

**HONOLULU AUTHORITY FOR RAPID  
TRANSPORTATION**

**HONOLULU RAIL TRANSIT PROJECT**

**WEST O‘AHU AND FARRINGTON  
HIGHWAY STATION GROUPS  
CONSTRUCTION ENGINEERING AND  
INSPECTION (CE&I) CONSULTANT**

**PROFESSIONAL SERVICES CONTRACT**

**REQUEST FOR QUALIFICATIONS**

**NO. RFQ-HRT- 521406**

**QUESTIONS RELATING TO THIS SOLICITATION, CONTACT:**

**HONOLULU AUTHORITY FOR RAPID TRANSPORTATION  
1099 ALAKEA STREET, SUITE 1700  
HONOLULU, HAWAII 96813  
TRANSITMAILBOX@HONOLULU.GOV**

**NOTICE OF REQUEST FOR QUALIFICATIONS  
ISSUED PURSUANT TO HAWAII REVISED STATUTES § 103D-304  
FOR  
WEST O'AHU AND FARRINGTON HIGHWAY STATION GROUPS CONSTRUCTION  
ENGINEERING AND INSPECTION CONSULTANT  
HONOLULU RAIL TRANSIT PROJECT  
PROFESSIONAL SERVICES CONTRACT  
REQUEST FOR QUALIFICATIONS NO. RFQ-HRT-521406  
HONOLULU AUTHORITY FOR RAPID TRANSPORTATION**

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 August 31, 2012, addressed to the HART Executive Director and CEO, Honolulu Authority for Rapid Transportation, 1099 Alakea Street, Suite 1700, Honolulu, Hawai'i 96813.

A Pre-Submittal Conference is scheduled to be held from 1:30 p.m. to 3:00 p.m. HST on July 30, 2012, at the Laniakea YWCA, 1040 Richards Street, Honolulu, Hawai'i 96813. All interested Offerors are encouraged to attend; however, attendance is not mandatory.

Because the Honolulu Rail Transit Project will be funded with Federal assistance, the selected Offeror is expected to comply with applicable Federal Transit Administration (FTA) requirements.



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DANIEL A. GRABAUSKAS  
Executive Director and CEO  
Honolulu Authority for Rapid Transportation

## **NOTICE TO CONSULTANTS REQUEST FOR QUALIFICATIONS**

The Honolulu Authority for Rapid Transportation (HART) is seeking professional services in the fields of architecture and engineering for a Construction Engineering and Inspection Consultant (Consultant) for the Honolulu Rail Transit Project (HRTTP). Under the West O‘ahu and Farrington Highway Station Group CE&I Consultant Contract (Contract), the Consultant will provide services during the late Final Design Phase of the Station Design Contracts and Construction phase for the following six (6) stations: West Loch Station, Waipahu Station, Leeward Community College Station, East Kapolei Station, UH West O‘ahu Station, and Ho‘opili Station.

The successful firm must be licensed to do business in the State of Hawai‘i at the time of submission of Statement of Qualifications to this Notice. HART intends to seek funding assistance from the United States Department of Transportation, Federal Transit Administration (FTA) and must comply with the applicable statutory, regulatory, and administrative requirements including FTA third-party contracting requirements.

### **HRTTP BACKGROUND**

#### Purpose

The purpose of the HRTTP is to provide high-capacity rapid transit in the congested east-west transportation corridor between Kapolei and the University of Hawai‘i at Mānoa (UH Mānoa). This corridor includes the majority of housing and employment on O‘ahu. The north-south width of the corridor is a maximum of four (4) miles, as much of the corridor is constrained by the Ko‘olau and Wai‘anae Mountain Ranges to the north and the Pacific Ocean to the south.

#### The HRTTP: East Kapolei to Ala Moana Center via the Airport

The HRTTP is identified in the Final Environmental Impact Statement (FEIS) as the Airport Alignment. The HRTTP includes the design, construction and operation of a twenty (20) mile grade-separated fixed guideway transit system between East Kapolei and Ala Moana Center. All parts of the guideway will be elevated, except near Leeward Community College, where it will be at-grade. The system will incorporate steel wheel on steel rail technology. The HRTTP includes twenty-one (21) stations, one (1) Maintenance and Storage Facility (MSF), and eighty (80) light metro vehicles and associated core systems.

#### Planned Extensions

In addition to the HRTTP, the Locally Preferred Alternative (LPA) includes four (4) planned extensions connecting the HRTTP to West Kapolei, UH Mānoa, Waikīkī, and Salt Lake. The extensions would receive separate detailed environmental review. If funding is identified in the future, engineering design and environmental analysis of the extensions and the appropriate alternatives analysis will be undertaken. The HRTTP, as evaluated in the FEIS, has logical termini and independent utility from any extensions that may be constructed in the future.

The FEIS and additional information on the HRTTP can be found at: <http://honolulustransit.org>.

### Status of FTA Programmatic Requirements

- October 2006: Completion of an Alternatives Analysis.
- December 2006: The Fixed Guideway Alternative was selected as the LPA by the Honolulu City Council.
- March 2007: FTA publishes a Notice of Intent to prepare an Environmental Impact Statement in the Federal Register.
- November 2008: The Draft Environmental Impact Statement (DEIS) was released for public comment.
- February 2009: The public comment period ended.
- October 2009: FTA authorizes the HRTTP to enter New Starts Preliminary Engineering phase.
- September 2010: The FEIS was submitted to the State of Hawai'i Governor's Office for review.
- December 2010: The FEIS was signed by Governor Abercrombie.
- January 2011: The Record of Decision (ROD) was issued by the FTA.
- December 2011: FTA authorizes the HRTTP to enter New Starts Final Design phase.

### **PROJECT DELIVERY AND CURRENT PROCUREMENT EFFORTS**

#### Guideway and Stations

The HRTTP's guideway and stations are planned to be constructed starting from the western terminus of East Kapolei in sections:

- Section I - West O'ahu/Farrington Highway: East Kapolei Station to Pearl Highlands Station;
- Section II – Kamehameha Highway: Pearl Highlands Station to Aloha Stadium Station;
- Section III – Airport: Aloha Stadium Station to Middle Street Transit Station; and
- Section IV – City Center: Middle Street Transit Station to Ala Moana Center Station.

HART has entered into design-build (DB) contracts for the West O'ahu/Farrington Highway Guideway and the Kamehameha Highway Guideway sections.

All station groups will be implemented through the procurement of individual design firms, under professional services contracts, who will prepare design documents for individual construction packages to be procured using the design-bid-build method.

#### Core Systems

The Core Systems will be constructed under a design-build-operate-maintain (DBOM) contract. The major subsystems and other end-products to be acquired under the contract over the eight (8) year period include the revenue vehicles, train control, traction power facilities, fare collection, and manufactured products required for operation and maintenance of the system. HART has entered into a DBOM contract for the Core Systems.

#### Maintenance and Storage Facility (MSF)

The MSF will be constructed under a DB contract. The MSF DB contractor will be responsible for: completing design; site work; construction of various maintenance buildings; and

purchasing, storing, and distribution of rail, special trackwork, switch machines, contact rail and appurtenances for the entire H RTP. HART has entered into a DB contract for the MSF.

### **SCOPE OF WORK**

An indicative listing of tasks relating to the Contract Scope of Work (Work) for this RFQ is attached hereto as Appendix A. A final determination of levels of effort, work, scope, responsibilities and schedule will be negotiated with the selected Offeror pursuant to Hawai'i Revised Statutes (HRS) §103D-304(h) (Supp. 2010).

### **VIEWABLE DOCUMENTS**

Drawings, Design Analyses, the Contract Resident Engineer's Manual for Design-Bid-Build contracts and all HART furnished data identified in Appendix A will be made available for viewing to interested Offerors. The documents may be viewed upon scheduled appointments at the following location:

Honolulu Authority for Rapid Transportation  
1099 Alakea Street Suite 1700  
Honolulu, Hawai'i 96813

Please e-mail [transitmailbox@honolulu.gov](mailto:transitmailbox@honolulu.gov) to schedule appointments.

### **TERM OF CONTRACT**

The term of this Contract will be negotiated with the selected Offeror. The Contract may be subject to multiple notices-to-proceed which will authorize portions of the Work under the Contract to commence. Tentative phased design in accordance with FTA procedural requirements and contract durations consistent with current existing schedule constraints are included in Appendix A.

### **PRE-SUBMITTAL CONFERENCE**

A Pre-Submittal Conference to respond to questions from persons interested in submitting statements of qualifications will be held. Although attendance is not mandatory, all interested Offerors are encouraged to attend. Pre-registration is not required. Advance questions are encouraged and may be emailed to: [transitmailbox@honolulu.gov](mailto:transitmailbox@honolulu.gov). Interested Offerors are invited to provide suggestions on the scope of the professional services as well as any other related recommendations or concerns the Offerors wish to discuss. Additional questions may be addressed during the Pre-Submittal Conference; however, any information provided will be considered unofficial until issued in writing via addenda. Addenda will be posted subsequently on the City and County of Honolulu's Purchasing Professional Service Notice Section with its Respective Request for Qualifications, [www.honolulu.gov/pur](http://www.honolulu.gov/pur).

Date of Conference: July 30, 2012  
Time of Conference: 1:30 p.m. – 3:00 p.m. HST

Place of Conference: Laniakea YWCA  
1040 Richards Street  
Honolulu, Hawai'i 96813

### **SUBMITTAL MATERIALS REQUIREMENTS**

1. Letter of interest. The letter of interest must include contact information (name, title, name of firm, mailing address, phone number, and email address) for the authorized representative(s) of the firm(s) submitting the letter of interest. Please ensure that contact information is up-to-date because should HART need to contact you regarding your submittal materials it will be through the contact person named in the letter of interest. In the 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. The letter of interest must be signed by a representative who is authorized to commit the firm. For joint ventures the letter of interest must be signed by all joint venture partners. Signing the letter of interest attests that the information provided therein is current and factual.

Letter of Interest must be signed in ink by a person authorized to act for the Offeror. Evidence of the signer's authority to act on behalf of the Offeror sufficient to satisfy HART must be submitted.

The Letter of Interest or the Statement of Qualifications shall be date- and time-stamped by a HART officer or employee at the time of receipt by HART. It is the responsibility of the Offeror to ensure that the Letter of Interest and Statement of Qualifications is submitted on or before the time specified for receipt.

An Offeror may submit a maximum of one (1) Letter of Interest. An Offeror shall be considered to have more than one Letter of Interest if an Offeror submits more than one Letter (i) in the same name; (ii) by an agent of the Offeror; (iii) by a partnership or joint venture of which the Offeror is a member in which an Offeror holds more than Twenty-Five (25) percent interest in the Offeror's name or in the name of others for the Offeror in any manner; (iv) by a corporation in which an Offeror owns more than twenty-five (25) percent of the shares of stock in the Offeror's name or in the name of others for the Offeror in any manner; or (v) by any combination of the entities described in (iii) and (iv), above in this paragraph, in which an Offeror holds a total of more than twenty-five (25) percent combined interest in an Offeror's name or in the name of others for an Offeror in any manner.

2. Information on the Offeror. (In the case of a partnership or joint venture, submit information for the respective partnership or joint venture entity itself and for each member firm making up the partnership or joint venture. In the case of a prime-major subconsultant, submit information for the prime and the major subconsultant(s).)

- A. Name of the firm, the year the firm was established under the current name, the principal place of business, and location of all its offices.
- B. Former firm names. Indicate any other previous names for the firm during the last five (5) years and the year the name change was effective.
- C. Type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.). Provide a copy of the firm's organizational documents (such as articles of incorporation, operating agreement, partnership agreement, and registration, etc.). Organizational documents may be submitted as an appendix to your qualifications.
- D. The annual revenues and average number of employees over 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.
- E. The names and phone numbers of a maximum of five (5) clients who may be contacted, including at least two (2) for whom services were rendered during the past twelve (12) months, preferably for services similar to those required for the Contract.
- F. A statement as to whether the firm, its principals or key employees presently, or in the past, are, or have been, involved in any debarment or suspension proceedings.
- G. A statement identifying any contract involving the firm that was terminated for default within the past three (3) years.
- H. Provide a list of example projects which best illustrate the firm's relevant qualifications for this Contract. The list must not exceed ten (10) recent projects that include major projects undertaken within the past ten (10) years. Provide the following information for each project listed:
  - 1) Title and location of the project;
  - 2) Project owner and owner's project number;
  - 3) Specific roles of the firm;
  - 4) Brief description of the work;
  - 5) Period of performance (start and end dates);
  - 6) Final contract value;
  - 7) Percent of work completed by the firm under the contract;
  - 8) Identify any project claims and litigation involving your firm (if none, so state); and
  - 9) Did the project involve federal funds (yes or no).
- I. Any promotional or descriptive literature which the firm desires to submit.

3. Key individuals.

- A. Identify the persons who will be assigned to the key positions listed below. For each person clearly state the *current* employer and location of each person.

- 1) Contract Resident Engineer Manager
  - 2) Deputy Contract Resident Engineer
  - 3) Office Engineer
  - 4) Project Controls Specialist
  - 5) Contract Specialist
  - 6) Document Control Lead
  - 7) Lead Field / Utility Engineer
  - 8) Lead Inspector
  - 9) Constructability Review Specialist
- B. Provide resumes for the persons identified above and for any other individuals deemed to have a major role in providing the services. The resumes must include:
- 1) Total years of experience, number of years with the current firm, name of the current employer, and current assignment location of key employee named;
  - 2) Education (highest relevant academic degree(s) and specialization for each degree);
  - 3) For individuals who hold current professional registration identify the registration number, state, and discipline. The name on the professional registration must match the name in Section 3.A, above;
  - 4) Work experience on up to five (5) recent relevant projects. Include a brief description of the project (scope, size, cost, etc), the person's specific role on the project, the year the person's work on the project was completed, and the person's employer for the project; and
  - 5) Names, titles, and contact information for a maximum of three (3) references.
- C. Other related information:
- 1) Identification and roles of each subconsultant firm proposed to work on the Contract (this section must not exceed two (2) pages);
  - 2) An organization chart of the proposed Professional Services team which includes the key individuals identified in Section 3.A, above;
    - a. Describe how the organizational chart operates in terms of geographical location(s) and describe the interfaces between the prime and its subconsultant(s).
  - 3) Demonstrated capability to undertake the financial responsibilities associated with a professional services contract;
  - 4) A narrative on any unique approaches or design solutions the Offeror will undertake to accomplish the work; and

In accordance with Hawai'i Administrative Rules (HAR) §3-122-63(b), the statements of qualifications and related information submitted by the Offerors (submittal materials), except those portions for which a written request for confidentiality has been made per HAR §3-122-58, will be open to public inspection upon posting of the award of this Contract. Offerors shall designate in writing those portions of their submittal materials that contain trade secrets, proprietary, or confidential commercial and financial information that are to remain confidential, subject to HAR §3-122-58. The specific proprietary information, trade secrets, or confidential commercial and financial information must be clearly identified as such. Material designated as confidential must be readily separable from the submittal materials to facilitate inspection of the

non-confidential portion of the submittal materials. Designation of the entire submittal materials as confidential will not be acceptable.

## **SELECTION**

HART will evaluate submittal materials according to the criteria identified below. The criteria are listed in descending order of importance.

### Evaluation Criteria

1. Experience and professional qualifications relevant to the Contract;
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
3. Capacity to accomplish the work in the required time; and
4. Project Approach

## **DEADLINE**

An **original and seven (7) copies** of the submittal materials packet shall be submitted not later than August 31, 2012, 2:00 p.m. HST to:

HART Executive Director and CEO  
RFQ-HRT-521406  
Honolulu Authority for Rapid Transportation  
1099 Alakea Street, Suite 1700  
Honolulu, Hawai'i 96813

Submittals by facsimiles are not acceptable. The Contract will only be awarded to an Offeror that demonstrates the ability to provide all of the services required for the Contract. Submittal materials received for only part of the required services will be considered non-responsive to this notice.

Any inquiry regarding the services required should be directed in writing to Mr. Wes Mott, Honolulu Authority for Rapid Transportation, at the address above, or to the Transit Mailbox at the following email address: [transitmailbox@honolulu.gov](mailto:transitmailbox@honolulu.gov).

All contact between Offerors and HART shall only be in writing to HART's designated contact or to the Transit Mailbox. Offerors may not contact HART employees or board members or HART's representatives concerning this RFQ while the Solicitation process is in progress.

Any contact determined to be improper, at the sole discretion of HART, may result in disqualification.

**APPENDIX A****ATTACHMENT TO****NOTICE TO CONSULTANTS REQUEST FOR QUALIFICATIONS****HONOLULU RAIL TRANSIT PROJECT****WEST O'AHU AND FARRINGTON HIGHWAY STATION GROUPS****CONSTRUCTION ENGINEERING AND INSPECTION CONSULTANT****INDICATIVE LISTING OF TASKS RELATED TO THE SCOPE OF WORK**Project Description

The Construction Engineering and Inspection (CE&I) services of the Honolulu Rail Transit Project (HRTTP) will oversee the construction of six (6) stations: West Loch Station, Waipahu Station, Leeward Community College Station, East Kapolei Station, UH West Oahu Station and Ho'opili Station. The scope of work for the Construction Engineering and Inspection Contract (Contract) will be limited to these six (6) stations sites.

Illustrative Scope of Work

The Construction Engineering and Inspection Consultant will be providing services during the end of the Final Design Phase of the Station Group Contract through the Construction phase of the project. The Consultant shall provide sufficient qualified staff at all times to perform pre-construction design reviews, continually inspect all aspects of the contractor's operations in accordance with plans and specifications and HART's established procedures and practices. The Consultant shall also provide qualified staff to perform all necessary related administrative responsibilities related to the Contract.

The responsibilities of the consultant are to oversee compliance to the contract requirements of the construction contract, including quality, budget, scope and schedule. The services included, but are not limited to,

- Conducting constructability and bidability reviews of the final station design.
- Conducting Pre-Construction inspections, activities and project administration to ensure working knowledge of all project requirements and procedures.
- Monitoring the conformance of construction work to the plans and specifications in accordance with the contract and the master project schedule.
- Performing verification testing and inspection so as to maintain quality assurance of the construction contractor(s) compliance to their Quality Control (QC) plan and procedures. Monitoring the quality of the construction work through audits, inspections, sample testing and acceptance.
- Maintaining communication with HART, the construction contractors, and the responsible Engineers about the project status and facilitate Request for Information (RFI), Request for Change (RFC), and other processes so as to resolve conflicts and miss-understandings.

- Assisting the contractor in the coordination with environmental clearances, third party utilities and other regulatory authorities as defined in the construction contracts.
- Monitoring the progress against the construction schedule with the goal of assuring interfaces and cross-contract impacts are minimized.
- Documenting all project activities including, but not limited to, communications, meetings, inspections, correspondence and reports.
- Managing the project documentation system for submittals, communications, correspondence and requests for information, change, payment, etc.
- Analyzing all requests for information, changes, and payment to ensure the project and HART's best interest is maintained.
- Administering change procedures in accordance with the contract and HART's procedures.
- Providing documentary records that the project is built in accordance with plans and specifications.
- Ensuring that all necessary permits are obtained and maintained in accordance with applicable contractual requirements.
- Monitoring the Contractors' adherence to contract requirements, such as Site Safety and Security, Quality Assurance, Environmental Compliance, etc.
- Evaluating and recommending progress, substantial and final payments.
- Conducting project close-out, which may include reviewing and accepting all manuals, warranty and training material, ascertaining construction conformance, confirming record documents, conduction final inspections, and establishing punch lists.
- Conducting Meetings on an as-needed basis
- CE&I Consultant Responsibilities for HART's hosted *Contract Management System*:

Where applicable the CE&I consultant shall use HART's hosted *Contract Management System* in accordance with HART's protocols to manage all documents submitted to HART including but not limited to correspondence, transmittals, meeting minutes, requests, baselines, deliverables, daily logs, payments, and change management documents as follows:

- Submittals - CE&I consultant is responsible for receiving, tracking and managing all contract submittals from the construction contractor using HART's hosted *Contract Management System*. The responsibilities include creating and maintaining the submittal log, provide comments and follow-up responses/actions to HART-comments until satisfactorily resolved in accordance with HART procedure 6.CM-01 Submittal Procedure.
- Correspondence Logs – HART's hosted *Contract Management System's* Correspondence, Received, and Sent Logs shall serve as the repository for all correspondence generated during this project between construction contractor, the CE&I consultant and HART and other project participants. All attached files shall automatically be stored in the content repository

software located on HART's hosted site which is the designated file repository. Incoming correspondence with attached electronic files from the construction contractor shall be emailed to designated CE&I representative. All correspondence created from the CE&I consultant to the construction contractor shall be logged into the Correspondence Sent Log.

- Requests – CE&I consultant shall track, and respond to all Requests for Information or Requests for Changes which are entered into HART's hosted *Contract Management System's* Requests log by the construction contractor. The CE&I consultant shall review and prepare responses with HART concurrence in accordance with HART procedure 6.CM-02 RFI Procedure.
- Meeting Minutes – CE&I consultant shall prepare and input meeting minutes for designated meetings into the Meeting Minutes log in HART's hosted *Contract Management System* and review contractor Progress Meeting Minutes entered into the system in accordance with HART procedure 3.PM-05 Meeting Minutes.
- Contract Baselines–The CE&I consultant shall input and maintain contract baselines and revisions as they are made to HART, entering the latest revision, current status and attaching a .pdf file of the document. They are responsible for the distribution of latest revisions using the HART's hosted *Contract Management System*.
- Construction Daily Reports -The CE&I consultant is responsible for logging construction daily reports in HART's hosted *Contract Management System* on the next business day following the work performed. The CE&I consultant shall review the contractor daily reports which are entered into HART's system the following business day. Project photographs shall be attached to the appropriate daily report as needed.
- Punchlists – The CE&I consultant shall use the Punchlist log from HART's hosted *Contract Management System* during the project closeout to list all deficient work. The CE&I consultant shall coordinate with the Contractor and HART to identify and rectify each item listed in the Punchlist log.
- Change Management –HART's hosted *Contract Management System's* Change Management Log shall be used by the CE&I Consultant and HART to manage all contract changes. The CE&I consultant enters and tracks all relevant documents used to resolve contract changes in accordance with HART procedure 5.CA-02 Change Management.
- Payment Request – The CE&I consultant shall manage the Monthly payment requests prepared by the construction contractor using HART's hosted *Contract Management System* in accordance with HART procedure 5.CA-03 Contractor Progress Payments.
- Software and Computer Requirements – HART shall host a Collaborative Contract and Project Management System which consist of two software

tools; 1) Oracle Primavera *Contract Management*, and 2) Oracle Primavera *P6 Project Management*. The CE&I consultant is required to input daily, specified documents into HART's hosted *Contract Management System*, accessible via the World Wide Web. Once the contract is awarded, the CE&I consultant shall provide to HART, Oracle Primavera Contract Management license's for all their designated personnel. Once the licenses are received, the CE&I consultant shall be given access to HART's hosted *Contract Management System*.

A web browser is used to access the system, the appropriate Java plug-in is automatically downloaded and installed, if it is not already on the computer. This process requires "Administrative" privileges to the computer, and the CE&I consultant shall be responsible for this entire process. HART staff shall be available for technical advice but shall not operate, install, or troubleshoot any software or hardware of the CE&I consultant's that does not function as intended, or adequately, for this application. All of the responsibilities for these activities are exclusively the CE&I consultant. HART shall accept no liabilities arising from the CE&I consultant's installation and use of this software.

Detailed procedure, workflows and training lessons for using HART's hosted *Contract Management System* are available . Except where noted, the system shall eliminate the need to manage multiple hard copies, sepias, CDs, etc. for required contract documents. Instead, most documents will be submitted and routed electronically with physical copies required only when copying is impractical or not possible, such as with samples, catalogue cuts, or large drawings. Original documents may also be necessary when original signatures are required; otherwise, electronic transmittals and documentation shall be used.

### Professional Licenses

Where applicable all work to be done under the supervision of professional engineers and architects licensed by the State of Hawaii Department Commerce and Consumer Affairs.

### **Indicative Listing of Tasks**

#### Contract Resident Engineer (CRE) / Deputy CRE

1. The CRE / Deputy CRE act on behalf of HART to monitor the scope, cost, schedule and quality of the Construction Contractor's work.
2. Serve as the "point of contact" between the Construction Contractors' lead person and the Station Design Engineering Project Manager as well as HART's Contract manager.
3. Interface with HART, Core Systems Contractor, Guideway Contractors, and other Construction Contractor(s) associated with H RTP.
4. Coordinate and Manage Construction Engineering and Inspection Team efforts.

5. The CRE leads the CE&I Team and is responsible for the CE&I Team's performance.
6. The Deputy CRE to acts on behalf of the CRE whenever the CRE is not available and performs other duties as assigned by the CRE.

#### Office Engineer

1. Oversees document processing and control and overall contract administration.
2. Administers the document management system employed by the HART to handle submittals, requests, responses and transmittals
3. Ensures appropriate project documentation is distributed in a timely manner to applicable project members.

#### Project Controls Specialist

1. Review and monitor contactor's baseline schedule and updates.
2. Evaluate impacts and make recommendations for improvements to ensure the project is on schedule and within budget.
3. Evaluate progress payment requests to ensure reported construction activity is consistent with billable items.
4. Review and evaluate requests for changes related to schedules and/or cost submittals.
5. Measure accomplishment through the "Schedule of Milestones" (SoM) and pay requests submitted monthly by the Construction Contracts
6. Participate in "look ahead" schedule meetings so as the baseline schedule continues as the source of project performance.
7. Provide reports and data to HART
8. Participate in mid-month meetings to review progress and potential payment milestones to be included in upcoming Pay Request
9. Meet on the last Friday / first Monday of each month to review actual items (SoM) requested for payment
10. Download all items in CMS for review including P6 schedule .xer file
11. Import P6 schedule .xer to Aloha Rail (3 files each update: Technical Schedule Review (TSR) - Progress (pdf); Changes; and Time Impact Analysis (TIA))
12. Summarize the Progress schedule in Aloha Rail P6 and point to current update in CMS
13. Review the Progress Schedule of Milestones and Prepare Pay Note Items list
14. Verify and Validate milestones requested were actually completed (print out validation). Reject for incomplete milestones and request correction and resubmittal
15. Prepare Contract Pay Note
16. Prepare Schedule Review graphics (including but not limited to: All activity sort; Longest Path to Substantial Completion; Milestones; various sorts by structure; work activities) and distribute to CRE and HART Project Manager
17. Prepare comparison report to identify changes in the schedule from the previous update (Claim Digger)
18. Calculate the schedule to obtain schedule statistics report / trends
19. Review Contractors Schedule Update Narrative and TIA Narrative

20. Discuss update and Contractors Areas of Concern with CRE and Lead Office Engineer
21. Compile review into narrative showing: Milestones compared to previous update; describing the Critical Path; describing Near of Parallel Critical Paths; comment on Contractors Areas of Concern; comment on Contractors TIA
22. Compile Performance information and observations in a notebook for the CRE and HART Project Manager to review, which is then forwarded to HART's Schedule Department.
23. Initiate Pay Request in CMS and recommend approval
24. Attach electronic copy of the above into CMS (State where in CMS)

#### Contract Specialist

1. Evaluate Contractor compliance with contract.
2. Evaluate the merit and accuracy of requests for change
3. Prepare independent engineer's estimate
4. Prepare for and participate in the negotiations, including meetings, evaluations, and documentation.
5. Provide support with disputes and claims as requested.

#### Document Control

1. Responsible for administering the field office document control system.

#### Field / Utility Engineers

1. Assists with the coordination of third parties, utilities, agencies and other HART contractors.
2. Verify proper permits and approvals are obtained and commitments are being met.
3. Facilitate technical logistics, which may include obtaining working/shop drawings or holding readiness meetings prior to construction starts.

#### Inspectors

1. Oversee, monitor and document all construction activity and ensure conformance to contract documents, including compliance with City, State, Federal requirements related to labor, safety and pollution control.
2. Bring to attention of non-conformance issues to CRE and monitor corrective actions. Inspectors are not responsible for construction means, methods, safety or scheduling of work activities, which are the responsibilities of the contractor(s).
3. Prepare a photo log to document work activities.
4. Monitor Contractor's third party coordination efforts
5. Measure, compute and review quantities to support progress payment evaluations
6. Schedule testing technicians and quality assurance testing services.

#### Constructability Review Specialist(s)

1. Review for constructability the contract and other related documents which may include plans, specifications and other related reports.
2. The review's goal is to improve the bidding documents to ensure constructability and to avoid scope, schedule and cost impacts during the construction period.

## **Term of the Contract**

The CE&I contract is expected to have multiple phases, with the following durations.

- |   |                                    |
|---|------------------------------------|
| Phase 1 – Pre-Construction Activities   | 210 to 225 days                    |
| This may include biddability and constructability review, review of project plans, specifications, construction bid documents and other construction documents. |                                    |
| Phase 2 – Construction  | Will vary depending on the project |
| This includes all activities related to Construction.   |                                    |
| Phase 3 – Construction Close-out and Testing  | 90 days                            |
| This includes activities related to project closeout and testing period.  |                                    |

## **HART furnished data**

- Project Management Plan
- Construction Management Plan
- Quality Management Plan
- Safety & Security Management Plan
- Safety & Security Certification Plan
- Construction Safety and Security Plan
- Construction Management Plan
- Contract Resident Engineer’s Manual for DBB Contracts
- Mitigation Monitoring Plan
- Document Control Procedure
- Interface Management Plan

## **ADDITIONAL INFORMATION**

- Contract awards are currently anticipated for late 2012, with expected contract durations of 2-3 years.
- The contracts may be subject to the applicable requirements of the Federal Transit Administration (FTA). The FTA Federal Contract Clauses will apply.
- If HART proceeds with the procurement of services, firms interested in providing the services or participating as a major member of an organization should be aware of the registration and licensing requirements of Section 444-4 of Hawai`i Revised Statutes and Chapter 16-77 of the Hawai`i Administrative Rules on contractors, in particular Section 16-77-13 for joint ventures. This registration will be required in order to submit a statement of qualifications.

HART reserves the sole right, without incurring any liability, to change any aspect of the information herein, including the right to not proceed with the procurement for services and/or the right to proceed in a different manner or on a different timeline than as described above.