

HONOLULU AUTHORITY FOR RAPID TRANSPORTATION
CITY AND COUNTY OF HONOLULU

ADDENDUM NO. 1

TO THE

REQUEST FOR QUALIFICATIONS

FOR THE

HONOLULU RAIL TRANSIT PROJECT
AIRPORT STATION GROUP
REQUEST FOR QUALIFICATIONS NO. RFQ-HRT-499915

ISSUED: April 27, 2012

NOTICE TO ALL PROSPECTIVE OFFERORS:

This Addendum is hereby made a part of the Request for Qualifications (RFQ) for the HONOLULU RAIL TRANSIT PROJECT (H RTP), AIRPORT STATION GROUP, and it shall amend the said Request for Qualifications in the following respects:

ITEM NO. 1 — PRE-SUBMITTAL CONFERENCE ATTENDEES LIST

A copy of the attendee list for the Pre-Submittal Conference held on April 12, 2012 is available for download on the City's Purchasing website located at www.honolulu.gov/pur.

ITEM NO. 2 – PRE-SUBMITTAL CONFERENCE PRESENTATION

A copy of the Pre-Submittal Conference Microsoft PowerPoint presentation is available for download on the City's Purchasing website located at www.honolulu.gov/pur.

ITEM NO. 3 – NOTICE TO CONSULTANTS REQUEST FOR PROFESSIONAL SERVICES

- a. Page one, paragraph one of the RFQ, shall be deleted in its entirety and replaced with the following:
"LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS responding to this Request for Qualifications (RFQ) will be accepted up to 2:00 p.m. Hawai'i Standard Time (HST) on May 10, 2012, to the HART Executive Director and CEO, Honolulu Authority for Rapid Transportation, 1099 Alakea Street, Suite 1700, Honolulu, Hawai'i 96813."

ITEM NO. 4 – NOTICE TO CONSULTANTS REQUEST FOR PROFESSIONAL SERVICES, SUBMITTAL MATERIAL REQUIREMENTS

- a. Subparagraph 2.A., shall be deleted in its entirety and replaced with the following:

- "A. Name of the firm, the year the firm was established under the current name, the principal place of business, the location of all its offices, and a copy of the firm's organizational documents (such as articles of incorporation, limited liability company, registration, etc.)."
- b. Subparagraph 2.D., shall be deleted in its entirety and replaced with the following:
"D. The annual revenues and average number of employees for each of the past five (5) years. A current Balance Sheet certified to be an accurate and true copy signed by the firm's Chief Financial Officer, or another corporate executive of the firm who has knowledge of the firm's financial position. The Balance Sheet must be dated to reflect the ending period to which the Balance Sheet information applies. At a minimum the Balance Sheet must reflect current assets, long term assets, current liabilities, long term liabilities, and owner's equity."
- c. Subparagraph 3.A.5), shall be deleted in its entirety and replaced with the following:
"5) Chief Civil Engineer"

ITEM NO. 5 – NOTICE TO CONSULTANTS REQUEST FOR PROFESSIONAL SERVICES, DEADLINE

- a. The first sentence of this section shall be deleted in its entirety and replaced with the following:
"An **original and seven (7) copies** of the submittal materials packet shall be submitted not later than May 10, 2012, 2:00 p.m. HST to:"

ITEM NO. 6 – QUESTIONS AND RESPONSES

The following questions were received by the Transit Mailbox and at the Pre-Submittal Conference; the responses from the Honolulu Authority for Rapid Transportation (HART) follow.

Question #1

Please confirm that the contract type for this project will be a fixed-price (lump sum) contract, as opposed to a cost-reimbursement type contract.

Response #1

Yes, we anticipate this being a lump sum contract.

Question #2

Please define the Chief Facilities Engineer position and how it differs from Chief Architect and other required key personnel.

Response #2

There was no Chief Facilities Engineer position identified in the RFQ; however, as mentioned in Response #7, we inadvertently included the position of Chief Facilities Design Manager. The correct title for this position is Chief Civil Engineer.

Question #3

Submittal Materials Requirements, Section 2. H. What would you consider relevant projects?

Response #3

Design of other transit stations with similar characteristics would be considered relevant projects.

Questions #4

Is it acceptable for projects listed in individuals' resumes to overlap with projects listed in Section 2. H. of the Submittal Materials Requirements?

Response #4

Yes, this is acceptable.

Question #5

Regarding the financial Balance Sheet mentioned in the PowerPoint presentation, is an SEC yearly report sufficient?

Response #5

No, we would expect a standard Balance Sheet that is typically part of a firm's financial statement. It is not necessary that the Balance Sheet be audited, but as described in Response #10 that the certification will be signed by the Chief Financial Officer, or signed by another appropriate company executive.

Question #6

Will the budget be disclosed to the top ranked firm during negotiations?

Response #6

Yes, the budget will be disclosed to the top ranked firm during negotiations.

Question #7

What is the definition of a Chief Facilities Design Manager?

Response #7

The position of Chief Facilities Design Manger was inadvertently included in the Request for Qualifications and is being replaced with the position of Chief Civil Engineer.

Question #8

A request to provide organizational documents was not listed in the RFQ. Will this be amended and do we have to provide these documents for our major subconsultants?

Response #8

Yes, the RFQ is amended as shown above to include the requirement to provide organizational documents. Organizational documents will also be required for firms named as major subconsultants.

Question #9

Regarding the schedule in the PowerPoint presentation, does anticipated award in October 2012 mean execution of the contract?

Response #9

Yes.

Question #10

The RFQ states, "The annual revenues and average number of employees over the past five (5) years." During the pre-submittal conference that it was said "HART will require a certified revenue statement or audit statement. This document must be signed by the Chief Financial Officer or equivalent." What is the minimum financial data that can be submitted? Will a Summary of Financial Data that covers the past five (5) years produced from the latest Annual Report suffice from a publicly traded company?

Response #10

The required data is to consist of annual revenues and the average number of employees for the past five (5) years. Annual revenues can consist solely of the amount of revenue earned annually. Also required is a copy of a recent Balance Sheet for the firm that is certified to be a true and correct copy signed by the Chief Financial Officer, or another corporate executive of the firm who has knowledge of the firm's financial position. At a minimum the Balance Sheet must contain the date, current assets, long term assets, total assets, current liabilities, long term liabilities, and owner's equity.

Question #11

Please identify who is the Chief Procurement Officer for this procurement.

Response #11

The Chief Procurement Officer is the Executive Director and CEO of HART or a designee.

Question #12

The RFP states, "In case of a team approach, the letter of interest must indicate whether the team members intend to form a partnership, joint venture, prime-major subconsultant or other legal or organizational structure. If the organizational structure is prime-major subconsultant, the prime firm, which could be a corporation, joint venture, partnership, etc., and the major subconsultant firm(s), must be clearly identified." But a statement was made during the non-mandatory pre-submittal conference that a teaming agreement or contract must be submitted for each identified major subconsultant which the major subconsultants qualifications are submitted. This may require some time to negotiate. Will the required submittal date be postponed to allow such agreements to be executed?

Response #12

The submittal materials packet due date has been extended to May 10, 2012 as shown above.

Question #13

Since we do not have a definition for "Chief Facilities Design Manager" and their role in the project at the time of the final submittal date for questions to HART, when will the definition be issued and will HART allow enough time by postponing the required submittal date to fill the position with the correctly qualified person?

Response #13

Refer to Response #7 and Response #12.

Question #14

What is meant by the requirement on the key staff resumes for "current assignment location"? Is this requesting their geographical location and/or current role within their respective firm?

Response #14

It is expected that only the individual's current physical location be included.

Question #15

Is it intended that the four (4) stations will be bid under one construction bid package?

Response #15

Yes.

Question #16

Will the prospective Offerors have an opportunity to view the existing Preliminary Engineering/Architectural Drawings prior to the deadline of the submittal materials?

Response #16

Yes, drawings will be made available for viewing at the HART Project Office, located at 1099 Alakea Street, Suite 1700, Honolulu, Hawaii 96813. Appointments may be made in two (2) hour increments during normal business hours commencing at 8:00 a.m. Email the Transit Mailbox to schedule an appointment.

APPROVED:



Daniel A. Grabauskas
Executive Director and CEO
Honolulu Authority for Rapid Transportation