HONOLULU AUTHORITY FOR RAPID TRANSPORTATION

HONOLULU RAIL TRANSIT PROJECT

SAFETY AND SECURITY SUPPORT SERVICES CONSULTANT

PROFESSIONAL SERVICES CONTRACT

REQUEST FOR QUALIFICATIONS

NO. RFQ-HRT-670202

QUESTIONS RELATING TO THIS SOLICITATION, CONTACT:

HONOLULU AUTHORITY FOR RAPID TRANSPORTATION
1099 ALAKEA STREET, SUITE 1700
HONOLULU, HAWAI'I 96813
TRANSITMAILBOX@HONOLULU.GOV

NOTICE OF REQUEST FOR QUALIFICATIONS
FOR
SAFETY AND SECURITY SUPPORT SERVICES CONSULTANT
HONOLULU RAIL TRANSIT PROJECT
PROFESSIONAL SERVICES CONTRACT
REQUEST FOR QUALIFICATIONS NO. RFQ-HRT-670202
HONOLULU AUTHORITY FOR RAPID TRANSPORTATION

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 November 22, 2013, addressed to the HART Executive Director and CEO, Honolulu Authority for Rapid Transportation, 1099 Alakea Street, Suite 1700, Honolulu, Hawai'i 96813.

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

for 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 field of safety and security support consulting services (Consultant) during the design and construction of the Honolulu Rail Transit Project (HRTP). Such services shall include providing professional services to support development, maintenance and implementation of the HART Safety and Security Plan (SSMP), the Safety and Security Certification Plan (SSCP), and supporting the Safety and Security Oversight and Review Committee (SSORC). The Consultant shall coordinate with the State Oversight Agency (SOA) during the design, construction, and commissioning process, as directed by the HART Safety and Security Manager. Consultant will also coordinate and oversee the certification task for HART's Design, Design Build (DB), and Design Bid Build (DBB) contractors.

The successful Consultant must be registered to do business in the State of Hawai'i prior to Contract award. HART is receiving 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.

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 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 HRTP: East Kapolei to Ala Moana Center via the Airport

The HRTP, also called "Airport Alignment," is described in the Final Environmental Impact Statement (FEIS) as 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 HRTP includes twenty-one (21) stations, one (1) Maintenance and Storage Facility (MSF), and eighty (80) light metro vehicles and associated core systems.

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://honolulutransit.org.

PROJECT DELIVERY AND CURRENT PROCUREMENT EFFORTS

Guideway and Stations

The HRTP'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 Guideway: East Kapolei Station to Pearl Highlands Station;
- Section II – Kamehameha Highway Guideway: Pearl Highlands Station to Aloha Stadium Station;
- Section III – Airport Guideway: Aloha Stadium Station to Middle Street Transit Center Station; and
- Section IV – City Center Guideway: Middle Street Transit Center 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.

The Airport and City Center Guideway Sections are currently in the design phase and will be completed using a design-bid-build contract delivery method.

All station groups will be implemented through the procurement of individual design firms, under professional services contracts, who will prepare design documents for station group construction packages to be procured using competitive sealed bidding.

Core Systems

The Core Systems are being 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 features, and manufactured products required for operation and maintenance of the system.

Maintenance and Storage Facility (MSF)

The MSF is being constructed under a design-build (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 HRTP.

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. 2012).

VIEWABLE DOCUMENTS

The following documents will be made available for viewing to interested Offerors.

- Safety and Security Plan (SSMP)
- Safety and Security Certification Plan (SSCP)
- Construction Safety and Security Plan (CSSP)

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 to schedule appointments.

TERM OF CONTRACT

The term of this Contract will be negotiated with the selected Offeror.

The Contract will be a multi-term contract subject to the availability of funds in accordance with Hawaii Administrative Rules (HAR) §3-122-149. Contract funds are available for only the initial term of the Contract, and the contractual obligations of both parties in each fiscal period succeeding the first are subject to the appropriation and availability of funds. HART shall notify the Consultant, on a timely basis, if funds are not available for the continuation of the Contract for the succeeding fiscal period.

The Contract will be cancelled only if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal period succeeding the initial term of the Contract; however, this does not affect either HART's rights or the Consultant's rights under any termination clause of the Contract. If funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the Contract shall be cancelled and the Consultant shall be reimbursed in accordance with the Contract documents.

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, or Affiliates, on more than one Offeror's team performing more than fifteen percent (15%) of the Work; or

   2) A Person (at any tier) who is paid for developing or preparing specifications or work statements in the development of this solicitation package or the resulting Contract is precluded from submitting an offer or receiving a contract for this solicitation in accordance with HRS § 103D-405(d) and HAR § 3-122-13(e).

B) Non-Disclosure: The Consultant may be given access to confidential records solely for the purpose of performing the required services under the Contract. The Consultant may be required to sign a non-disclosure statement prior to receipt of such documents obligating each employee, agent, or subconsultant of the Consultant 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 C.F.R. 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 C.F.R. Part 26.

The selected Consultant and its subconsultants shall not discriminate on the basis of race, color, national origin, or sex in the performance of the Contract. The Consultant shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of USDOT-assisted contracts. Failure by the Consultant to carry out these requirements will be a material breach of the Contract, which may result in termination of the Contract or such other remedy, as HART deems appropriate.

HART has established an overall DBE goal of 13.00% for the duration of this Contract 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 Contract.

QUESTIONS AND INQUIRIES

Questions related to this Request for Qualifications should be emailed to: transitmailbox@honolulu.gov, reference RFQ-HRT-670202.

All contact between Offerors and HART shall only be in writing to HART's designated contact person (Attention: Paula Youngling) 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.

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. 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 in ink by a person authorized to commit the Offeror. 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. **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 are 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 of Interest: (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 the 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 any 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, 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. The Balance Sheet may be submitted as an appendix to your qualifications.

   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. An affirmative 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. An affirmative statement identifying any contract involving the firm that was terminated for default within the past three (3) years.

H. Provide a list of prior 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. In case of a team approach, each member, partner, or major-subconsultant may provide up to ten (10) recent projects. 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 the Offeror is a partnership or joint venture). During the course of the Contract, a completed Exhibit 1 will be required for each subconsultant retained by the successful Offeror.

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) System Safety and Security Manager
2) System Security Specialist
3) Safety and Security Specialist
4) Construction Safety and Security Manager
5) Construction Safety and Security Specialist
6) Construction Safety and Security Specialist

B. Provide résumés for the Key Individuals identified above and for any other individuals the Offerors deems to have a major role in providing the services. The résumés 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 Individuals 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 individual's specific role on the project, the year the individual's work on the project was completed, and the individual's employer for the project; and

5) Names, titles, and contact information for a maximum of three (3) references.

4. 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 organizational chart of the proposed Offeror's 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) Demonstrate capability to undertake the financial responsibilities associated with a professional services contract;
4) Demonstrate the capacity to provide the necessary staff resources to accomplish the Work;
5) Project Approach:
    a. Provide any unique approaches or solutions the Offeror will undertake to accomplish the Work and
    b. Identify the top five (5) risks and/or challenges associated with this Contract. Describe the Offeror's approach or solution.
6) HART reserves the right to engage in confidential discussions with Offerors within the competitive range pursuant to HRS Section 103D-304(f).

In accordance with 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 Safety and Security Systems Support Services Professional Services 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 and ability to accomplish the work and ability to mobilize key staff in the required time.
4. Project approach and understanding of the Contract requirements.

DEADLINE

An **original and seven (7) copies** of the Submittal Materials packet shall be submitted not later than November 22, 2013, 2:00 p.m. HST to:

HART Executive Director and CEO
RFQ-HRT-670202
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 contact determined to be improper, at the sole discretion of HART, may result in disqualification.

APPENDIX A -
INDICATIVE LIST OF TASKS
(SCOPE OF WORK)

This indicative list of tasks sets forth the services to be provided by the Consultant in support of the Honolulu Authority for Rapid Transportation (HART) Safety and Security System Program during the design and construction of the Honolulu Rail Transit Project (HRTP). The Federal Transit Administration (FTA) has comprehensive safety and security requirements for newly developed projects, as well as the State Safety Oversight (SSO) program. HART is required through the FTA to develop, maintain, and effectively implement the Project Safety and Security Management Plan (SSMP), Safety and Security Certification Plan (SSCP), and the Construction Safety and Security Plan (CSSP). Under the FTA requirements, HART is required to perform a safety and security certification of the Project before commencing revenue service. This certification requires both HART and the Consultant to coordinate and oversee the contractor certification tasks including those for Design-Build (DB), Design-Build-Operate-Maintain (DBOM), and Design-Bid-Build (DBB) design consultants, and construction contractors. Under the certification requirements, HART and the Consultant shall coordinate with various public safety and emergency response agencies to ensure these agencies are familiar with the HRTP and can effectively respond to any emergencies that may arise.

1. System Safety and Security Oversight

The Consultant shall provide a System Safety and Security Oversight Team that includes a System Safety and Security Manager, Safety and Security Specialist, and System Security Specialist. In the provision of these services, the Consultant's advice and recommendations will be based upon the conditions that are known by and communicated to the Consultant, or that are reasonably observable during safety reviews, audits, and site visits. The Consultant shall oversee the contractor's implementation of the SSMP and SSCP.

The Consultant shall perform technical reviews of all contractor final designs. These reviews are required to assist in verification that the safety risks and security vulnerabilities are mitigated to the lowest foreseeable and practical level.

The Consultant shall assist HART in ensuring that Project design incorporates Crime Prevention Through Environmental Design (CPTED) principles. The Consultant shall have the established credibility and working relationship with the Honolulu Police Department (HPD) personnel assigned to the HRTP. This established relationship will provide assistance to HART in the development and implementation of an effective policing and security plan for the HRTP. The Consultant will provide critical support to HART for addressing security concerns associated with security sensitive facilities adjacent to the Project including but not limited to the federal courthouse, Pearl Harbor base, and the Honolulu International Airport.

The Consultant shall provide technical support to the Safety and Security Review Committee (SSRC) and Fire Life Safety Working Group (FLSWG), including making recommendations to HART for interagency coordination between Project stakeholders as it relates to safety and security issues, events, and activities.

A. **System Safety and Security Manager**. The Consultant shall provide a System Safety and Security Manager who will report to HART's Chief of Safety and Security. This person will be dedicated to the Project, will serve as a consultant to HART for system safety and security oversight, and will communicate and coordinate his/her activities with the Chief of Safety and Security on an ongoing basis for the duration of these Services.

i. The System Safety and Security Manager shall, at a minimum, have ten years of progressive experience in transit system safety and security and possess a two-year Safety Degree, or Board of Certified Safety Professionals (BCSP) Certified Safety Professional (CSP) certification, and a Transportation Safety Institute Transit Safety & Security Certificate (Transit Rail Program).

ii. The System Safety and Security Manager shall be responsible for the oversight of the SSMP and SSCP. Each individual construction contractor and design consultant shall be responsible for its own conformance to regulatory requirements, and the Project SSMP and SSCP requirements, including but not limited to the system safety and security certification, implementation, training, communication, enforcement, compliance monitoring and verification, and records.

iii. The System Safety and Security Manager shall:

a. Review and provide recommendations to HART for updating the SSMP and SSCP, and when needed to incorporate or reflect applicable changes and progress of the Project. Consultant shall provide a cover-to-cover review and update of the SSMP and SSCP on an annual basis. Note that revisions and updates to these documents must be submitted to HART for review and acceptance prior to incorporation into any of the specified documents.

b. Participate in and provide input and recommendations during SSRC, FLSWG, SSCWG, Operational Readiness Working Group (ORWG), and various Project design and construction meetings.

c. Provide technical reviews of contractor safety and security deliverables including contractor safety and security certification documents, system safety program plan, system security plan, emergency management plans and design submittals.

d. Coordinate and communicate the above duties associated with all contractors, and with HART personnel charged with overseeing the respective contracts.

B. System Security Specialist.

Consultant shall also provide a System Security Specialist to be supervised by and assist the System Safety and Security Manager with oversight of contractor and certification checklists.

i. The System Security Specialist shall, at a minimum, have five years of experience conducting threat and vulnerability assessments and possess an American Board for Certification in Homeland Security (ABCHS), Homeland Security Certification (minimum Level I) and a Transportation Safety Institute Transit Safety & Security Certificate (Transit Rail Program).

ii. The System Security Specialist shall:

a. Serve as the Security Liaison with the Honolulu Police Department (HPD) Major Events Division, the Hawaii Sheriff Division (HSD) Airport Law Enforcement Services, and the U.S. Navy, Pearl Harbor, Force Protection personnel.

b. Provide a full range of services relating to all aspects of rail transit system safety and security for the Project including:

1. Developing and updating Threat and Vulnerability Assessments (TVAs)

2. Technically reviewing contractor security deliverables including contractor safety and security certification documents, system safety program plans, system security plans, emergency management plans and design submittals.

3. Working with the HART Safety and Security team to update and implement the Project's Sensitive Security Information (SSI) procedure and program.

C. Safety and Security Specialist.

Consultant shall also provide a Safety and Security Specialist to be supervised by and assist the System Safety and Security Manager with oversight of contractor and certification checklists.

i. The Safety and Security Specialist shall, at a minimum, have five years of progressive rail transit experience and possess a two-year Degree, or a Transportation Safety Institute Transit Safety & Security Certificate (Transit Rail Program).

ii. The Safety and Security Specialist shall:

a. Participate in the review of and provide recommendations to HART for updating the SSMP and SSCP when needed to incorporate or reflect applicable changes and progress of the project.

b. Participate in and provide input and recommendations during SSRC, FLSWG, SSCWG, ORWG, and various Project design and construction meetings.

c. Provide technical reviews of contractor safety and security deliverables including contractor safety and security certification documents, system safety program plans, system security plans, emergency management plans and design submittals.

2. Construction Safety and Security Oversight

The Consultant shall provide a Construction Safety and Security Oversight Team that includes a Construction Safety and Security Manager and up to two (2) Construction Safety and Security Representatives. In the provision of these Services, the Consultant's advice and recommendations will be based upon the conditions that are known by and communicated to the Consultant, or that are reasonably observable during safety reviews, audits, and site visits.

A. Construction Safety and Security Manager. The Consultant shall provide a Construction Safety and Security Manager who will report to HART's Chief of Safety and Security. This person will be dedicated to the Project and will serve as the Project's primary technical safety contact regarding construction safety oversight and will communicate and coordinate his/her activities with the Chief of Safety and Security on an ongoing basis for the duration of these services.

i. The Construction Safety and Security Manager shall, at a minimum, have ten years of progressive construction safety experience and possess a two-year Occupational Safety and Health Degree or BCSP and CSP certification.

ii. The Construction Safety and Security Manager shall be responsible for the oversight of the Project's Construction CSSP, and associated procedures in support of pre-construction activities, DB and DBB, and DBOM construction contracts. Each individual construction contractor and design consultant shall be responsible for its own conformance to regulatory requirements and to the CSSP requirements, including but not limited to the SSSP(s) development, implementation, training, communication, enforcement, compliance monitoring and verification, and records.

iii. The Construction Safety and Security Manager shall:

a. Review and provide recommendations to HART for updating the CSSP as needed to incorporate or reflect applicable changes and/or revisions to the Project's SSMP as well as lessons learned through the implementation of the CSSP, so as

to ensure continued applicability to the Project work. Consultant shall provide a cover-to-cover review and update of the CSSP on an annual basis. The Consultant shall submit all revisions and updates to the CSSP to HART for review and acceptance prior to incorporation into the document.

b. Facilitate the development of the partnership between the State of Hawaii Occupational Safety and Health (HIOSH) Administration and HART to include development of a draft partnership agreement, by obtaining input from both HIOSH and HART. Participate in meetings, respond to questions, and serve as the initial contact with HIOSH regarding Project construction safety.

c. Direct the implementation and provide oversight of the use of HART's internet-based safety management system. Use this information derived therefrom to identify Project-wide safety-related trends and communicate the status of construction safety to HART.

d. Monitor and verify compliance of construction safety data entry into CMS for the CSSP required documents, which include Safety and Security Task Force Meeting Minutes, Safety Manager and Representative Letters of Designation, SSSPs, CHSPs, and official correspondence (such as Notices of Non-Conformance). The Consultant shall report any identified noncompliance to the appropriate HART managers.

e. Participate in and provide construction safety and security input and recommendations during weekly construction meetings.

f. Develop a Construction Safety and Security Orientation program that provides the pertinent information necessary for HART Project personnel. Upon acceptance of the Orientation program material by HART, the Consultant shall conduct orientations for HART Project personnel, Designers (not including DB team members) and consultants (not including prime construction contractors who will perform their own orientations in accordance with the CSSP for their personnel and subcontractors) to safely access construction work sites with the objective that Project personnel must attend the training before being allowed access to the Project construction work sites. Consultant shall maintain training materials and a log of all attendees. HART will provide current applicable safety and security orientation related information and materials (stickers/badges) to facilitate the development and administration of the orientation program.

g. Provide technical reviews of contractor safety and security deliverables including contractor specific SSSPs and emergency management plans.

h. Conduct audits and surveillance to monitor and verify contractor compliance with the CSSP and with construction safety-related requirements contained or referenced within the respective contract documents. Audits shall be conducted

no less frequently than on an annual basis. Prepare and submit audit reports to HART detailing any findings, observations and recommendations. Follow up with contractors in a timely manner to monitor and verify corrective and preventive actions in response to audit findings.

i. Conduct periodic safety and security field observations (surveillance) of Project job-sites and input observational data into HART's safety management system, and monitor Project job-sites to verify contractors' follow-up and corrective action.

j. Perform construction incident investigations when requested by HART; provide an incident investigation report including all supporting material to HART. As requested by HART, the Consultant shall report a construction incident to the HART Project Manager or Design & Construction Director.

k. Verify that contractors have developed, provided and implemented Corrective Action Plans resulting from construction safety incidents, accidents, or contractor noncompliance, in accordance with the CSSP.

i. As directed by HART, coordinate construction safety activities with the Owner Controlled Insurance Program (OCIP) representatives.

m. Coordinate and communicate the above duties associated with contractors with HART personnel charged with overseeing the respective contracts.

B. Construction Safety and Security Specialists(s).

Consultant shall provide up to two (2) Construction Safety and Security Specialists to be supervised by and assist the Construction Safety and Security Manager with construction safety oversight of contractor and areas under construction on the Project.

i. The Construction Safety and Security Specialist(s) shall, at a minimum, have five years of progressive construction safety experience of a progressive nature and possess a two-year Occupational Safety and Heath Degree or BCSP or Council on the Certification of Health and Safety Technologies (CCHST) certification, such as Safety Trained Supervisor (STS), Construction Health and Safety Technician (CHST), Associate Safety Professional (ASP), or Certified Safety Professional (CSP).

ii. The Construction Safety and Security Specialist(s) shall:

a. Conduct safety and security field observations (surveillance) of Project job-sites and input observational data into HART's safety management system,

and monitor Project job-sites to verify contractors' follow-up and corrective action.

b. Conduct Orientations for HART Project personnel, Designers (not including DB team members) and consultants (not including prime construction contractors who will perform their own orientations in accordance with the CSSP for their personnel and subcontractors) to safely access construction work sites with the objective that Project personnel must attend the training before being allowed access to the Project construction work sites.

c. Participate in and provide construction safety and security input and recommendations during weekly construction meetings.

3. The Consultant shall provide the following deliverables:

A. Annual review of the CSSP, SSMP and SSCP and, if necessary, recommended revisions.

B. Construction Safety and Security Audit Schedule and Reports.

C. Incident investigation reports (as required).

D. HART Construction Safety Orientation (power point and record of attendees).

E. Safety and Security Certification Verification Reports for each initial operating segment, and a Final Safety and Security Certification Report for the completed Project.

F. Certificates of Conformance for signature by required parties.

EXHIBIT 1
BIDDER REGISTRATION FORM

Pursuant to 49 CFR 26.11(c), the Honolulu Authority for Rapid Transportation (HART) is required to create and maintain a bidders list consisting of all firms that bid on prime contracts or quoting subcontracts on federal assisted projects. All interested parties (Consultants, Vendors, Contractors, Suppliers, Manufacturers, Truckers, etc.) are required to register with HART.

1. Bidder Information:

_____
Name of Firm (dba if applicable)

_____
Address City / State Zip Code

_____
Mailing Address City / State Zip Code

_____
Name of Contact Person Telephone Number

_____
Email Address

2. Check all that apply to the bidder:

□ Prime Consultant	□ Subconsultant
□ Contractor	□ Material Supplier
□ Manufacturer	□ Other

3. NAICS Code: _____

4. Type of Work: _____

5. Currently Certified as a DBE? □ **Yes** □ **No**

6. Year that firm was established: _____

7. Check which best indicates the bidder's annual gross receipts:

□ Less than $500,000	□ $500,000 to $999,999
□ $1,000,000 to $4,999,999	□ $5,000,000 to $9,999,999
□ $10,000,000 to $16,999,999	□ More than $17,000,000