

**HONOLULU AUTHORITY FOR RAPID
TRANSPORTATION**

HONOLULU RAIL TRANSIT PROJECT

**DILLINGHAM AND KAKA‘AKO STATION
GROUP DESIGN CONSULTANT**

PROFESSIONAL SERVICES CONTRACT

REQUEST FOR QUALIFICATIONS

NO. RFQ-HRT-562318

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
FOR
DILLINGHAM AND KAKA'AKO STATION GROUP DESIGN CONSULTANT
HONOLULU RAIL TRANSIT PROJECT
PROFESSIONAL SERVICES CONTRACT
REQUEST FOR QUALIFICATIONS NO. RFQ-HRT-562318
HONOLULU AUTHORITY FOR RAPID TRANSPORTATION (HART)**

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 December 18, 2012, 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 December 5, 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 portions of the work in the Dillingham and Kaka'ako Station Group Design Consultant Contract may be funded with Federal assistance, the selected Offeror is expected to comply with applicable Federal Transit Administration (FTA) terms and conditions.



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

NOTICE TO CONSULTANTS REQUEST FOR PROFESSIONAL SERVICES

The Honolulu Authority for Rapid Transportation (HART) is seeking professional services in the fields of architecture and engineering for a Station Design Consultant (SDC) for the Honolulu Rail Transit Project (HRTP). Under the Dillingham and Kaka'ako Station Group Design Consultant Contract (Contract), the SDC will provide services related to the design of eight (8) stations comprising the Dillingham and Kaka'ako Station Group. The Dillingham and Kaka'ako Station Group consists of the following stations Kalihi Station, Kapalama Station, Iwilei Station, Chinatown Station, the Civic Center Station, Kaka'ako Station, and Ala Moana Center Station.

The successful Offeror must be licensed to do business in the State of Hawai'i at the time of contract award. The Contract will be supervised and overseen by HART. HART intends to seek New Starts funding assistance from the United States Department of Transportation, Federal Transit Administration (FTA) and must comply with the statutory, regulatory, and administrative requirements for New Starts projects, including FTA third-party contracting requirements.

HRTP BACKGROUND

Purpose

The purpose of the HRTP 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 HRTP: East Kapolei to Ala Moana Center via the Airport

The HRTP is identified in the Final Environmental Impact Statement (FEIS) as 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 in an exclusive right-of-way. The system will incorporate steel wheel on steel rail technology. The HRTP includes twenty-one (21) stations, the Maintenance and Storage Facility (MSF), and Eighty (80) light metro vehicles and associated core systems.

Planned Extensions

In addition to the HRTP, the Locally Preferred Alternative (LPA) includes four (4) planned extensions connecting the HRTP 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 HRTP, 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 HRTP 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 published 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 H RTP 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.

Guideway and Stations

Guideway

The H RTP'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 a Design-Build (DB) contract for the construction of the West O'ahu/Farrington Highway Guideway. HART has entered into a DB contract for the construction of the Kamehameha Highway Guideway.

Stations

The stations are grouped into the following five (5) station groups:

- West Oahu Station Group, which consists of the following stations: East Kapolei Station, UH West O'ahu Station, and Ho'opili Station;
- Farrington Station Group, which consists of the following stations: West Loch Station, Waipahu Transit Station, and Leeward Community College Station;
- Kamehameha Station Group, which consists of the following stations: Pearl Highlands Station, Pearlridge Center Station, and Aloha Stadium Station;
- Airport Station Group, which consists of the following stations: Pearl Harbor Naval Base Station, Honolulu International Airport Station, Lagoon Drive Station, and Middle Street Transit Center Station;
- Dillingham and Kaka'ako Station Group, which consists of the following stations: Kalihi Station, Kapalama Station, Iwilei Station, Chinatown Station, Downtown Station, Civic Center Station, Kaka'ako Station, and Ala Moana Center Station.

All station group designs will be implemented through the procurement of individual design firms, under professional services contracts, who will prepare design documents for individual construction packages, which will 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 FOR THIS REQUEST FOR QUALIFICATIONS

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.

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.

ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS

- A) Each of the following circumstances will be deemed an organizational conflict of interest and the affected Offerors will be not considered:
- 1) Participation by Persons on more than one Offeror's team performing more than fifteen percent (15%) of the Work; or
 - 2) Participation of an Affiliate of any Person identified in subsection 1) above on another Offeror's team;
 - 3) All Offerors affected by any organizational conflict of interest will be not considered, even if the Person or Affiliate causing the conflict is intended to have a different or lesser role than that described above;
 - 4) A person or firm (at any tier) who is paid for developing or preparing specifications or work statements in the development of a solicitation package or any resulting contract is precluded from submitting an offer or receiving a contract for that particular solicitation in accordance with HRS § 103D-405(d) and HAR § 3-122-13(e);
- B) Non-Disclosure: The Contractor may be given access to records, which are confidential under State laws, solely for the purpose of performing the required services under the Contract. The Contractor may be required to sign a non-disclosure statement prior to receipt of such documents obligating each

employee, agent, or Subcontractor of the Contractor not to make inappropriate use of or improperly disclose any of the contents of such documents.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

HART has established a DBE program in accordance with the regulations of the U.S. Department of Transportation (USDOT), Title 49, Code of Federal Regulations, Part 26 (49 CFR Part 26). HART has received federal financial assistance from USDOT, and as a condition of receiving this assistance, HART has signed an Assurance with the USDOT that it will comply with 49 CFR Part 26.

The CONSULTANT and its subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The CONSULTANT shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of U.S. DOT-assisted Agreements. Failure by the CONSULTANT to carry out these requirements is a material breach of this Agreement, which may result in termination of this Agreement or such other remedy, as HART deems appropriate.

HART has established an overall DBE goal of 13.00% for the duration of this agreement and a separate contract goal has not been established for this procurement. DBE firms and small businesses shall have an equal opportunity to participate in the agreement.

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 and pre-registration is not required. Advance questions may be emailed to: transitmailbox@honolulu.gov. Additional questions may be addressed during the Pre-Submittal Conference; however, any information provided will be considered unofficial until issued in writing via addenda.

Date of Conference: December 5, 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 for this RFQ. 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.).
 - D. The annual revenues and average number of employees over the past five (5) years.
 - 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. Provide Exhibit 1 (Bidder Registration Form) completed by the Offeror (including its partners or members, if Offeror is a partnership or joint venture). During the course of the contract, Exhibit 1 will be required for each subconsultant retained by the successful Offeror.
 - J. 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) Project Manager
 - 2) Design Manager
 - 3) Quality Assurance Manager
 - 4) Chief Architect
 - 5) Chief Facilities Design Manager
 - 6) Chief Structural Engineer
 - 7) Chief Landscape Architect
 - 8) Geotechnical/Foundation Design Lead
 - 9) Mechanical Design Manager
 - 10) Electrical Design Manager
 - 11) Interface Manager (person who interfaces with other contractors/contracts)
 - 12) Public Involvement Liaison
 - 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) 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. Provide a narrative describing where key individuals will be located geographically for the duration of the work by location and for each key individual contemplated – stated as a percentage of total estimated billable hours, and;
 - b. 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.

Should any of the list or page limitations referenced above be exceeded, any submittal materials beyond the limitation will not be considered.

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; and
3. Capacity to accomplish the work in the required time.

DEADLINE

An **original and seven (7) copies** of the submittal materials packet shall be submitted not later than December 18, 2012, 2:00 p.m. HST to:

HART Executive Director and CEO
RFQ-HRT-562318
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 Ms. Paula Youngling, Honolulu Authority for Rapid Transportation, at the address above, or to the Transit Mailbox at the following email address: transitmailbox@honolulu.gov.