

County of Maui

Overview of the

Capital Improvement Project Process

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What is a Capital Improvement Project?

- “Capital Improvement” means a permanent improvement or betterment as distinguished from ordinary repair or current maintenance
 - Maui County Code, Section 3.04.010
 - Increases the useful life
 - Increases overall value - “capital”
 - Examples of CIP projects: Rehabilitation of pump stations, replacement of sewer lines, resurfacing of roadways, new parks, new fire station, acquisition of land.

Components of a CIP Project

- Funding
- Land Acquisition
- Design
- Construction
- Construction Management

A project is initiated when ...

- A deficiency or a need for expansion is determined

The first steps ...

- Define scope of work for each procurement
- Estimate a budget amount
- Develop a financial plan

State Procurement Law

Hawaii Public Procurement Code

HRS, 103D

- Competitive Sealed Bidding
- Competitive Sealed Proposals
- Professional Services Procurement
- Small Purchases
- Sole Source Procurement
- Emergency Procurement

Design

- Design Documents
- Environmental Requirements
- Permitting
- Land Entitlements
- Land Acquisition

Design Documents

- Construction Plans
 - Shows the Work to be contracted
 - Basis of the Engineer's Estimate
- Specifications
 - Includes the general terms and conditions of construction contracts
 - Sample forms
 - Instructions to bidders
 - Defines the Work to be contracted (products/materials specifications, testing requirements, payment method, etc.)
- Engineer's Estimate

Environmental Requirements

- HRS 343, Environmental Impact Statements
- Two Types of Documents:
 - Environmental Assessment
 - Environmental Impact Statement
- Total of 9 triggers
 - typical triggers are:
 - Use of state or county - lands or funds
 - Within a CDUA district
 - Within a SMA area
- Environmental Exemption

Permitting

- Permits that may be required:
 - Special Management Area (SMA) Permit
 - National Pollutant Discharge Elimination System (NPDES) Permit
 - Conservation District Use Application (CDUA)
 - Building Permit
- Permits may require a public review process.

Land Entitlements

- Include:
 - Community Plan Amendment (CPA)
 - Change in Zoning (CIZ)
 - District Boundary Amendment (DBA)
- All require a public review process.

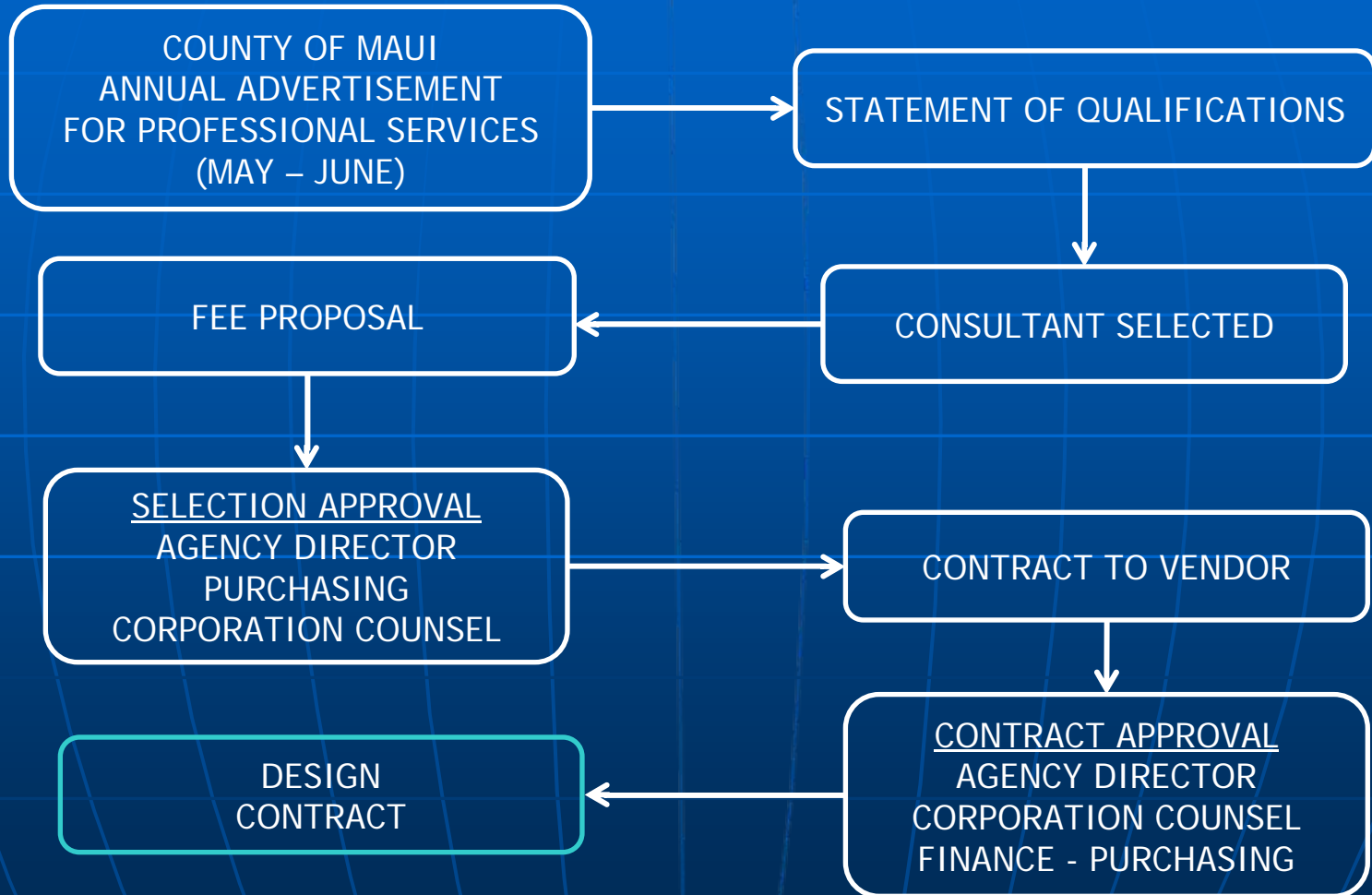
Land Acquisition

- Types of Land Acquisition
 - Fee Title
 - tank sites, pump stations, fire stations, etc.
 - Easement
 - pipelines, other utilities, etc.
- Acquired by ...
 - Owner's Consent
 - Eminent Domain
- Completed prior to construction.

Design - Procurement “Professional Services”

- HRS 103D-304, Procurement of Professional Services
 - “Mandatory for “Design” professional services - Professional Engineers, Architects, Surveyors, and Landscape Architects
 - “Professional services” includes services provided by professional engineering, land surveying, law, accounting, dentistry...or any other practice defined as professional by the laws of this State or the professional and scientific occupation series contained in the United States Office of Personnel Management's Qualifications Standards Handbook
- HRS 103D-305, Small Purchases
 - Used for services less than \$100,000

Design Contract Process



Construction

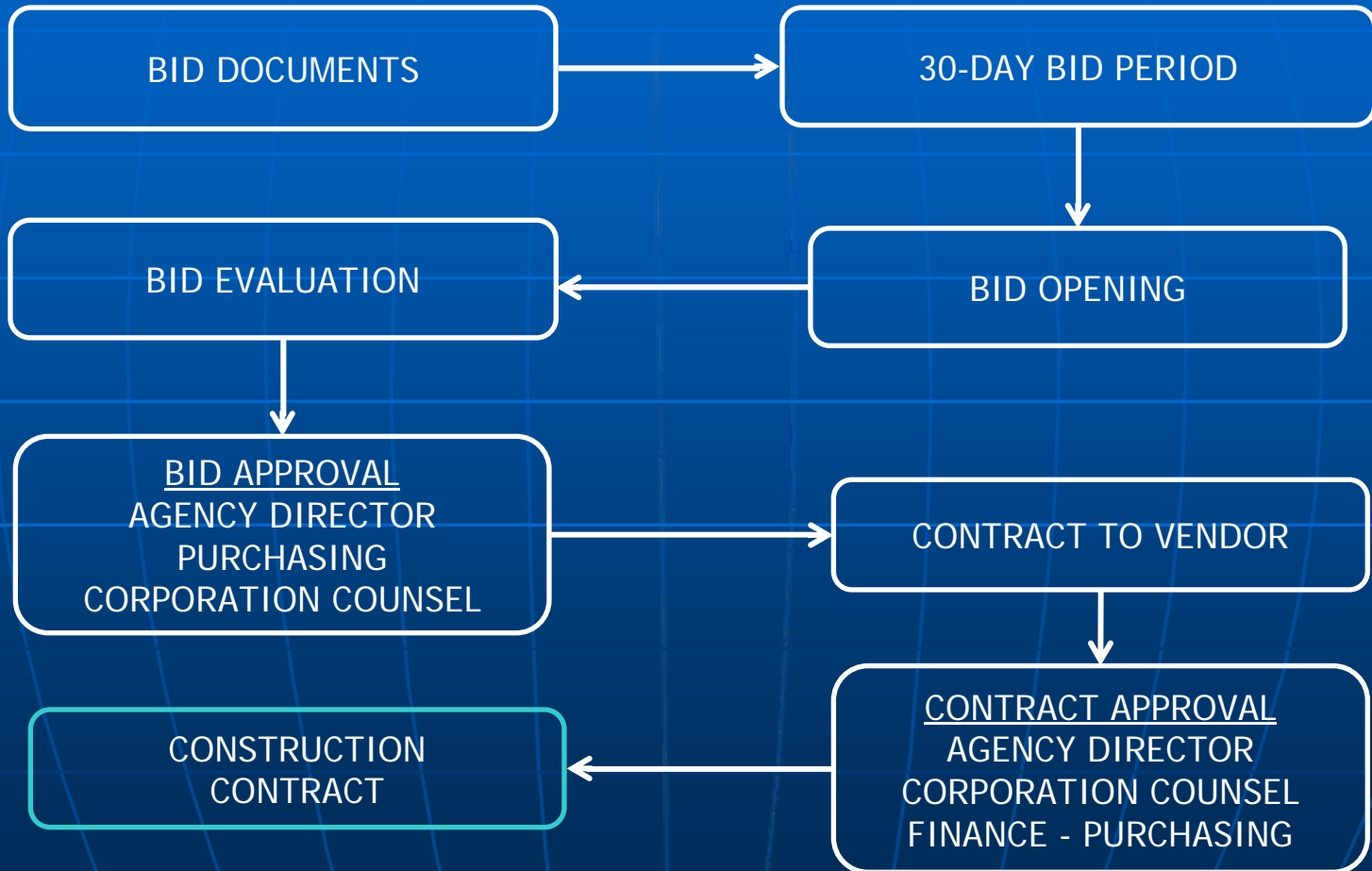
- The County typically contracts out services to furnish and labor, tools, materials and equipment
- Bid Documents
 - Construction Plans
 - Specifications
- Notice to Proceed
 - Authorizes the commencement of work

Construction - Procurement

- HRS 103D-302, Competitive Sealed Bidding
 - Mandatory for construction work \$250,000 or more
- HRS 103D-305, Small Purchases
 - Used for construction work less than \$250,000

Construction Contract Process

HRS 103D-302, Competitive Sealed Bidding



Construction Management

- Management of contractor's scope of work, quality, cost, and time
- Small Projects
 - County staff performs construction management and general contract administration
- Large-Complex Projects
 - Contracted to private companies with experience in construction management
 - County staff performs general contract administration

