



3. 10/13/07

STATE PROCUREMENT OFFICE NOTICE OF AND REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

1. TO: Chief Procurement Officer
2. FROM: DAGS, ~~Public Works Division~~

Department/Division/Agency
Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:
Provision of professional engineering services necessary for the retrocommissioning of the existing HVAC equipment at the Hilo State Office Building. The project is composed of five phases: 1) View/evaluate existing system and development of a retrocommissioning plan; 2) Performance of a comprehensive on-site survey/investigation & recommend repairs and improvements; 3) Assist DAGS in developing a plan to complete the repairs and improvements; 4) Verification of repairs and improvements, and performance of comprehensive functional testing of the HVAC system to verify satisfactory operation; and 5) Submission of a final retrocommissioning report including recommendations for the resolution of additional issues as appropriate. Phases 1 and 2 have been completed.
Proposed Additional Scope of Work to be performed within the existing contract amount: The design consultant shall perform repairs and recalibration to the HVAC pneumatic controls and make improvements to the air distribution system (i.e. balancing of air flows) on a prioritized "worst-case first" basis to restore a reasonable level of proper air distribution, utilizing a portion of their contract funds (approx. \$14,000) which were previously allotted for the Phase 3 portion of work.

4. Name of Vendor: Keithly Barber Associates, Inc. Address: 14237 R. Ambaum Boulevard, SW Burien, WA 98166	5. Price: \$14,000 (est.) up to \$50,000
6. Term of Contract: <i>Upon CPD Approval</i> From: October 8, 2007 To: February 8, 2008	7. Prior Exemption Ref. No. 0

8. Explanation describing how procurement by competitive means is either not practicable nor advantageous to the State:
Having performed the site survey/investigation, the design consultant is already familiar with the existing building, site and HVAC system, their condition and repairs necessary. Allowing the design consultant to perform the proposed repairs/improvements offers the following advantages:
1. Minimizes costs to the State by eliminating the need to prepare bid documents necessary for a competitive bid and efficiently utilizes consultant contract to perform the work.
2) Enables the State to perform the work in an expeditious manner, thereby benefitting from the results of the repairs and improvements in the shortest time possible.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:
[N/A]

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

10. A description of the agency's internal controls and approval requirements for the exempted procurement:

1. DAGS Project Management Branch (PMB), along with DAGS Hawaii District Office (HDO) and the design consultant will refine and finalize the proposed scope of additional work to be performed by the design consultant.
2. DAGS PM will continue to administer the design consultant's contract and will prepare and process the necessary change order to address the revision to the scope of services to be performed.
3. DAGS HDO will monitor the design consultant's on-site repairs and improvements work to ensure compliance with the additional scope-of-work and will report to DAGS PM on its progress and with the work has been satisfactorily completed.
4. DAGS PM to review, process and approve the design consultant's requests for payment based on input received from DAGS HDO.

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:

Name	Position	Involvement in Process	
Lloyd Maki	Project Coordinator	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Glenn Okada	HDO District Engineer	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Gina Ichiyama	Supervisor	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Eric Nishimoto	Branch Chief	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Ernest Lau	Public Works Administrator	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to: Department: DAGS, Public Works Division, Project Mgmt. Branch
 Contact Name: Lloyd Maki
 Phone Number: (808) 586-0479
 Fax Number: (808) 586-0530

Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*



 Department Head

11/13/07

 Date

Reserved for SPO Use Only

15. Date Notice Posted 11/13/07

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer
 State Procurement Office
 P.O. Box 119
 Honolulu, Hawaii 96810-0119

