

NOTICE FOR PROFESSIONAL SERVICES
2019-PROF-1
ADDENDUM NO. 1 – SUBMISSION CHANGES

All submittals must be received in **ELECTRONIC FORM ONLY**. The DOW is now using an e-procurement system. Please register at www.publicpurchase.com to submit your SOQs. The deadline remains the same of **Friday, June 29, 2018** by 4:30pm (HST).

END OF ADDENDUM NO. 1

Pursuant to the provisions of HRS 103D Procurement of Professional Services, the County of Kaua‘i hereby provides public notice to invite persons engaged in the professional services listed below to submit current statements of qualifications and expressions of interest for the fiscal year 2018-2019:

Administration: Administration Services such as:

- A. Departmental Performance Audit. An independent examination of the efficiency and effectiveness of the DOW’s undertakings, programs, with due regard to economy, and the aim of leading to improvements to ensure accountability and to improve economy, effectiveness and efficiency of operations. The examples of the work done would be: benchmarking to the other counties and other water public supply utilities with the similar programs, comparing to the best practices entities or guidelines, assessing performance measures of the unit within the entity, checking the reliability of the IT systems according to the security standards and needs of the DOW, assessing the economic impact of programs or events, defined business practices, objective analysis to improve program performance and operations, determine the DOW’s organizational needs and evaluate work flow processes and analysis of job productivity, reduce costs, facilitate decision making by parties with responsibility to oversee or initiate corrective action, and to contribute to public accountability.
- B. Consultation on program development and implementation on: public and community affairs; public relations; graphic design and advertising; printing, publishing and media distribution.

Fiscal: Consulting & Financial Services such as:

- A. Audit Services such as: Financial Statements Audit, Single Audit, Performance and/or Internal Control Audit, and other as needed audit services.
- B. Oracle Customer Care & Billing System – Trainings and as needed technical support.
- C. Billing, Printing & Payment Service Providers: Enterprise bill payment solutions such as bill printing and mailing, E-bill presentment, IVR (auto pay by phone) credit card and other payment options.
- D. Collection Service. This involves collection services for outstanding debts and debt recovery.
- E. Financial Management Planning, including water rate analysis.
- F. Accounting consultation services.
- G. Integration and training for billing and financial systems; financial and budgetary reporting, analysis and formatting; automation of timekeeping process. Web based accounting system procurement tied to warehouse management and job-time processing and maintenance system.
- H. Consulting Services on Internal Controls & Other Operating Business Procedures.
- I. Microsoft Great Plains – As needed technical support services.
- J. Paramount Workstation- Trainings and as needed technical support.
- K. Consulting Services to assist DOW develop Financial Policies on Financial Planning, Capital Improvement Planning and Prioritization, Debt Issuance and Development of a Capital & Operating Expenditures Budget.
- L. Providers of Credit and Collection Services to assist in the collection of DOW delinquent accounts.

Information Technology: Provide professional support services for the maintenance, management and up-dating of the Department’s existing Software and Project Management of various IT program implementation such as:

- A. IT strategic planning, implementation, and support
- B. Computer Software System Analysis and Procedures
- C. Firewall Configuration, updates/upgrades, and Support
- D. Financial Information System (Great Plains) Support
- E. Oracle Cloud Services Configuration, updates/upgrades, and Support
- F. Oracle Customer Care & Billing Configuration, updates/upgrades, and Support
- G. Virtual Server (Hyper-V) Configuration, updates/upgrades, and Support
- H. Network Administration Configuration, updates/upgrades, and Support
- I. Computerized Maintenance Management System (CMMS) utilizing Four Winds MPET software
- J. Microsoft SharePoint Configuration, updates/upgrades, and Support
- K. Database (SQL and Oracle) Configuration, updates/upgrades, and Support
- L. GIS Configuration, updates/upgrades, and Support
- M. Honeywell Remote Keypads, Viewers, and Security Systems (camera’s, door entrances, etc.)

Water Resources and Planning:

- A. Hydraulic Model Maintenance and Support Services: Professional engineering and computer system services for hydraulic model maintenance and support to include review and update of existing and new water system facilities, water system service areas/pressure zones, consumer demand information, system calibration, formal training and on-call support.
- B. Preparation of study examining the Water System Impact Fees (Facilities Reserve Charge) and update the DOW’s Needs Assessment Study and Facilities Reserve Charge Analysis.
- C. Long Range Planning: assistance with developing a long range plan for upgrading, improving, and/or connecting various water systems on the island.
- D. GIS Implementation Support Services: Engineering, planning, computer GIS analysis services. The work shall include research and development requirements and the design and development of a Geographic Information System that will be used in displaying and linking information for water system facilities (i.e. water meter, fire hydrant, valve and pipe distribution system), service area/pressure zones, customer/billing service information, water meter application and building permit request, customer agreement processing, capital improvement project information and hydraulic model support.



Special Medical Practitioner Services: Qualified medical practitioners licensed in the State of Hawai'i who can provide initial verification as to the suitability of an employee to either return to work or be temporarily excused from work.

Engineering: Civil, architectural, mechanical, electrical, and industrial engineering for waterworks facilities and other work relating to:

- A. Construction management and engineering project management.
- B. Planning (including Preliminary Engineering Report, as needed) and design for the drilling and testing of water wells.
- C. Planning (including Preliminary Engineering Report, as needed) and design for the construction of water tanks and connecting pipelines.
- D. Planning (including Preliminary Engineering Report, as needed) and design for the construction of water transmission and distribution mains.
- E. Planning (including Preliminary Engineering Report, as needed) and design for surface water treatment facilities, vehicle and foot access bridges, land and site acquisition, drainage, and water quality.
- F. Planning (including Preliminary Engineering Report, as needed), design, and/or outfitting of water facilities with new or renovated deep well production-pumps, booster pumps, water tank electrical controls, Supervisory Control And Data Acquisition (SCADA), Motor Control Center (MCC), instrumentation and piping, and power savings (power generation).
- G. Planning (including Preliminary Engineering Report, as needed), design and construction management for waterworks facilities including, but not limited to: site improvements, structures, landscaping, fencing and pavement, standby power systems, portable generator shelters, access roads, retaining walls.
- H. Preliminary Engineering Report (as needed) for Inspection, repair, recoating, renovating and replacement of buildings, waterworks facilities (deep well sites, tunnel sources, tanks, pump stations, pipelines and controls), and development of maintenance management programs for fixed facilities (valves, fire hydrants, pump station etc.) and mobile equipment.
- I. Design, installation, inspection, and repair of corrosion control-systems.
- J. Water meter analysis, repair and testing services.
- K. Assistance with land acquisition, including, but not limited to: land appraisal for various sites, assistance with obtaining Grant of Easement, Right of Entry, or various other legal agreements necessary to complete a project. If required, the appraiser will be required to retain a land surveyor.
- L. General surveying services.
- M. Structural Engineering Inspection for construction of water facilities.
- N. As-Needed Engineering Services for Indefinite Quantity Indefinite Delivery. The primary intent of this solicitation is to provide professional engineering services to:
 1. Augment the Department's engineering staff
 2. Re-certify previously completed construction drawings
 3. Provide professional engineering services during construction to respond to change orders, requests for information, construction bidding, etc.

Operations Base Yard: Provide professional Architectural and Engineering services to create a Master Plan for the Lih'u Department of Water (DOW) Base Yard. The Master Plan for the DOW Base Yard in Lih'u shall include, but not be limited to:

- Spatial planning analysis, both internal and external, of the entire existing DOW base yard for both present and future needs (20 years minimum).
- Consultation with DOW staff, government agencies, and others, as needed.
- Identifying existing uses of facilities and determining the best use and location or relocation of existing and proposed structures, covered shelters for equipment and materials, green energy alternatives, parking for vehicles, equipment, and supplies.
- Considerations for innovative solutions for maximizing the DOW's use of the existing space and staff growth.
- Considerations for specific needs of operational staff such as pipefitters, construction and maintenance workers, equipment operators, auto mechanics, meter readers, I.T. staff, and water quality (microbiologists) staff.
- Providing multiple conceptual plans with cost estimates, phasing of the plan/development implementation.
- Presenting the conceptual master plans with proposed recommendations to the Department of Water.

Vulnerability and Resiliency Assessment: Provide services to assist the County of Kaua'i, Department of Water in developing a comprehensive, island-wide strategy for preparing for the impacts of an extreme event, such as a Category 5 hurricane, major earthquake, tsunami, fire, etc., for the DOW'S entire drinking water system. This assessment is based upon the recognition that the Department of Water, as well as other agencies within the County of Kaua'i, fulfills responsibilities to all County residents to protect their health and safety during and after a disaster event. This assessment is intended to realistically assess DOW's ability to survive and respond to a major disaster in a way that maintains, to the extent possible, its primary goal of providing safe, affordable, and sufficient drinking water. The intent of this assessment is to:

1. Identify and assess the vulnerability and resiliency of all major facilities of the DOW's drinking water system in an extreme event. Major facilities shall include but not be limited to: tanks, wells, motor control centers, generators and generator shelters, the Waiahi surface water treatment plant, DOW baseyard and front office building, etc.
2. Identify and prioritize mitigation actions that can be taken before and after an extreme event to reduce impacts on the water system. The actions shall be realistic based on the DOW's staffing levels, level of service, and funding capabilities.
3. Generate a mitigation, preparedness, implementation, and rapid recovery report.

The final report shall:

1. Establish prioritized mitigation actions and provide for the recommended actions to be incorporated into the existing DOW priority projects list and strategically implemented.
2. Provide a thorough and comprehensive island-wide analysis of the potential vulnerability of all major DOW infrastructure facilities to damage as a result of an extreme event and
3. Provide for improvements to DOW's ability to accomplish post-disaster rebuilding and expeditiously restore the system by ensuring the long term survivability and resiliency of DOW facilities.
4. Capture opportunities to improve infrastructure.

5. Reduce the expected cost of recovery by, where possible, mitigating identified weaknesses in the system to prevent damage before an extreme event occurs.
6. Minimize public health risks following an extreme event (such as a category 5 hurricane), by making improvements in facility resiliency, system hardening, and more rapid resumption of water delivery to DOW customers.
7. Develop remediation and resiliency strategies for the safety and security of the system for all ratepayers, employees, and residents.

Expression of interest shall include:

1. Category number and title; (for example: Fiscal-F- Accounting consultation services.)
2. Name of the contact to which the resume(s) is/are to be directed.
3. Signature of an authorized representative.

The following requirements pertain to all Statement of Qualifications (SOQ's) submitted. SOQ's should identify the area(s) of professional services provided by the proposer, and include a description of the proposer's firm, the qualifications and related experiences of the principals and staff members, and supporting data and information as they relate to the proposed subject-matter areas. Use of Federal Form SF 330 or State Form DPW 120 with supplemental information, where appropriate, is encouraged. SOQ's should include, but not be limited to, the following information:

- A. The name of the firm or person, the principal place of business, and location of all of its offices;
- B. The age of the firm and its average number of employees for the past five years;
- C. The education, training, and qualifications of key members of the firm;
- D. The education, training, and qualifications of key members of the associate firms for subcontracted work;
- E. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services have been rendered during the preceding year;
- F. Any promotional or descriptive literature which the firm desires to submit, and
- G. Submit Quality Assurance Procedures (this item is important and submittals will be rejected without it).
- H. **For Engineering and Operations Base Yard categories**, SOQ's shall not exceed 15 pages, using a minimum size of 12 font. Examples of projects, performed by the firm, which best illustrate the firm's ability to complete contracts within the category of interest. A minimum of 2 example projects must have been done within the past 10 years.
- I. **For Vulnerability and Resiliency Assessment category**, SOQ's shall not exceed 25 pages, using a minimum of size 12 font. Examples of projects, performed by the firm, which best illustrate the firm's ability to complete contracts within the category of interest. A minimum of 2 example projects or assessments must have been done within the past 10 years.

The furnishing of consultant services shall comply with the General Terms and Conditions for Professional Services Contracts, dated August 21, 2008. A copy of the document can be found at www.kauaiwater.org.

Expressions of interest, SOQ's, and accompanying information must be received by the Department of Water addressed to Manager & Chief Engineer, Kaua'i County Department of Water.

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Awards shall be electronically posted on the Department of Water website within seven (7) days of the contract award.

Questions may be directed to Ms. Christine Ererita at (808) 245-5409.

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(www.kauaiwater.org, SPO Website 06/18/18)