Board of Water Supply Professional Service Consultant Portal User Guide

Welcome to the Board of Water Supply Professional Service Consultant Portal (Portal). Effective June 1, 2021, all firms / individuals interested in providing professional services to the Board of Water Supply (BWS) must use the Portal to submit its qualifications to the BWS. Qualifications submitted via email, mail, or any other method shall not be accepted.

Notices and awards for professional services will continue to be posted on the BWS Procurement website at https://www.boardofwatersupply.com/procurement

Board of Water Supply
Professional Service
Consultant Portal
User Guide

NAVIGATION PANEL

The Navigation Panel is located on the left side of the screen. Users may jump to any of the sections by clicking on the section in the Navigation Panel. Below is a brief description of each of the sections.

Board of Water Supply

Pukashell Designs, LLC

Welcome

Qualification Editor

Submission Dashboard

History

Welcome = Contains Notices of current Ads that firms may submit qualifications for links to Guides and Resources.

Qualification Editor = Firms submitting qualifications for project categories that use the SFR330 Form format may create their firm profile of Points of Contact, Proposed Project Category Team(s), Key Personnel, and Example Projects. Completing the information in the Qualification Editor allows firms to easily complete a project category submission by selecting information inputted in the Qualification Editor through drop-down menus for each information item. Firms may update the information in the Qualification Editor throughout the year.

Submission Dashboard = In this section firms select the project categories that it wishes to submit qualifications for and complete the information by selecting information from drop-down menus.

History = This section is the firm's archive of the submissions for prior fiscal years. In this section firms may view, print, or download copies of prior year submissions and see the date that the qualifications were submitted through the Portal.

Create Account   Sign In

First Name *
John

Last Name *
Doe

Phone Number *
8087480000

Email *
john.doe@email.com

Password *
••••••••••••

Confirm Password *
••••••••••••

☐ By creating an account, I agree to the
Terms of Use

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

Create Account

CREATING AN ACCOUNT

1. To use the Portal, each firm must create a company account in the Portal.

2. Each company may have one (1) account and each account may have multiple users.

3. All users to the company account may input and edit the company's information however, only users designated as "Admin Users" may complete the final step needed to submit qualifications to the Board of Water Supply. (See the User Profile Settings & Management Guide for additional information managing user logins.)

4. To create a new account, go to the Portal at:

    https://pscportal.boardofwatersupply.com

    a. Complete all fields.
    b. Accept the Terms of Use.
    c. Click "Create Account".

Confirm Registration

An activation link has been sent to the email address associated with your account. Please click the activation link in this email to confirm your account. Once confirmed, you will be able to login to the system. If you haven't received your activation email, please be sure to check your spam/junk folder as it may have been incorrectly flagged as spam by your email hosting provider.

Return Home

5. The "Confirm Registration" window will appear. Please click "Return Home" and check the "In-box" for the email account associated with your account for an activation email.

6. An activation email will be sent to the email associated with the login. * If you do not see the email, please check your spam/junk folders.

Aloha John Doe,

Please confirm your user login account registration for the Board of Water Supply Professional Service Consultant Portal by clicking the link below. This link will remain valid for 24 hours.

Confirm Account

Thank you,

Board of Water Supply
Procurement Office
(808) 748-5071
Professionalservices@hbws.org

Create Account Sign In

Email *

Password *

Forgot Password?

Sign In

Board of Water Supply

Aloha John Doe

Please use the six-digit verification code below to sign into your Board of Water Supply Professional Service Consultant Portal account. The code will remain valid for 24 hours.

788385

Thank you,

Board of Water Supply
Procurement Office
(808) 748-5071
Professionalservices@hbws.org

SIGN IN AND 2-STEP VERIFICATION

To protect the security of your account and company information, there is a 2-step verification to sign in.

1. Every time a user signs into the Portal, they will be emailed a 6-digit verification code.

2. This email may take up to 5 minutes to be received. **If you do not see the email in your inbox, please check your junk/spam folder.**

3. Enter in the 6-digit code and click "Verify**".**

2-Step Verification

An email with the verification code has been sent.
Enter the 6 digit verification number found in the verification email.

7 8 8 3 8 5

Verify

Register Company

Company Name *
Pukashell Designs, LLC

EIN/SSN *
•••••••••

Confirm EIN/SSN *
•••••••••

Register

←

COMPANY REGISTRATION

The first company user to create an account will be prompted to complete the company's registration.

To complete the registration, you will need the company's federal employer identification number (EIN) or SSN (as applicable) associated with the company account.

1. Enter EIN/SSN and company/firm name.

2. Click Register.

PROJECT CATEGORIES THAT REQUIRE A
LETTER OF INTEREST

> Companies that are submitting qualifications for project categories that require **INFORMATION USING THE SFR330 FORM format** , please skip this section and go to page 11 of this Guide.

Board of Water Supply

Law-Firms R-US, LLC

- Welcome
- **Qualification Editor**
  - Part I - Specific Qualifications
    - Point of Contact
    - Proposed Project Category Team
    - Key Personnel
    - Example Projects
  - Part II - General Qualifications
- Submission Dashboard
- History

Click "Submission Dashboard" in the navigation panel.

PROJECT CATEGORIES THAT REQUIRE A
LETTER OF INTEREST

➤ Firms submitting qualifications only for project categories that require a **Letter of Interest do not** need to complete the Qualification Editor and should jump directly to the "**Submission Dashboard,**" select the project categories the firm wishes to submit a **Letter of Interest** for, upload the **Letter of Interest** and complete the submission.

➤ A firm that is submitting qualifications for a project category that requires a Letter of Interest **and** is also submitting qualifications for project categories that use the SFR330 Form format should complete the Qualification Editor to make it easier to complete the submissions for the SFR330 project categories.

SELECTING PROJECT CATEGORIES

Using the Submission Dashboard, a company may select any number of **Project Categories** it wishes to submit qualifications for and submit the qualifications. When logged into the Portal you can go directly to the Submission Dashboard to add additional Project Categories or delete Project Categories previously selected that have not been submitted.

Submission Dashboard

Add/Remove Project

#1 - Click "Add/Remove Project" to start a submission.

ADD THE PROJECT CATEGORIES YOUR COMPANY WISHES TO SUBMIT QUALIFICATIONS FOR.

Select Project Category

Please select a project category or categories from the list provided.

#2 - Select the appropriate Division and Project Category from the dropdown menus.

Division *	Project Category *
Executive Support Office ▼	▼

Add Project

#3 - Click "Add Project".

As Project Categories are added they will appear in the list.

Click the trash icon to remove a category.

Division	Project Category	Submitted Date	
Executive Support Office	22-01ESO: Legal Counsel	N/A	🗑
Executive Support Office	22-03ESO: Environmental Litigation & Toxic Tort Legal Services	N/A	🗑

#4 - Once all desired categories have been added and appear in the list, click Continue.

Continue

8

From the Submission Dashboard page, you may:

➢ Edit/complete a Project Category submission that has not been submitted.

➢ See the submission date for Project Categories that have been submitted.

Board of Water Supply

Law-Firms R-US, LLC

Qualification Editor

Submission Dashboard

Submission Dashboard

Add/Remove Project

Division	Project Category	Submitted Date	
Executive Support Office	22-01ESO: Legal Counsel	N/A	Edit
Executive Support Office	22-03ESO: Environmental Litigation & Toxic Tort Legal Services	5/31/2021 9:50	Edit

➢ Please save a copy of the document/information you upload and submit through the Portal. **No Download/Print PDF function is available for Letter of Interest submissions.**

LETTER OF INTEREST INFORMATION

➢ The required information for the **Letter of Interest** is listed in the Notice to Providers of Professional Services for the Project Category that the company is submitting qualifications for and will also be listed in the Portal.

Save and Exit

Letter of Interest

Legal Counsel
Please upload a letter of interest that includes the information listed below and resumes of the Key Personnel.

(1) The name of the firm or person, the principal place of business, location of all offices, and contact information;
(2) The area(s) of interest for consideration from the areas and specialties listed above;
(3) The age of the firm and its average number of employees over the past years;
(4) The education, training, and qualifications of key members of the firm;
(5) The names and phone numbers of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year;
(6) Any promotional or descriptive literature which the firm desires to submit;
(7) The range of hourly rates charged by the attorney, partners, associates, paralegal and other billable staff as well as a summary of the types and amounts of costs charged by the firm; and

Note:

- All Documents must be combined into a **single PDF** with a maximum size of 15MB.
- Please note that while the inclusion of pictures is not prohibited, they are not necessary, add to the size of the PDF document and are **highly discouraged**
- Documents uploaded for this submission **will not** be available for download once submitted. **Please retain the original for your records.**

Project Category 23-01ES: Legal Counsel - Provide professional legal services to the BWS. Services may be required in, but shall not be limited to, the following areas or specialties:

- Administrative Law
- Bankruptcy
- Business (domestic and international)
- Civil Litigation
- Civil Rights including ADA
- Collections
- Constitutional Law
- Construction Law
- Criminal Defense
- Cybersecurity
- Eminent Domain
- Employment Law including discrimination
- Environmental Law
- Governmental Contracting

- Insurance
- Labor Law
- Land Use including planning and zoning
- Procurement
- Public and Charitable Trust Law
- Public Financing
- Public Utility Commission actions
- Real Estate
- Tax
- Torts including malpractice, defamation, and other international torts
- Workers' Compensation

Law firms or attorneys licensed to practice law in the State of Hawaii interested in being retained to provide legal services to the BWS in these areas should submit a **Letter of Interest** together with a resume which includes information about the following:

(1) The name of the firm or person, the principal place of business, location of all offices, and contact information;
(2) The area(s) of interest for consideration from the areas and specialties listed above;
(3) The age of the firm and its average number of employees over the past years;
(4) The education, training, and qualifications of key members of the firm;
(5) The names and phone numbers of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year;
(6) Any promotional or descriptive literature which the firm desires to submit;
(7) The range of hourly rates charged by the attorney, partners, associates, paralegal and other billable staff as well as a summary of the types and amounts of costs charged by the firm; and

After uploading the Letter of Interest, click "Next Step".

< Back   **Next Step >**

22-01ES Legal Services Letter of Interest.pdf ✕

To remove uploaded documents, click the "X".

Upload

THE QUALIFICATION EDITOR FOR
PROJECT CATEGORIES THAT REQUIRE THE SFR330 INFORMATION

The Qualification Editor is divided into two parts: Part I - Specific Qualifications and Part II - General Qualifications. Each part is directly related to the respective sections of the SFR330 form.

Board of Water Supply

Pukashell Designs, LLC

Qualification Editor

- Part I - Specific Qualifications
  - Point of Contact
  - Proposed Project Category Team
  - Key Personnel
  - Example Projects
- Part II - General Qualifications
- Submission Dashboard

Qualification Editor

Part I - Specific Qualifications

Point of Contact = SFR330 PART I (B)

Proposed Project Category Team = SFR330 PART I (C)

Key Personnel = SFR330 PART I (E)

Example Projects = SFR330 PART I (F)

Part II - General Qualifications

PART I - SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. PUBLIC NOTICE DATE | 2. PROJECT CATEGORY

B. POINT OF CONTACT

3. NAME AND TITLE

4. NAME OF FIRM

5. TELEPHONE NUMBER | 6. FAX NUMBER | 7. E-MAIL ADDRESS

C. PROPOSED TEAM
(THIS SECTION MUST BE COMPLETED FOR ALL PROJECT CATEGORIES REQUIRED TO COMPLETE THIS FORM)

PROFESSIONAL SERVICE PROVIDER QUALIFICATIONS | 1. PROJECT CATEGORY OF INTEREST

PART II - GENERAL QUALIFICATIONS
(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME | 3. YEAR ESTABLISHED | 4. DUNS NUMBER

2b. STREET | 5. OWNERSHIP | a. TYPE

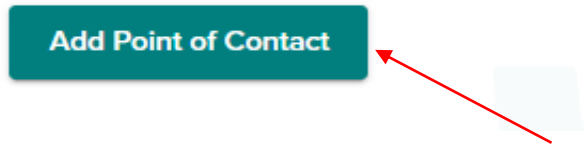2c. CITY | 2d. STATE | 2e. ZIP CODE | b. SMALL BUSINESS STATUS

The Qualification Editor allows companies to build their company profile of Point of Contacts, Proposed Teams for the different Project Categories, Key Personnel, and Example Projects. *We highly recommend that consultants take time to fill in information in the Qualification Editor before starting the submission process.* This is particularly important if you plan to submit for multiple project categories. Information entered in the Qualification Editor for the Point of Contact, Proposed Project Category Team, Key Personnel and Example Projects will shown in drop-down menus for you to quickly select and add to each submission without having to type/copy in the information each time. Additionally, any information entered in the Qualification Editor is saved for future submissions during the year and subsequent fiscal years and firms may login to the Portal at any time to update their firm's information.

If you have used the SFR330 Form Template to prepare your company's information you may copy and paste the information from the Template into the information fields in the Portal.

Qualification Editor

Part 1 - Specific Qualifications

Point of Contact

[Add Point of Contact]

Qualification Editor

Part 1 - Specific Qualifications

Point of Contact ✅ Data has been saved

Last Name *	First Name *
Puka	John

NAME OF FIRM
The company name for the account will automatically populate. Users may manually change the information if necessary.

Title *	Name of Firm
Engineer VII	Pukashell Designs, LLC

Telephone Number	Email Address
This field is required	This field is required

[Save] Cancel — Click "Save" when you are done entering all information.

PART I - POINT OF CONTACT

In this section you will be entering the information from Part I, Section B of the SFR330 Form.

Add the point of contact(s) for the company. If the company has different points of contact for the various project categories that the company plans to submit qualifications for, a separate point of contact should be created for each person.

1. Click "Add Point of Contact".
2. Complete the information fields (name, title, phone #, email)..

Automatic Save Feature

The page automatically saves every 20 seconds once information is inserted for:
• Last Name
• First Name
• Title
• Name of Firm

Qualification Editor

Part 1 - Specific Qualifications

Point of Contact

Add Point of Contact

The company's list of Points of Contact may be sorted using the dropdown menu.

	Name	Title	Sort by:
			First Name
			Last Name
✓	Puka, John	Engineer VII	Title
✓	Shell, Jane	President	✏️ 🗑️
✓	Doe, John	Supervisor	✏️ 🗑️
✗	Puka, John	Engineer VII	✏️ 🗑️

To edit or delete a point of contact, click the appropriate icon.

Red "x" = item is incomplete

Pukashell Designs, LLC

Qualification Editor

Part I - Specific Qualifications

   Point of Contact

   Proposed Project Category Team

   Key Personnel

   Example Projects

Qualification Editor

Part 1 - Specific Qualifications

Proposed Project Category Team

[**Add Proposed Team**]

Qualification Editor

Part 1 - Specific Qualifications

Proposed Project Category Team   ✔ Data has been saved

Title of Proposed Team Set
Civil Engineering

What is the role status for the proposed team?

(●) Prime   ( ) JV Partner   ( ) Subcontractor

Firm Name
Pukashell Designs, LLC   Role In This Contract **Civil Enginnering**

Address
_____
This field is required

[ ] Check if branch office
¶

You may remove any Team Member.

🗑 Remove Team

What is the role status for the proposed team?

( ) Prime   ( ) JV Partner   (●) Subcontractor

Firm Name
Consultants R Us   Role In This Contract **Mechanical Electrical**

Address
_____
This field is required
¶

[ ] Check if branch office
¶

[**Add Another Team**]
¶

Organizational Chart

> An Organizational Chart is required for the proposed team for submission.

Please upload your proposed team's organizational chart.
(Must be: **PDF** and no larger than 15MB)

[**Upload Chart**]   Civil Engineering Org. Chart.PDF **X**

To remove an uploaded PDF document, click the "X".

[**Save**]   Cancel

PART I - PROPOSED PROJECT CATEGORY TEAM

In this section you will be entering information from Part I, Section C of the SFR330 Form.

1. Click "Add Proposed Team" and complete all required fields.

2. Check the box if the Team Member has branch offices; indicate each individual branch office that will have a key role on the Team.

3. To add additional Team Members, click "Add Another Team Member".

4. Upload the Proposed Project Category Team's Organization Chart.

5. Click "Save".

PART I PROPOSED PROJECT CATEGORY TEAM

HELPFUL TIPS

➢ We suggest that different Titles be used for the different Teams (i.e., Civil Engineering, Architectural Services, Mechanical Engineering, etc.) to be able to identify the appropriate Team in the dropdown menu that will be provided when you complete the Submission Dashboard section

➢ If the composition of the "Team" is different for the various project categories that qualifications will be submitted for, please create a Team specific for each category

Qualification Editor

Part 1 - Specific Qualifications

Proposed Project Category Team ✓ D ✓ Data has been saved

Title of Proposed Team Set
Civil Engineering

What is the role status for the proposed team?

◉ Prime   ○ JV Partner   ○ Subcontractor

Firm Name
Pukashell Designs, LLC

Role In This Contract
Civil Enginnering

Address

This field is required ¶

☐ Check if branch office ¶

🗑 Remove Team

What is the role status for the proposed team?

○ Prime   ○ JV Partner   ◉ Subcontractor

Firm Name
Consultants R Us

Role In This Contract
Mechanical Electrical

Address

This field is required ¶

☐ Check if branch office ¶

Add Another Team ¶

AUTOMATIC SAVE

The page automatically saves every 20 seconds once information is inserted for:
• Title of Proposed Team Set

NAME OF FIRM

The company name for the account will automatically populate. Users may manually change the information if necessary.

MANAGING/EDITING PROPOSED PROJECT CATEGORY TEAMS

As you create and add Teams, they will appear in the company's list of Proposed Project Category Teams.

Qualification Editor

Part 1 - Specific Qualifications

Proposed Project Category Team

[Add Proposed Team]

Use the dropdown menu to sort Teams by Title or Number of Team Members.

Proposed Team Title	Number of Team Members	Organizational Chart	Sort by: Proposed Team Title ▾
			Proposed Team Title
Architectural Services	3	Yes	Number of Team Members
Civil Engineering	4	Yes	✏️ 🗑️
Mechanical Engineer	2	Yes	✏️ 🗑️

Team information may be edited or deleted by clicking the applicable icon.

PART I - RESUMES & RELEVANT PROJECTS OF KEY PERSONNEL FOR THE COMPANY

➢ In this section you will be entering the information contained in Part I, Section E of the SFR330 Form.

➢ Complete this section for each key person who will participate in a Project Category that the company intends to submit qualifications for. (See the next page for "Helpful Tips."

➢ For each key person, please provide information on up to five (5) projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in the applicable project category.

➢ Click "Add Key Personnel" to begin creating the person's resume.

• **A maximum of five (5) Relevant Projects may be entered for each Key Personnel.**

Resumes of Key Personnel Proposed for Project Category

Add Key Personnel

The list of Key Personnel for the company may be sorted by using the drop-down menu.

Sort by: Name / Title / Category

Name	Title	Category	Sort by:	
DOE, JOHN	PRINCIPAL -IN-CHARGE	03CP: Distribution Mains	✏️	🗑️
DOE, JOHN	PROJECT MANAGER	01CP: Archaeological Services	✏️	🗑️
DOE, JOHN	MECHANICAL ENGINEER	04CP: Transmission Mains	✏️	🗑️

To edit or delete the information for key person, click the applicable pencil or trash icon.

PART I
KEY PERSONNEL
HELPFUL TIPS

➤ If a Key Person has a different role/position/title for different projects and their resume for each role/position/title that they hold is different or has different Relevant Projects, please create a Key Personnel profile for each of the roles/positions/ titles that the person has.

➤ If a Key Person has multiple profiles, complete the Project Category field. This information will appear in the drop-down menu when completing a submission and will allow you to select the appropriate profile for the person.

	Name	Title	Category	Sort by: Name Title Category
✓	WHATYOUKNOW, AHAYA	PRINCIPAL -IN-CHARGE	03CP: Distribution Mains	✏️ 🗑️
✓	DOE, JOHN	PROJECT MANAGER	01CP: Archaeological Services	✏️ 🗑️
✓	DOE, JOHN	MECHANICAL ENGINEER	04CP: Transmission Mains	✏️ 🗑️
✓	DOE, JOHN	PRINCIPAL-IN-CHARGE	09CP: Construction Management	✏️ 🗑️

Board of Water Supply

23-03CP: Distribution Mains

- ❌ Part I - Specific Qualifications
- ✓ A. Point of Contact
- ✓ B. Proposed Team
- ❌ C. Key Personnel

Part I - Specific Qualifications

C. Resumes of key personnel who will provide services for this project category

Select Key Personnel *

DOE, JOHN - PRINCIPAL-IN-CHARGE - 09CP: Construction Management

DOE, JOHN - MECHANICAL ENGINEER - 04CP: Transmission Mains

DOE, JOHN - PROJECT MANAGER - 01CP: Archaeological Services

WHATYOUKNOW, AHAYA - PRINCIPAL -IN-CHARGE - 03CP: Distribution Mains

-New Key Personnel-

Resumes of Key Personnel Proposed for Project Category

AUTOMATIC SAVE
The page automatically saves every 20 seconds once information is inserted for:
•   Last Name & First Name

Last Name
DOE

First Name
JOHN

Title Service Provided
PRINCIPAL -IN-CHARGE

NAME OF FIRM
The company name for the account will automatically populate. Users may manually change the information if necessary.

Project Category (Optional)
06CP: Civil Engineering

Total Years of Experience
20

Years Experience with Current Firm
15

Firm Name
PUKASHELL DESIGNS, LLC

Firm Location (City and State)
HONOLULU, HAWAII

Education (Degree and Specialization)

Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

Current Professional Registration (State and Discipline)

Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia

Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)

Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities

Relevant Projects

1. Relevant Projects

Title of Project
Shell Collection of the 1990's

Location (City and State)
Honolulu, Hawaii

Use dropdown menus to select applicable year.

Year Completed Professional Services
2015

Year Completed Construction (If Applicable)

Brief description (Brief scope, size, cost, etc.) and specific role

Provide information on up to five (5) projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract.

Use the check box below to indicate if the project was performed with any office of the current firm.

Add Relevant Project

Click to Add additional relevant projects. Enter a maximum of five (5) projects per key personnel.

Save   Cancel

20

PART I - EXAMPLE PROJECTS

➢ In this section you will be entering the information contained in Part I, Section F of the SFR330 Form.

➢ **In the Qualification Editor** companies may enter as many Example Projects as it would like to that best illustrate the Proposed Project Category Team's qualifications and where multiple team members worked together, if possible, that demonstrate the Team's capability to perform work required for the applicable Project Category. ** **After the Qualification Editor is filed in, when completing a submission companies may select a maximum of ten (10) Example Projects per project category being submitted**. (see page 31 of this Guide.)

➢ Click "Add Example Project" to begin.

➢ Please use the "SFR330 Example Template" Word Document to create the brief description of the Example Project and relevance to the respective Project Category. Save the Word document, convert it to a PDF document, and upload the PDF document to the Portal.

Add Example Project

The list of all Example Projects for the company may be sorted by Title, Owner, or Location using the drop-down menu.

	Project Title	Owner	Location	Sort by:
				Title
				Owner
				Location

Project Title = 250-character limit

✓	Project Title fields have a 250 character limit including spaces	BWS	Honolulu, Hawaii	✏️ 🗑️
✓	P&E Work for Topographic Survey for Service Lateral Replacements in Palolo and St. Louis Heights	Kauai County	Honolulu, Hawaii	✏️ 🗑️
✓	P & E Work for Hahaione Street, Hokulani Street and Kahena Street Area Water System Improvements	State DOT	Honolulu	✏️ 🗑️

To edit or delete the information for an Example Project, click the applicable pencil or trash icon.

Qualification Editor

Part 1 - Specific Qualifications

✓ Data has been saved

Example Projects — **Qualifications For Project Category**

Project Title = 250-character limit including spaces

Title
Roundtop Wells VI

Location (City and State)

Use dropdown menus to select applicable year.

Year Completed Professional Services
2020

Year Completed Construction (If Applicable)

Project Owner
Board of Water Supply

Point of Contact Name
Carter Lovebird

Telephone Number
8087481234

Firms Involved With This Project

NAME OF FIRM
The company name for the account will automatically populate as "Firm 1". Users may manually change the information if necessary.

Firm 1.

Firm Name
Pukashell Design, LLC

Firm Location (City and State)
Honolulu, Hawaii

Role
Prime A-E Civil Engineering

Firm 2.

You may remove any Firm.

🗑 Remove Firm

Firm Name
Carter's Creations

Firm Location (City and State)
Honolulu, Hawaii

Role
Structural Engineer

Firm 3.

🗑 Remove Firm

Firm Name
Drews Architects

Firm Location (City and State)
Honolulu, Hawaii

Role
Architect

[Add Involved Firm] ← Click to add Firms.

Brief Description of Project and Relevance To This Contract

Please download and upload a brief description of project and relevance to this contract (Include scope, size and cost)

Please use the "SFR330 Example Template" to create the brief description of the Project and relevance to the respective Project Category. Save the Word document, convert it to a PDF document and upload the PDF document to the Portal. The Template is an attachment to the Annual Ad and may also be downloaded from the Portal. Please note that while inclusion of pictures is not prohibited, they are not necessary, add to the size of the PDF document and are **highly discouraged**.

⬇ Project Example Template Word Doc

(Only PDF and no larger than 15MB)

📄 Roundtop Wells VI Civil - Example Project 1.pdf ✕

[Upload PDF]

To remove a PDF click the "X".

[Save] Cancel

Click "Save".

PART II - GENERAL QUALIFICATIONS

➢ Companies with branch offices must submit a separate Part II for each branch office that has a key role on the team.

➢ The information fields in this section follow the SFR330 Form Part II and require:

⊗ **Firm Information**

⊗ **Point of Contact**

⊗ **Employees By Discipline**

⊗ **Profile of Firm's Experience**

⊗ **Annual Average Professional Services Revenues**

Part II - General Qualifications

Add/Remove or Edit a branch/office that will seek work

Add Branch or Offlce

Click to Add a Branch or Office.

The list of Firms or Branch Offices may be sorted by Name or Location using the dropdown menu.

Firm Name	Location	Firm Name ▾
Pukashell Designs, LLC	Honolulu, Hawaii	✏️ 🗑️

Firm information may be edited or deleted by clicking the applicable icon.

Firm Information

Firm (or Branch Office) Name *
PUKASHELL DESIGN, LLC

Name of Firm (if branch office)

Street *
630 S. Beretania Street

City *
Honolulu

State *
Hawaii

Zip code *
96843

Year Established *
1916

DUNS Number *
123456789

Ownership Type *
Limited Liability Corporation

Small Business Status *
N/A

Former Firm Names (If applicable)

Former Firm Name

Year Establis...

[Add Former Firm Name]

[**Save**]   Cancel

> Fill in the applicable Firm Information for your company and Point of Contact.

> Click "Save".

Point of Contact

Point of Contact Name *
Kimo Aloha

Title *
Office Manager

Telephone Number *
8087485000

Email Address *
aloha.kimo@email.com

[**Save**]   Cancel

✅ Employees By Discipline

Please list all the professional services specialty areas the firm has and the number of employees they have for each specialty area
Please use Appendix list for function code. If you do not see a specific speciality, please use the code 00 and fill in the discipline.

Function Code/Discipline   **Firm Employees**   **Branch Employees**

| Discipline * | | No. * | No. |
| 06 - Architect | | 3 | |

| 00 - Other Discipline |
| 01 - Acoustical Engineer |
| 02 - Administrative |
| 03 - Aerial Photographer |
| 04 - Aeronautical Engineer |
| 05 - Archeologist |
| 06 - Architect |
| 07 - Biologist |
| 08 - CADD Technician |

Discipline   No.   No.

+ Add Row

Total   3   —

Save   Cancel

➤ Each person may be counted only once according to their primary function.

➤ If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in the "Firm Employees" column.

➤ If Part II is prepared for a branch office, enter the number of employees by discipline in the "Branch Employees" column and for the "Firm Employees" column.

➤ As disciplines are added they are greyed out from the selection box to prevent listing the same discipline more than once, however, the "00" code may be selected more than once to fill in disciplines that are not listed.

PROFILE OF THE FIRM'S EXPERIENCE

➢ Complete this section for the firm or branch office for which this Part II is prepared.

➢ Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience from the dropdown Appendix list. Use code "XX" for any discipline not on the list and fill in the description.

➢ After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank.

➢ For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work.

➢ A particular project may be identified with one experience category, or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, <u>do not double count</u> the revenues received on a particular project.

✅ **Profile of Firm's Experience**

Please list all the profile of firm's experience and annual average revenue for the last 5 years. If you do not see a specific experience, please use the code XX and fill in the discipline.
Please use Appendix list for Profile code. See the chart below for the "Revenue Index Number"

Profile Code / Experience

Appendix dropdown
A01 - Acoustics, Noise Abatement
A02 - Aerial Photography; Airborne Data and Imagery Collection and Analysis
A03 - Agricultural Development; Grain Storage; Farm Mechanization
A04 - Air Pollution Control
A05 - Airports; Navaids; Airport Lighting; Aircraft Fueling
A06 - Airports; Terminals and Hangars; Freight Handling
A07 - Arctic Facilities
A08 - Animal Facilities
A09 - Anti-Terrorism/Force Protection

Revenue Index Number

Profile Code / Experience *
C15 - Construction Manager

Revenue Index: 4

1
2
3
4

+ Add Row

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million

6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

Save   Cancel

✅ Annual Average Professional Services Revenues

Please use the chart below to identify the revenue index number for the following:

City and BWS Work

| 2 | ▼ |

Non City and BWS Work

| 2 | ▼ |

Total Work

| 4 | ▼ |

➤ Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office.

➤ Indicate City and BWS work (performed directly for the City & County of Honolulu or BWS, either as the prime contractor or subcontractor), non-City and BWS work (all other domestic and foreign work).

➤ Enter the total work.

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million

6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

Save ← Cancel   When finished click "Save".

BV

PREPARING AND SUBMITTING QUALIFICATIONS FOR INDIVIDUAL PROJECT CATEGORIES

SUBMISSION DASHBOARD

➤ In the Submission Dashboard, a company may select any number of Project Categories it wishes to submit qualifications for, complete all the fields for the Category by selecting information that was inputted under the Qualification Editor from drop-down menus that are available for the different information sections for the Category, attach all required supporting documents, and submit the qualifications.

➤ Users may return to the Submission Dashboard at any time to add additional Project Categories that they wish to submit qualifications for by using the navigation panel on the left side of the screen and clicking "Submission Dashboard".

➤ Users may remove Project Categories from the Submission Dashboard at any time prior to completing the final submission step.

SUBMITTING QUALIFICATIONS FOR PROJECT CATEGORIES

Submission Dashboard

#1 - Click "Add/Remove Project" to start a submission.

ADD ALL PROJECT CATEGORIES YOUR COMPANY WISHES TO SUBMIT QUALIFICATIONS FOR.

[Add/Remove Project]

Select Project Category

Please select a project category or categories from the list provided.

#2 - Select the appropriate Division and Project Category from the dropdown menus.

| Division * ▼ | Project Category * ▼ |

[Add Project]

#3 - Click "Add Project".

Division	Project Category	Submitted Date	
Capital Projects	22-01CP: Archaeological Services	N/A	🗑
Water Quality	22-05WQ: Environmental Assessments & Project Managment Services	N/A	🗑

As Project Categories are added they will appear in the list.

Click the trash icon to remove a category.

#4 - Once all desired categories have been added and appear in the list, click Continue.

[Continue]

Submission Dashboard

Add/Remove Project

➢ Edit/complete a Project Category submission that has not been submitted.

➢ See the submission date of the categories that have been submitted.

➢ Download or print a PDF copy of the submission at any time prior to submission or after submission.   PDFs generated prior to submission will have a "DRAFT" watermark across the document. PDFs generated after submission display the submission date in the lower right corner of the document.

Division	Project Category	Submitted Date		
Capital Projects	22-02CP: Architectural Services	5/24/2021 19:06	⬇ PDF	Edit
Water Quality	22-05WQ: Environmental Assessments & Project Managment Services	5/28/2021 1:15	⬇ PDF	Edit
			⬇ PDF	
Information Technology	22-07IT: SharePoint Consulting Services	N/A		Edit
Executive Support Office	22-01ESO: Legal Counsel	N/A		Edit
			⬇ PDF	
Finance	22-03F: Investment Services	N/A		Edit

22-02CP: Architectural Services

Part I - Specific Qualifications ❌

A. Point of Contact ✔

B. Proposed Team ❌

C. Key Personnel ❌

D. Example Projects ❌

E. Key Personnel Participation ❌

F. Additional Information ❌

Part II - General Qualifications ⚪ (grey)

Review ⭕

SUBMISSION DASHBOARD NAVIGATION PANEL

➤ While completing a Project Category submission you may use the side navigation panel to jump to different sections.

➤ The icons indicate the status for each section.

➤ For project categories that require a SFR330, the side navigation panel will be split between two main sections of:

  ➤ Part I - Specific Qualifications and

  ➤ Part II - General Qualifications.

Part I - Specific Qualifications ❌

Part II - General Qualifications ✔

1. PUKASHELL DESIGN, LLC ❌

A. Firm Information ✔

B. Point of Contact ✔

C. Employees By Discipline ✔

D. Profile of Firm's Experience ✔

E. Annual Average Professional Services Revenues ❌

Review ⭕

✔ The green check mark icons will indicate that all required fields have been completed.

❌ The red X icons will indicate there are incomplete required fields.

⭕ The open circle indicates that users are currently in progress of completing a section.

⚪ Grey circle indicates that the section has not been viewed by any user yet and no fields have been completed.

PART I
SPECIFIC QUALIFICATIONS

COMPLETING A PROJECT CATEGORY SUBMISSION

➤ Part I - Sections A-E (i.e., Point of Contact, Proposed Team, Key Personnel, Example Projects) have drop-down menus that allow you to select information entered in the Qualification Editor. (See screenshots below.)

➤ When completing a project category submission, if you want to add information that <u>was not entered in the Qualification Editor</u>, use the drop-down menu and select the option to enter "New" information in that particular project category submission.

Part I - Specific Qualifications

Save and Exit

A. Point of Contact

Please select or fill in the detail below for the point of contact for this project.

Select Point of Contact *

This field is required

- Aloha, Kimo
- Puka, John
- Shell, Jane
- -New Point of Contact-

< Back   **Next Step >**

➤ **Note:** If you add in "New" information while entering the project category submission information, the new information added <u>will not</u> save and update in the Qualification Editor for future use.

➤ If you wish to be able to select the information for other project categories, click "Save and Exit" in the upper right corner of the page and return to the Qualification Editor to add the information in the appropriate section and save the information. When you return to the Submission Dashboard the updated information will appear in the applicable drop-down menu.

Qualification Editor

Part I - Specific Qualifications

Point of Contact

Proposed Project Category Team

Key Personnel

Example Projects

Part II - General Qualifications

Part I - Specific Qualifications

B. Proposed Team

Please select or fill in the proposed team for this project.

Select Proposed Team*

| Architectural Services |
| Civil Engineering |
| Legal Services |
| Mechanical Engineer |
| -New Proposed Team- |

> For each section use the dropdown menu to select the applicable information that you entered in the Qualification Editor or enter New information.

> Click "Next Step".

< Back   **Next Step >**

B. Proposed Team

Please select or fill in the proposed team for this project.

Title of Proposed Team Set
Architectural Services

What is the role status for the proposed team?

◉ Prime   ○ JV Partner   ○ Subcontractor

Firm Name
Pukashell Designs, LLC

Roles In This Contract
Prime Consultant

Address
630 S. Beretania Street, Honolulu, HI 96743

☐ Check if branch office

🗑 Remove Team

What is the role status for the proposed team?

◉ Prime   ○ JV Partner   ○ Subcontractor

Firm Name
Consultants R-US

Roles In This Contract
Electrical Engineer

Address
630 S. Beretania Street, Honolulu, HI 96743

☐ Check if branch office   **Add Another Team**

Organizational Chart

An Organizational Chart is required for the proposed team for submission.

Please upload your proposed team's organizational chart.
(Must be: **PDF** and no larger than 15MB)

📄 ORGANIZATION CHART UPLOAD FOR THE CONSULTANT PORTAL.pdf ✕

> Verify the information that populates from the Qualification Editor.

> Remember that any changes made to the information that populates from a drop-down menu selection **will not** be automatically saved in the Qualification Editor section. If you wish to be able to select the information for other project categories, click "Save and Exit" in the upper right corner of the page and return to the Qualification Editor to add the information in the appropriate section and save the information then return to the Submission Dashboard to edit the project category.

> Click "Next Step".

Upload Chart   < Back   **Next Step >**

- In Part I Sections C (Key Personnel) and D (Example Projects), once a selection is made from the dropdown menu the selection will grey to avoid inserting duplicate entries.

- The selections also appear in the Submission Dashboard on the left side of the screen.

- Companies may add as many key personnel for each project category as applicable by using the dropdown menu and clicking "Add Key Personnel".

Part I - Specific Qualifications

Save and Exit

C. Resumes of key personnel who will provide services for this project category

Select Key Personnel *

| DOE, JOHN - PRINCIPAL-IN-CHARGE - 09CP: Construction Management |
| DOE, JOHN - MECHANICAL ENGINEER - 04CP: Transmission Mains |
| PUKA, JOHN - PRINCIPAL-IN-CHARGE - 03CP: Distribution Mains |
| SHELL, JANE - PROJECT ENGINEER - 01CP: Archaeological Services |
| -New Key Personnel- |

Add Key Personnel

	Name	Title	Category	First Name ▾
1.	SHELL, JANE	PROJECT ENGINEER	03CP: Distribution Mains	🗑
2.	PUKA, JOHN	PRINCIPAL-IN-CHARGE	01CP: Archaeological Services	🗑

< Back   **Next Step >**

- If a Key person has multiple profiles, and the Project Category was added to each profile, the Project Category information will be included in the drop-down menu to help the user to select the correct profile when completing a submission.

Submission Dashboard

❌ Part I - Specific Qualifications
✔ A. Point of Contact
✔ B. Proposed Team
✔ C. Key Personnel
✔   1. SHELL, JANE
✔   2. PUKA, JOHN
✔ D. Example Projects
✔   1. Project Title fields have a 250 character limit including spaces
✔   2. Holding Cells at medium security facility
✔ E. Key Personnel Participation
❌ F. Additional Information
❌ Part II - General Qualifications
○ Review

- Companies may add up to ten (10) Example Projects for each project category submitted.

Save and Exit

Part I - Specific Qualifications

D. Example Projects which best illustrate the firm's qualifications for this project category

Present up to **10 projects** with emphasis on previous City and Board of Water Supply projects.

Select Example Project *

| BWS - Project Title fields have a 250 character limit including spaces |
| Kauai County - P&E Work for Topographic Survey for Service Lateral Replacements in Palolo and St. Louis Heights |
| State DOT - P & E Work for Hahaione Street, Hokulani Street and Kahena Street Area Water System Improvements |
| US Army - Schofield barracks R-1 irrigation water pipeline design project |

Add Example Project

- The drop-down menu of Example Projects the project Owner and project title

	Project Owner	Example Project Title	
1.	BWS	Project Title fields have a 250 character limit including spaces	🗑
2.	HPD	Holding Cells at medium security facility	🗑

< Back   **Next Step >**

Part I - Specific Qualifications

E. Key Personnel Participation

Place a "√" under project key number for participation in same or similar role.

Name of Key Personnel	Role in Example Project	Example Projects Listed in Section E									
		1	2	3	4	5	6	7	8	9	10
PUKA, JOHN	PRINCIPAL -IN-CHARGE	✓	☐	✓	☐	☐	☐	☐	☐	☐	☐
SHELL, JANE	PROJECT ENGINEER	☐	✓	☐	☐	☐	☐	☐	☐	☐	☐
ALOHA, KIMO	MECHANICAL ENGINEER	✓	☐	☐	☐	☐	☐	☐	☐	☐	☐

The selections made for Key Personnel and Example Projects will automatically be inserted in Section "E – Key Personnel Participation" tables.

Example Project Key

No.	Title of Example Project (from Section F)	No.	Title of Example Project (from Section F)
1	Dales Reservoir Repairs VIII Honolulu, Hawaii	6	
2	Roundtop Wells VI Honolulu, Hawaii	7	
3	Birdie Nest Unlimited Honolulu	8	
4		9	
5		10	

➤ Please place a "√" for the Example Project(s) that each Key Personnel participated in the same or similar role.

➤ Click "Next Step".

➤ Each Key Person listed must have "√" for a minimum of 1 of the listed Example Projects. If a firm has a Key Person who did not participate in any of the Example Projects, the firm may include information on the Key Person in Section F – Additional Information.

Save and Exit

< Back **Next Step >**

37

Part I - Specific Qualifications

F. Additional Information

Provide any additional information at your discretion.

This field is only required if a PDF is not uploaded.

0/1500

For each project category being submitted that requires theSFR330 Form to be completed, companies must include the "SECTION F: ADDITIONAL INFORMATION" listed in the Notice to Providers of Professional Services. Please use the SFR330 Additional Information Template provided below for the Additional Information, save the document, convert it to a PDF document, and upload it to the Portal. Upload a maximum of ten (10) PDF documents, each no larger than 15MB.

⬇ SFR330 Additional Information Template

📄 Project Category 22-02CP Additional Information.pdf ✕

To remove uploaded documents, click the "X".

| Upload PDF | | < Back | Next Step > |

➢ **Please download and use the "SFR330 Additional Information Template" Word document from Portal or the Notice to include the information and convert the Word document to a PDF to upload to the Portal.** (Note: Firms may create different" Additional Information" documents to upload for each project category or may use the same upload for all project categories that the firm is submitting qualifications for.)

➢ **A maximum of ten (10) PDF documents, each no larger than 15MB may be uploaded for Section F.**

➢ **Click "Next Step".**

➢ **For each project category being submitted that requires the SFR330 Form to be completed, companies must include the "SECTION F: ADDITIONAL INFORMATION" listed in the Notice to Providers of Professional Services.**

SECTION F: ADDITIONAL INFORMATION:

Providers shall upload the information listed below as separate PDF attachments under section "F Additional Information" in the Portal. Please use the "SFR330 Additional Information Template" provided with this Notice for information that the firm wishes to submit for this section and convert the document to a PDF to upload to the Portal. Please limit the number of attachments uploaded for Section F to a maximum of ten (10) attachments each no larger than 15MB.

Letter of interest indicating the specific categories in which services are offered.

A Certificate of Vendor Compliance as issued by the State Procurement Office via an online system, also referred to as "Hawaii Compliance Express". Details regarding this online application process can be viewed at: http://vendors.ehawaii.gov/hce/

3. The following: Please us the "Attachment F Template" to provide the following information and convert the Word document to a PDF to upload to the Portal.

   a. The names and phone numbers of up to five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the preceding year;
   b. A listing of all projects currently under contract with the Board of Water Supply and/or the City and County of Honolulu;
   c. A listing of all Board of Water Supply projects in the last 10 years.
   d. Past record of performance on contracts with respect to cost control, quality of work, and ability to meet schedules
   e. Other pertinent data related to the project category;
   f. Any promotional or descriptive literature that the firm desires to submit and

Please note that while photos of projects are not prohibited, the inclusion of photos is discouraged. Focus should be given to providing the information requested in organized, concise, comprehensive narratives that give BWS a clear understanding of the firm and proposed team's qualifications, experience, history of working together, and commitment to provide the described professional services.

PART II
GENERAL QUALIFICATIONS

PART II GENERAL QUALIFICATIONS

22-02CP: Architectural Services

Part II - General Qualifications

Save and Exit

If a firm has branch offices, complete for each specific branch office seeking work

Add all firms and branches that are seeking work for this project category

Select Branch or Firm *   ▼

PUKASHELL DESIGN, LLC, Honolulu Hawaii

-New Firm or Branch Office-

Add Firm/Branch

Firm/Branch Name   City, State

< Back   **Next Step >**

- ✓ Part I - Specific Qualifications
- ✓ Part II - General Qualifications
- ✗ 1. PUKASHELL DESIGN, LLC
  - ✓ A. Firm Information
  - ✓ B. Point of Contact
  - ✓ C. Employees By Discipline
  - ✓ D. Profile of Firm's Experience
  - ✗ E. Annual Average Professional Services Revenues

➤ When completing the information for a specific project category, Part II allows users to select information that was inputted in the Qualification Editor to automatically populate the fields or add new information and input the information directly into the submission.

➤ If you select a company that is listed in the drop-down menu, all the information inputted for the company in the Qualification Editor will automatically populate for you to review and edit if necessary.

Review all information for sections A-E and make changes if necessary.

A. Firm Information

Save and Exit

Firm (or Branch Office) Name *
PUKASHELL DESIGN, LLC

Name of Firm (if branch office) *

Street *
630 S. Beretania Street

City *
Honolulu

State *
Hawaii

Zip code *
96843

Year Established *
1916

DUNS Number *
123456789

Ownership Type *
Limited Liability Corporation

Small Business Status *
N/A

< Back   Next Step >

B. Point of Contact

Save and Exit

Point of Contact Name *
Kimo Aloha

Title *
Office Manager

Telephone Number *
8087485000

Email Address *
aloha.kimo@email.com

< Back   Next Step >

C. Employees By Discipline

Save and Exit

Please list all the professional services specialty areas the firm has and the number of employees they have for each specialty area

Please use Appendix list for function code. If you do not see a specific speciality, please use the code 00 and fill in the discipline.

Function Code/Discipline	Firm Employees	Branch Employees
Discipline * 06 - Architect	No. * 3	No.

< Back   Next Step >

D. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years

Save and Exit

Please list all the profile of firm's experience and annual average revenue for the last 5 years. If you do not see a specific experience, please use the code XX and fill in the discipline.

Please use Appendix list for profile code. See the chart below for the "Revenue Index Number"

Profile Code / Experience

Revenue Index Number

Profile Code / Experience *
C15 - Construction Management

2

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million

6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

< Back   Next Step >

Save and Exit

E. Annual Average Professional Services Revenues of Firm for Last 3 Years

Save and Exit

Please use the chart below to identfy the revenue index number for the following:
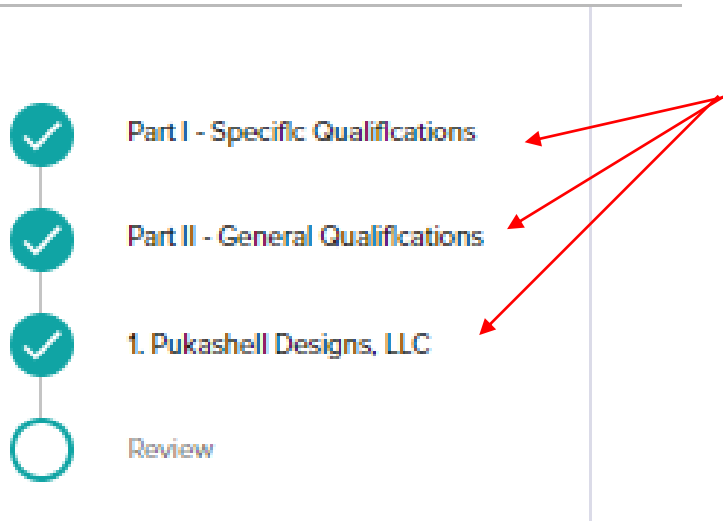
City and BWS Work

2

Non City and BWS Work

1

Total Work

3

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million

6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

< Back   Next Step >

22-02CP: Architectural Services

- ✓ Part I - Specific Qualifications
- ✓ Part II - General Qualifications
- ✓ 1. Pukashell Designs, LLC
- ○ Review

➢ You may download and save a copy of the submission by jumping to any section and clicking the "Save and Exit" button on the top right corner of the screen to go back to the Submissions Dashboard. (Note: Download/Save a PDF copy is not available for **Letter of Interest** submissions.)

Review

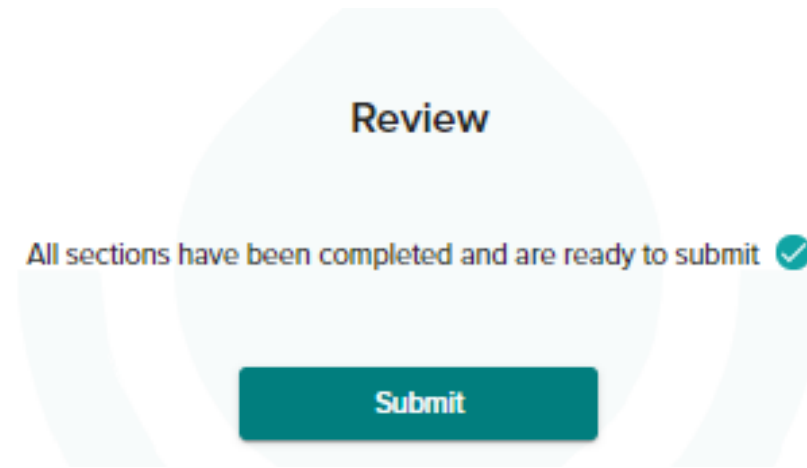All sections have been completed and are ready to submit ✓

Submit

➢ Once all sections have been completed the qualifications may be submitted. Only users with a "Company Admin" role may submit the qualifications by checking the box and clicking the "Submit" button.

➢ See the User Management Guide for additional information on managing user logins.

Only users with a role designation of a **"Company Admin"** may complete this section to submit qualifications on behalf of the company.

➢ **Please review the entire submission before submitting. Once submitted, you will no longer be able to make changes to your qualifications for the submitted project category.**

By submitting this information, the authorized representative of the company certifies that to the best of their knowledge and belief, all information provided is true and correct and understand that they may be contacted to verify and/or clarify the information provided herein. Additionally, the representative certifies that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;

2. Have not within a three-year period preceding this submission been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or County) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commissions of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or County) with commission of any of the offenses enumerated in paragraph 2 of this section;

4. Have not within a three-year period preceding this submission had one or more public transactions (federal, State or County) terminated for cause or default;

5. Does not have any conflict of interest in performing services for the Board of Water Supply and/or the City and County of Honolulu;

6. Acknowledge and understand that it is the BWS's intent for the prime consultant to retain all necessary specialty subconsultants required for a project and have no objections to retaining specialty subconsultants (i.e., environmental, geotechnical, etc.) required for the work under the prime contract with the BWS.

☑ By checking this box, I agree that I am an authorized representative of the company and approve of the statements made in this submission.

> **Note: Once submitted, you will no longer be able to make changes to your qualifications for this project category.**

Accept & Submit   Cancel

> ➤ To submit the qualifications, a Company Admin user must check the box and click "Accept & Submit".

no-reply@mg.boardofwatersupply.com

To: John.Doe@email.com, Jane.Doe@email.com
CC: Professionalservices@hbws.org
Subject: Project Category 22-02CP Archaeological Services - Pukashell Design, LLC

A confirmation email will be sent to the email address for:

➢ The Company Admin User who completed the submission.
➢ The company contact.
➢ Board of Water Supply Procurement Office.

Board of Water Supply

Aloha,

This email is to confirm that the Board of Water Supply has received your submission of professional service qualifications for **Project Category:22-02CP Archaeological Services.**

Thank you for your interest in providing professional services to the Board of Water Supply.

Thank you,

Board of Water Supply

Procurement Office
(808) 748-5071
Professionalservices@hbws.org

✓ Qualifications have been submitted

Return to Dashboard

➢ Return to the Submission Dashboard to download and/or print a PDF copy of the final submission for your records. (Note: download/print a PDF copy is not available for submissions that use the **Letter of Interest** format.)

Mahalo for expressing an interest in partnering with the Board of Water Supply!

For Assistance, please contact the BWS Procurement Office via email at <u>Professionalservices@hbws.org</u> or by phone at (808) 748-5071