



FISCAL YEAR 2023 PORTAL ENHANCEMENTS

A summary of the enhancements that have been made to the Portal for Fiscal Year 2023

FISCAL YEAR 2023 PORTAL ENHANCEMENTS

Welcome! For firms that visited the Portal last fiscal year and completed their firm's profile in the Qualification Editor, this is a summary of the enhancements that have been made to the Portal over the last several months and tips/suggestions to help make updating and submitting your firm's qualifications as efficient and simple as possible. The enhancements include the following:

- **New Navigation Dashboard Sections**
 - **Welcome page**
 - **History section**
- **Automatic Saving of Input in Qualification Editor**
- **Other enhancements and tips**
 - **Prefill Company Name**
 - **Key Personnel**
 - **Additional identification information in the submission drop-down menu**
 - **Ordering of Key Personnel in submissions**
 - **Example Project**
 - **Expanded title to 250 characters**
 - **Construction completion year – additional options**
 - **Additional identification information in the submission drop-down menu**

New Navigation Dashboard Sections

The “Welcome” page and the “History” section have been added to the Navigation Dashboard on the left side of the screen when you have logged into your company account.

Board of Water Supply

Navigation Dashboard:

- Welcome
- Qualification Editor
- Submission Dashboard
- History

Welcome

Pukashell Designs, LLC

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 will 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>

NOTICE TO PROVIDERS OF PROFESSIONAL SERVICES

BOARD OF WATER SUPPLY
CITY AND COUNTY OF HONOLULU
FISCAL YEAR 2023

- **Submission deadlines:** Completed statements of qualification must be submitted through the Portal by 11:59 p.m. Hawaii Standard Time (HST) on Thursday, JUNE 30, 2022 to be eligible for consideration for the entire fiscal year from July 1, 2022, through June 30, 2023.
- Submittals received between July 1, 2022, through September 30, 2022, will be considered a "late submittal" and will be eligible for consideration beginning October 1, 2022.
- No submittals will be accepted in response to this Notice after 11:59 p.m. HST, September 30, 2022.

Guides and Resource

- [BWS Consultant Portal User Guide](#)
- [BWS Portal User Profile & User Management](#)
- [Professional Service General Terms & Conditions Rev. 9/2020](#)
- [Cyber Security Questionnaire Rev. 2/2020](#)

For assistance, please contact the BWS Procurement Office at (808) 748-5071 or via email at Professionalservices@hbws.org

The Welcome page provides users with the following:

- A link to the Board of Water Supply Procurement website.
- Notices of current Professional Service Ads.
- Links to view and download the Portal User Guides, General Terms and Conditions and the Cyber Security Questionnaire

Pukashell Designs, LLC

Welcome

Qualification Editor

Submission Dashboard






History

REMINDER:

Only submissions for project categories that used the SFR330 Form format are archived and may be viewed, download and printed. Copies of Letter of Interest submissions are not available on the Portal.

History

Fiscal Year 2022

Division	Project Category	Submitted Date	
Capital Projects	22-01CP: Archaeological Services	5/24/2021	
Water Quality	22-05WQ: Environmental Assessments & Project Management Services	5/28/2021	
Information Technology	22-07IT: SharePoint Consulting Services	5/29/2021	
Capital Projects	22-02CP: Architectural Services	10/6/2021	
Capital Projects	22-12CP: Environmental Assessments/ Environmental Impact Statements	10/6/2021	

HISTORY

The History section is a Firm's archive of all prior fiscal year qualifications that were successfully completed and submitted through the Portal. Firms may view, download, or print copies of the archived submission(s). Incomplete submissions that were started but not submitted by the final deadline for submissions are removed and not archived.



Automatic Save Feature

In the **Qualification Editor** an automatic save feature has been added and will save the information entered on the page every 20 seconds after a minimal amount of information has been entered in the respective section. Below are the list of sections that have the automatic save feature and the minimal amount of information that is required to trigger the Auto-save function.

<u>Part I – Specific Qualifications</u>	<u>Minimum Data Entry to Trigger the Auto-Save</u>
Point of Contact	First & Last Name, Title, Firm Name
Proposed Project Category Team	Title of Proposed Team Set
Key Personnel	First & Last Name
Example Projects	Project Title

Required Fields to Trigger the Automatic Save



Qualification Editor

Part 1 - Specific Qualifications

Point of Contact ✓ Data has been saved

Last Name *
DOE

First Name *
JOHN

Title *
President

Name of Firm
Pukashell Designs, LLC

Pukashell Designs, LLC

Welcome

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 ✓ Data has been saved

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

Role in This Contract
|
This field is required

Qualification Editor

Part 1 - Specific Qualifications

Resumes of Key Personnel Proposed for Project Category ✓ Data has been saved

Last Name
Doe

First Name
John

Title Service Provided
This field is required

Project Category (Optional)

Total Years of Experience
This field is required

Years Experience with Current Firm
This field is required

Qualification Editor

Part 1 - Specific Qualifications

Example Projects Which Best Illustrate Firm's Qualifications For Project Category ✓ Data has been saved

Example Project Title
SAMPLE PROJECT

Location (City and State)
This field is required

Year Completed Professional Services
This field is required

Year Completed Construction (If Applicable)

Project Owner

Point of Contact Name

Telephone Number

**QUALIFICATION EDITOR
Company Name Prefill**

In the **Qualification Editor** the name of your firm will automatically populate when a new entry is created the following sections:

Part I – Specific Qualifications

- Point of Contact
- Example Project
- Proposed Team
- Key Personnel

Part II - General Qualifications

- Firm or branch office

Qualification Editor

Part 1 - Specific Qualifications

Point of Contact

Last Name *	First Name *
This field is required	This field is required

Name of Firm
Pukashell Designs, LLC

Qualification Editor

Part 1 - Specific Qualifications

Example Projects Which Best Illustrate Firm's Qualifications For Project Category

Example Project Title	Location (City and State)
This field is required	This field is required
Year Completed Professional Services	Year Completed Construction (If Applicable)
This field is required	

Project Owner	Point of Contact Name	Telephone Number
This field is required	This field is required	This field is required

Firms Involved With This Project

Firm 1.

Firm Name Pukashell Designs, LLC	Firm Location (City and State)	Role
-------------------------------------	--------------------------------	------

Qualification Editor

Part 1 - Specific Qualifications

Proposed Project Category Team

Title of Proposed Team Set

This field is required

What is the role status for the proposed team?

Prime JV Partner Subcontractor

Firm Name Pukashell Designs, LLC	Role In This Contract
	This field is required

Qualification Editor

Part 1 - Specific Qualifications

Resumes of Key Personnel Proposed for Project Category

Last Name	First Name
This field is required	This field is required
Title Service Provided	Project Category (Optional)
This field is required	
Total Years of Experience	Years Experience with Current Firm
This field is required	This field is required

Firm Name Pukashell Designs, LLC	Firm Location (City and State)
-------------------------------------	--------------------------------

KEY PERSONNEL

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. To help firms manage the Key Personnel profiles and easily identify and select the appropriate profile when completing a project category submission, the following enhancements have been made:

1. In the **Qualification Editor** the Key Person Profile page a “Project Category” field has been added that users may use to select a project category for the profile if applicable. The “Project Category” field is an optional field.

Qualification Editor

Part 1 - Specific Qualifications

Resumes of Key Personnel Proposed for Project Category

A master list of Project Categories is available in a drop-down menu.

Last Name PUKA	First Name JOHN
Title Service Provided PRINCIPAL-IN-CHARGE	Project Category (Optional) 03CP: Distribution Mains
Total Years of Experience 20	Years Experience with Current Firm 15
Firm Name PUKASHELL DESIGNS, LLC	Firm Location (City and State) HONOLULU, HAWAII

01CP: Archaeological Services
02CP: Architectural Services
03CP: Distribution Mains
04CP: Transmission Mains
05CP: Geotechnical Engineering
06CP: Civil Engineering

Qualification Editor

Part 1 - Specific Qualifications

Resumes of Key Personnel Proposed for Project Category

The Project Category has been added to the summary list of Key Personnel.

Name	Title	Category	Sort by: Last Name
✓ DOE, JOHN	MECHANICAL ENGINEER	04CP: Transmission Mains	
✓ PUKA, JOHN	PRINCIPAL-IN-CHARGE	03CP: Distribution Mains	
✓ SHELL, JANE	PROJECT ENGINEER	01CP: Archaeological Services	

To add the Project Category for any Key Personnel, profile click the pencil icon, add the information and save.

KEY PERSONNEL (CONTINUED)

2. In the **Submission Dashboard** when inserting the qualifications for a specific project category and adding **Key Personnel**, the information in the drop-down menu contains the Key Person's name, Title, and the Project Category, if one has been added to the profile in the Qualification Editor.

23-07CP: Structural Engineering

- 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
- Review


Part I - Specific Qualifications

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

Select Key Personnel*

- 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	Last Name ▾
1.	SHELL, JANE	PROJECT ENGINEER	01CP: Archaeological Services	

NOTE: to have the project category information display in the drop-down menu users will need go to the **Qualification Editor** and edit any Key Personnel profile that has already been created to add the project category.

3. The profiles of the Key Personnel will be displayed in the PDF submission for the respective project category based on the date and time that the Key Person's profile is added to the specific project category submission.

< Back

Next Step >

EXAMPLE PROJECTS

The following enhancements have been made to the **Example Project** section in the **Qualification Editor**

- 1. The Example Project Title character limit has been expanded to 250 characters including spaces.
- 2. The “Year Completed” filed now has the additional option of “NA/Not Started”.

Qualification Editor

Part 1 - Specific Qualifications

Example Projects Which Best Illustrate Firm's Qualifications For Project Category

<p>Example Project Title Character limit = 250 including spaces</p>	<p>Location (City and State)</p> <p>This field is required</p>
<p>Year Completed Professional Services</p> <p>This field is required</p>	<p>Year Completed Construction (If Applicable)</p> <p>— NA/Not Started Ongoing 2022 2021</p>

EXAMPLE PROJECTS (Continued)

3. The Project Owner has been added to the summary list of the Example Projects that have been added to the company's profile in the **Qualification Editor**.





4. The summary list of Example Projects in the **Qualification Editor** may be sorted by title, Owner, or Location.

Qualification Editor

Part 1 - Specific Qualifications

Example Projects Which Best Illustrate Firm's Qualifications For Project Category

[Add Example Project](#)

	Project Title	Owner	Location	Sort by:
✓	P & E Work for Drainage Improvements to Woodlawn 705 and Wilhelmina Rise 1100 Reservoirs	HPD	AWER	Title Owner Location
✓	Holding Cells at medium security facility	HPD	Honolulu	 
✓	Kapolei Family Court ADA Ramp	Judiciary	honolulu	 

EXAMPLE PROJECTS (Continued)

3. In the **Submission Dashboard** when inserting the qualifications for a specific project category and adding up to 10 Example Projects, the information in the drop-down menu contains the project owner, and project title

23-07CP: Structural Engineering

- Part I - Specific Qualifications
- ✘ A. Point of Contact
- B. Proposed Team
- ✓ C. Key Personnel
- ✓ 1. SHELL, JANE
- ✓ D. Example Projects
- ✓ 1. Holding Cells at medium security facility
- ✓ 2. Kewalo Basin Storage Tank Facilities
- ✓ 3. P & E Work for Hahaione Street, Hokulani Street and Kahena Street Area Water System Improvements

Part I - Specific Qualifications

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

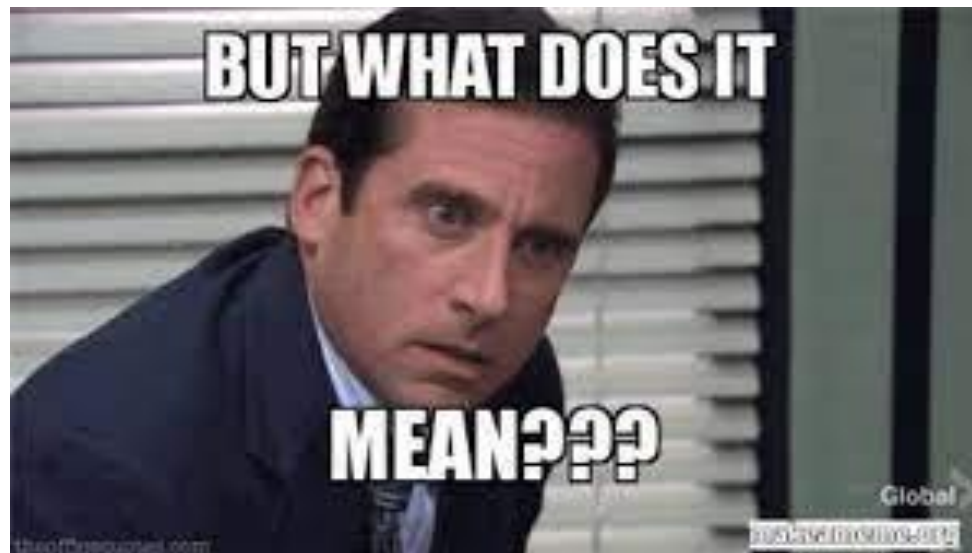
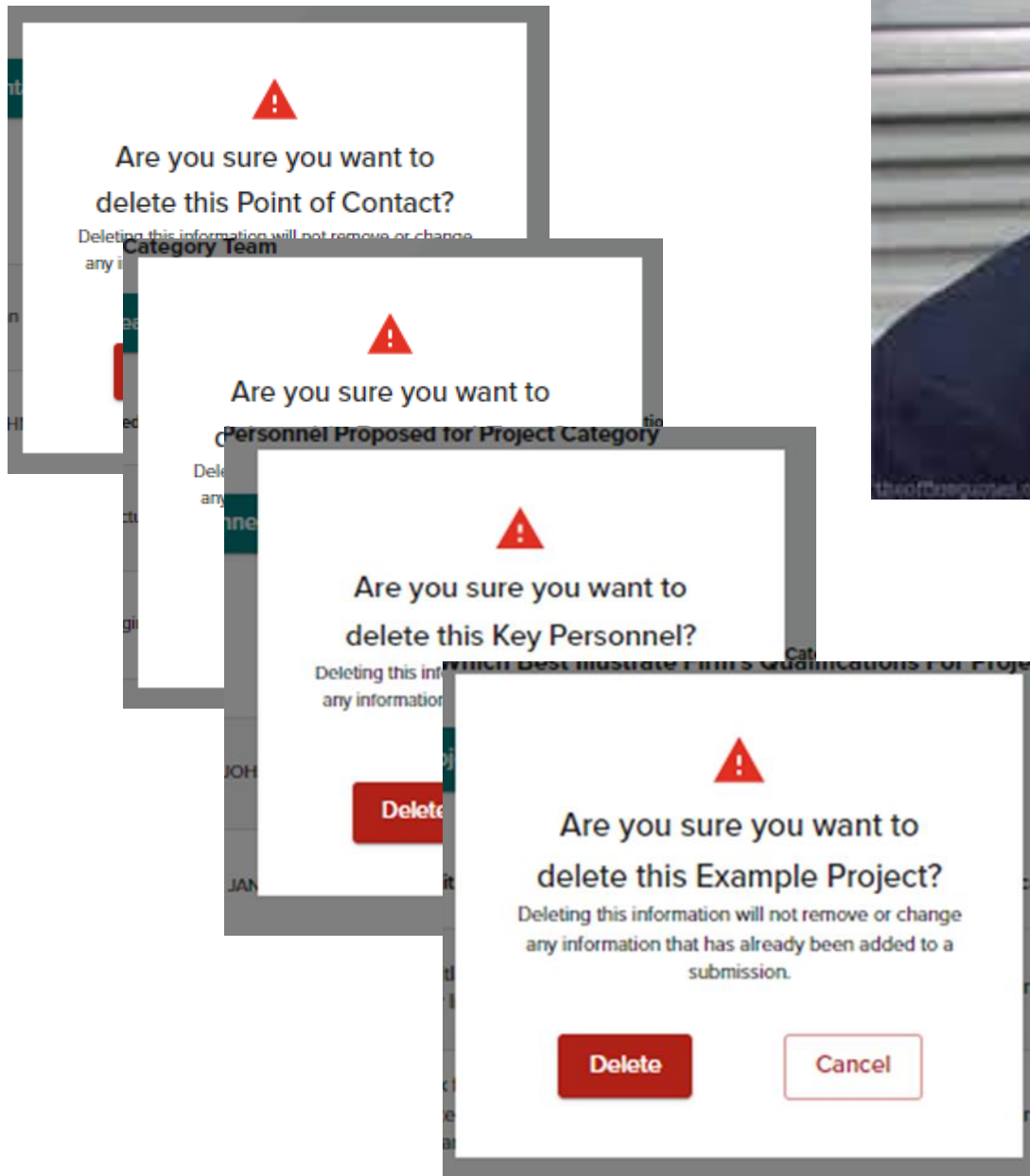
Present up to **10 projects** with emphasis on previous City and Board of Water Supply projects.

Select Example Project *

- 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
- City & County of Honolulu - Kewalo Basin Storage Tank Facilities
- University of Hawaii - Pump replacement and renovation Honouliuli Wells V
- Judiciary - Kapolei Family Court ADA Ramp
- HPD - Holding Cells at medium security facility
- HPD - P & E Work for Drainage Improvements to Woodlawn 705 and Wilhelmina Rise 1100 Reservoirs

Add Example Project

	Project Owner	Example Project Title
1.	HPD	Holding Cells at medium security facility
2.	City & County of Honolulu	Kewalo Basin Storage Tank Facilities
3.	State DOT	P & E Work for Hahaione Street, Hokulani Street and Kahena Street Area Water System Improvements



QUALIFICATION EDITOR DELETE POP UP WINDOW

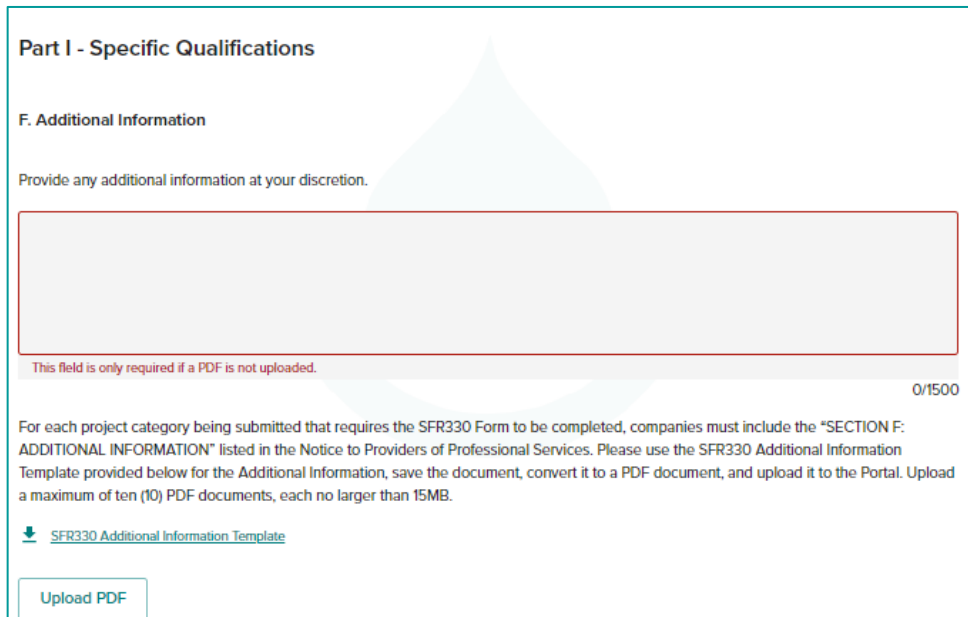
In each section of the **Qualification Editor** users may delete entries by clicking the trash icon. When deleting information a pop window will open asking the user to confirm that they want to delete the information.

- Deleting information in the **Qualification Editor** will not remove the information from any **project category submission** that it has already been added to.
- If a user deletes information from a specific project category that has not yet been submitted, the user will need to go to the **Submission Dashboard** and “Edit” the submission remove the information and “Save” the edits.

MISCELANIOUS

1. Section F - Additional Information and the "SFR330 Additional Information Template"

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. Including the Project Category in the Header of the document is optional and may be deleted.



Part I - Specific Qualifications

F. Additional Information

Provide any additional information at your discretion.

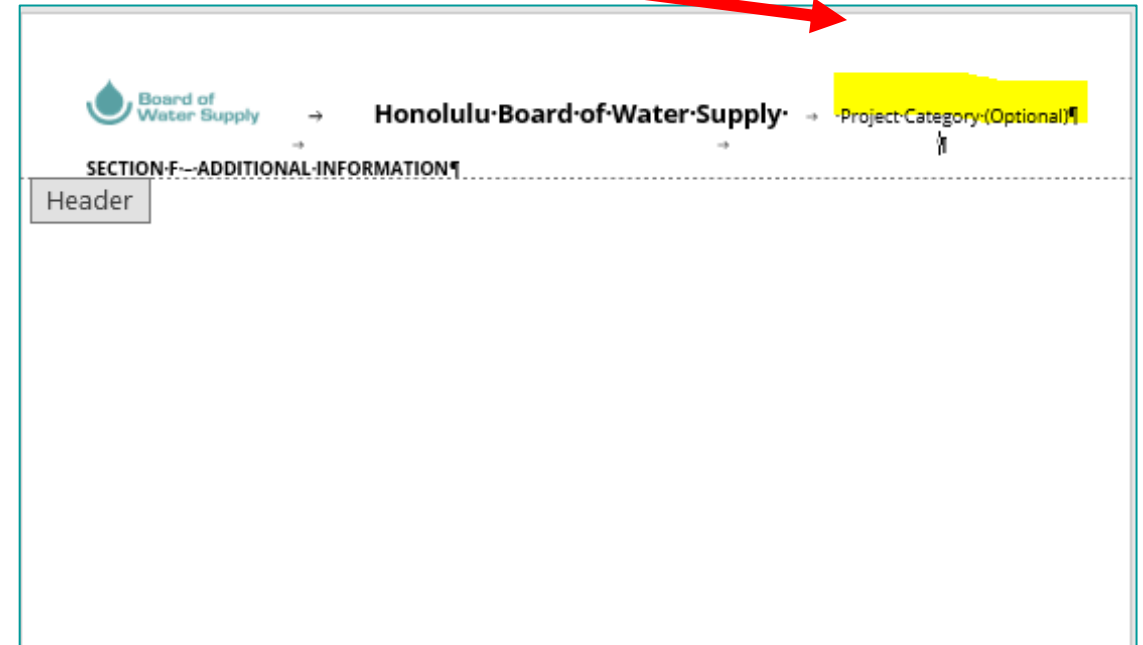
This field is only required if a PDF is not uploaded.

0/1500

For each project category being submitted that requires the SFR330 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](#)

Upload PDF



Board of Water Supply → Honolulu Board of Water Supply → Project Category (Optional)

SECTION F--ADDITIONAL INFORMATION

Header



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

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