilo International Airport. In addition, a structural assessment shall be conducted to assure adequate support for the new air conditioning system. The scope of work for this contract will also cover complete design services including architectural, electrical, and structural.

   a. Please describe your firm's experience in providing design services for air conditioning systems for airports facilities or for agencies with facilities and missions similar to airports. Specifically cite your firm's roles and responsibilities for each project or contract.

   b. Please describe your firm's experience in providing design services for other relevant or noteworthy projects. Specifically cite your firm's roles and responsibilities for each project or contract.

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

2. For airports or other pertinent projects where your firm has provided design services, please list the following:

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

Capacity to accomplish the work in the required time

3. Question 3 is applicable to out-of state firms only. All other firms, please respond with "Not Applicable."

   a. Out-of-state firms desiring to do business in the State of Hawaii shall comply with all applicable State of Hawaii Revised Statutes and/or State of Hawaii Administrative Rules regarding Act 52/2003. 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://www2.state.hi.us/spo/ for more information.

   Out-of-state firms shall 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.

4. 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.

   * Principal In Charge/Engineer VIII (equivalent to the Airports Administrator)
   * Principal Architect/Engineer VII (equivalent to the Engineering Program Manager)
   * Associate Architect/Engineer VI (equivalent to the Section Head)
   * Senior Architect/Engineer V (equivalent to the Project Manger)
   Registered Architect/Engineer IV
   Architect III/Engineer III
   Architect II/Engineer II
   Architect I/Engineer I
   Senior Drafting Technician
   Junior Drafting Technician

5. For each key employee(s) identified in the organizational chart, please list all of their current design project(s), and the expected project completion date(s).

6. Does your firm close its office for any extended period of time during the year? If yes, please identify the dates. How will your firm respond to any request for services during this time period?

7. The following are Airports policies are with regard to consultant contracts and will apply to your firm and subconsultant(s). Please provide an explanation for any of the conditions that your firm cannot meet:

   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. If payroll registers are not available, then the latest DAGS maximum hourly rates will 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.

   d. 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 4. 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.

   e. Any claims by the construction contractor positively attributed to a design error or omission will result in a claim by the State against the design consultant.