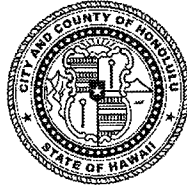


REQUEST FOR QUALIFICATIONS NO. RFQL-HFD-2060210



NOTICE TO OFFERORS
Request for Qualifications (RFQL)

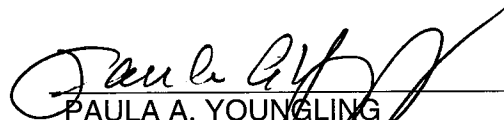
Description: Honolulu Fire Department Medical Director Contract
Requesting Agency: Honolulu Fire Department, City & County of Honolulu, Hawaii.

QUALIFICATIONS shall be received no later than:

Close Time: 14:00 HST
Close Date: October 2, 2026
Location: Division of Purchasing,
Department of Budget and Fiscal Services
530 South King Street, Room 115, City Hall
Honolulu, Hawaii 96813

See Notice to Providers of Professional Services, Section VII and IX for instructions on how to submit qualifications.

Questions relating to this solicitation shall be emailed to Corrynne Lopez at bfspurchasing@honolulu.gov.


PAULA A. YOUNGLING
Purchasing Administrator *erz JS*

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES REQUEST FOR QUALIFICATIONS

The City and County of Honolulu (City), Honolulu Fire Department (HFD) is publishing this notice to invite persons engaged in providing professional services to submit current statements of qualifications and expressions of interest to provide professional consulting services per HRS Chapter 453 Medicine and Surgery.

I. PROJECT:

The CONSULTANT shall, in conjunction with the Medical Committee, provide services including periodic review and recommendations relating to standard operating procedures and guidelines, assessment and maintenance of quality control measures, the training and certification of all aspects of Honolulu Fire Department (HFD) EMT and First Responder Program. This will include acting as medical liaison for HFD on various committees in the EMS arena.

II. SCOPE OF SERVICES:

The Project Team includes the CONSULTANT, the City, and the City's designated Project Manager.

Project assignments include, but are not limited to the following:

- A. The CONSULTANT shall direct and evaluate the HFD Medical response program and develop protocol and quality assurance programs.
- B. The CONSULTANT shall oversee the EMT/First Responder training program, and sign off and certify designated trainers.
- C. The CONSULTANT shall maintain and evaluate the Cardiopulmonary Resuscitation/Automated External Defibrillator CPR/AED Program including analysis and follow-up of cardiac arrest responses.
- D. The CONSULTANT shall oversee the CPR/AED training program, and sign off and certify designated trainers.
- E. The CONSULTANT shall advise the Fire Chief on all related medical issues, including, but not limited to, patient care, response safety and personnel safety issues.
- F. The CONSULTANT shall report to HFD on the days as mutually agreed upon, for a total of thirty (30) hours per week.

III. COMPENSATION AND PAYMENT:

The total amount of SIX HUNDRED EIGHT THOUSAND FOUR HUNDRED

AND NO/100 DOLLARS (\$608,400.00) is established as the maximum payable under this Agreement and is subject to the Appendix D: Special Provisions and Appendix E: General Terms and Conditions, including the provisions thereof relating to reducing or increasing the compensation of the CONSULTANT. Additional funds may be added subject to the approval of the CITY, should funds be available, and shall be incorporated by contract amendment. Any funds remaining at the end of this Agreement shall remain with the CITY.

A. Lump Sum Payments

The lump sum payments shall be based upon the agreed rates of pay shown in this Appendix C's PROJECT PAYMENT SCHEDULE. The lump sum payments are all inclusive of direct labor, overhead which includes general and administrative expenses, other direct costs, subcontractor costs, fixed fees, miscellaneous incidental services, and all applicable taxes, including State general excise and use tax. Payment shall be basic on actual time worked.

B. Final acceptance of Work contracted herein and payment thereof shall not absolve the CONSULTANT of any liability for defects in performance that may subsequently appear.

C. Notwithstanding Section 4.5 Payments, payments to the CONSULTANT will be made on a monthly basis, subject to the receipt of invoices as certified by the Fire Chief or his authorized representative as to the number of hours and services performed.

IV. PROJECT PAYMENT SCHEDULE:

CATEGORY	AGREED WEEKLY RATE (30 hours per week)	AGREED HOURLY RATE
Medical Director	\$2,340.00	\$78.00

V. ESTIMATED PROCUREMENT SCHEDULE (subject to change):

Statement of Qualification (SOQ) Due:	October 2, 2026
Evaluation:	October 2026
Discussion with Top 3:	October 2026
Selection Notification:	November 2026
Finalize Scope and Negotiations:	November 2026
Execute Contract:	November 2026
Notice to Proceed:	December 2026

* In accordance with the Brooks Act (U.S.C., Title 40, Chapter 11, Section 1103), written or verbal discussions will be conducted by DTS after submissions are received. Discussions allow SOQ clarification and solicitation of additional information by the selection committee. It is also an opportunity for the top three offerors to change/update their SOQ.

VI. TERM OF CONTRACT:

Performance of services under this Agreement shall be completed within twelve (12) months, from the date indicated on the Notice to Proceed (NTP), exclusive of CITY review time, unless otherwise extended by an amendment.

VII. SUBMITTAL MATERIALS:

Qualified applicants interested in being considered for the above contract are invited to submit their qualifications in accordance with Section 103D-304 of the Hawaii Revised Statutes (HRS). Qualifications should include the following:

A. Letter of interest for consultation (including an email address for notification of additional advertisements).

B. Information on the applicant:

1. The name of the applicant;
2. The education, training and qualifications of the applicant;
3. The professional experience of the applicant;
4. Proof of licensure in Hawaii;
5. Any other pertinent information that should be considered in the evaluation of the applicant's qualifications.

VIII. EVALUATION CRITERIA:

The criteria presented below will be used for evaluating the submittal materials in descending order of importance, as required by HRS Section 103D-304:

A. Experience and professional qualifications relevant to the project type.

1. The applicant's overall background, history, and years of experience providing similar services.
2. The applicant's qualifications, licenses, and professional registrations.
3. The extent of relevant technical experience and specialized knowledge applicable to emergency medical services.
4. The applicant's familiarity with City & County of Honolulu standards, policies, and procurement procedures.
5. Demonstrates the ability to coordinate effectively with public agencies, project stakeholders, and subcontractors.
6. The applicant must be licensed in the State of Hawaii.

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

1. Documented performance on recent and relevant projects completed for public agencies or private industry.
2. Quality and timeliness of deliverables, including the applicant's ability to meet established milestones, maintain cost control, and ensure compliance with project specifications.
3. Client satisfaction and references that verify consistent, professional performance.
4. Responsiveness to issues or deficiencies, including the applicant's approach to identifying problems, implementing corrective actions, and preventing recurrence.
5. Lessons learned and continuous improvement practices that demonstrate accountability and commitment to performance excellence.

C. Capacity to accomplish the work in the required time.

1. The current and projected workload of the applicant, including their availability to begin and complete the work within required timeframes.
2. The adequacy of equipment, and technical resources to perform the work efficiently and without delays.
3. The applicant's internal management systems and scheduling controls, including use of project management tools and communication protocols to track milestones and deliverables.
4. Demonstrated history of meeting or exceeding deadlines on projects of similar scope.
5. The applicant's contingency planning and adaptability in addressing unforeseen challenges, staffing changes, or project adjustments.

IX. SUBMITTAL MATERIALS FORMAT REQUIREMENTS:

Submittals must be clear, concise and follow the recommended format. Weighting for each section is as shown in the following table.

Criteria	Rating	Weighting	Max. No. of Pages
Introductory letter, number of years in business, reference and office locations. These items are required but will not be scored.	N/A	N/A	2
Experience and professional qualifications relevant to the project type.	1-5 pts	x4	5
Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies	1-5 pts	x3	5

Capacity to accomplish work in the required time	1-5 pts	x2	3
Maximum Total	30	45	15*

*A page is considered to be letter size, printed on one side, single spaced, with characters no smaller than 12-point font. Any proposal exceeding the 15-page limit receives a 5-point penalty for each page over the limit.

A company brochure may be included as an appendix item but is not mandatory.

Firms/Persons **shall provide PDF files of all materials being submitted.** PDF attachments shall be no larger than 3.0 MB per attachment. Emails shall not exceed 20 MB. All PDFs shall be printable on standard size paper. **NO HARDCOPIES, CDs, OR FACSIMILES SHALL BE ACCEPTED.**

ALL SUBMITTALS shall:

- A. Be emailed to bfspurchasing@honolulu.gov.
- B. Clearly IDENTIFY THE COMPANY OR PERSON SUBMITTING THE MATERIALS.
- C. Clearly IDENTIFY THIS PROJECT.

X. SUBMITTAL DEADLINE:

Statement of Qualifications Due **No later than** 2:00 p.m., HST on October 2, 2026. Submittals received after the above deadline will not be considered.

XI. QUESTIONS:

If there are questions, please email bfspurchasing@honolulu.gov.

SPECIAL PROVISIONS

Special Provisions to the Contract are as follows:

I. LIQUIDATED DAMAGES

Liquidated damages are not applicable to this Agreement.

II. INDEPENDENT CONTRACTOR

Notwithstanding the provisions of Section 2.5 of the City's General Terms and Conditions (GTC) dated 02/01/2015, the Consultant shall be deemed to be an Independent Contractor and not the agent, servant, representative, or employee of the City. Under no circumstances will the services be considered a contract of a partnership or joint venture between the City and the Consultant.

III. INSURANCE REQUIREMENTS

See Section 2.26, Insurance, of the GTC dated 02/01/2015.

IV. CONSULTANT PERFORMANCE RECORDS

The City may maintain records pertaining to the Contractor's performance on contracts with the City. The Contractor may be required to participate in performance assessment activities during or after the performance of the contract. Contractor performance records may be used to determine a contractor's responsibility, qualifications, and eligibility for the award of future contracts with the City.

V. CONTRACTOR

In this AGREEMENT, "CONSULTANT" is the same as "CONTRACTOR" as defined in Section 2.1 of the General Terms and Conditions (GTC) for the City and County of Honolulu dated 2/1/15.

VI. MODIFICATIONS TO THE GENERAL TERMS AND CONDITIONS FOR THE CITY AND COUNTY OF HONOLULU

The GTC dated 02/01/2015 shall apply to, and are incorporated by reference into, this Agreement, except as modified by reference herein.

A. Indemnity for Willful or Intentional Misconduct.

Delete Section 2.10, Indemnity, of the GTC dated 02/01/2015 and, in lieu thereof, insert:

"2.10. The Contractor shall indemnify and hold harmless to the City, its officers, employees, and agents from and against any liability, damage, loss, cost, and expense, including reasonable attorneys' fees, and all claims, suits, and demands therefore arising out of or resulting from the negligent, reckless, intentional, or wrongful acts, errors, or omissions of the contractor, the contractor's employees, officers, agents, or subcontractors in the performance of the contract or the

contractor's professional services, and this provision shall remain in full force and effect notwithstanding the expiration or earlier termination of the contract."

B. Exhibit L, Report of Equipment Purchased with Consultant or Construction Contracts.

The City will not require the use of Exhibit L: Report of Equipment Purchased with Consultant or Construction Contracts form. As a result, the following sections of the GTC shall be modified:

1. Delete GTC 4.5 Payments, section (a) in its entirety and replace it with the following:

"(a) Payments will be authorized by the Director after completion of performance or delivery and acceptance by the Director of all materials, goods, and services stipulated in the contract or Purchase Order (PO) and after the invoices, in triplicate, are received by the using agency, Attention: Fiscal Officer (FO). The invoices must list the following information: contract and confirmation purchase order numbers (if any), item numbers, description of items, quantities, unit prices, and extended totals.

Payments will be computed in accordance with any applicable unit prices bid.

Payments will be made as soon thereafter as the regular course of business will allow; provided, however, that payments shall be made no later than thirty (30) calendar days following receipt of the statement for goods received and services completed. "

2. Delete GTC 5.4.6 Payment for Delivered Materials or Equipment in its entirety and replace it with the following:

"(a) No payment for any material or equipment that is affixed, movable or removable, delivered to the site of the work under the contract will be made until said material or equipment is incorporated into the parts of the project required to be constructed under the contract. Payment for the delivered material or equipment shall be included in the monthly progress payment under the appropriate cost item.

(b) Specialized or Special Ordered Materials, Equipment. The Officer-in-Charge may, to the extent provided for in the contract, include in the monthly estimate for progress payment the delivered cost of specialized materials, special ordered materials or equipment usable only for the contract. Such inclusion in the monthly estimate will be allowed only if all costs are substantiated by evidence of delivery and payment, and only for such materials or equipment as are specifically described or referred to in the contract as being the subject matter for such inclusion in the monthly estimate for progress payment. Payment to the Contractor shall not

terminate the Contractor's responsibility or ownership of such materials or equipment until incorporated in place and accepted by the Officer-in-Charge. The Contractor shall be responsible for the safekeeping of such specialized materials or equipment until incorporated into the work and accepted by the Officer-in-Charge. The amount included for payment under this subsection shall be subject to the retention requirement."

3. Delete GTC 5.4.7 Final Payment, section (a)(1) and section (a)(2) in its entirety.
4. Delete GTC Exhibit L Report of Equipment Purchased with Construction Contracts in its entirety.

VII. PRICE ADJUSTMENTS.

Pursuant to Section 3.10 "Price Adjustment for Goods and Services Contracts" of the General Conditions, the Contractor may submit a written request for price adjustments on an annual basis. The request shall be subject to this provision and the City's approval. An adjustment of price shall be negotiated between both parties and shall be done by a written amendment.

VIII. INSURANCE.

The CONSULTANT is NOT required to provide the following:

- A. Business Automobile Liability Insurance
- B. Property Insurance

IX. ANTI-DISCRIMINATION

In accordance with Section 1-11 of the Revised Ordinances of Honolulu 2021, as amended, the Contractor shall not engage in discriminatory practices for any work provided under this Agreement. Discriminatory practices are practices that discriminate on the basis of a classification protected by any federal, State, or City law, including retaliation for opposing discrimination or participation in an investigation or proceeding that alleges discrimination.