

NOTICE FOR PROFESSIONAL SERVICES
2020-PROF-1

Pursuant to the provisions of HRS 103D Procurement of Professional Services, the Department of Water, County of Kauaʻi (DOW) 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 2019-2020:

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. Fortinet 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 and design for the drilling and testing of water wells.
- C. Planning and design for the construction of water tanks and connecting pipelines.
- D. Planning and design for the construction of water transmission and distribution mains.
- E. Planning and design for surface water treatment facilities, vehicle and foot access bridges, land and site acquisition, drainage, and water quality.
- F. Planning and 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, design and construction management for waterworks facilities including, but not limited to: site improvements, structures, landscaping, fencing and pavement, standby power systems, 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.
 4. Provide civil, electrical, and mechanical engineering services
 5. Provide training for Department's engineering staff

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 category:** 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.

Multiple awards under this solicitation may occur, based on the needs of the DOW, according to the relevant matter for which an offer is sought. The use of multiple awards based on this solicitation is voluntary.

For each SOQ, based on the needs of the DOW, a cooperative purchase agreement may be used. If a cooperative purchase agreement is used, the agencies shall enter into a cooperative purchase agreement pursuant to relevant law.

The furnishing of consultant services shall comply with the General Terms and Conditions for Professional Services Contracts, dated January 1, 2019. 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 DOW addressed to the Manager & Chief Engineer, Department of Water, County of Kaua'i. All submittals must be received in **ELECTRONIC FORM ONLY** via www.publicpurchase.com no later than 4:30 p.m. (HST), **Friday, June 28, 2019**.

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

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

(POSTED via www.kauaiwater.org, www.publicpurchase.com, www.hands.ehawaii.gov , 06/03/19)