HONOLULU AUTHORITY FOR RAPID TRANSPORTATION
CITY AND COUNTY OF HONOLULU

ADDENDUM NO. 3

TO THE

REQUEST FOR QUALIFICATIONS

FOR THE

HONOLULU RAIL TRANSIT PROJECT

EAST SECTION CONSTRUCTION ENGINEERING AND INSPECTION
PROFESSIONAL SERVICES CONTRACT
REQUEST FOR QUALIFICATIONS NO. RFQ-HRT-651606

ISSUED: AUGUST 15, 2013

NOTICE TO ALL PROSPECTIVE OFFERORS:

This Addendum is hereby made a part of the Request for Qualifications for the HONOLULU RAIL TRANSIT PROJECT (HRTP), EAST SECTION CONSTRUCTION ENGINEERING AND INSPECTION PROFESSIONAL SERVICES CONTRACT, and it shall amend the said Request for Qualifications in the following respects:

**ITEM NO. 1 – PRE-SUBMITTAL CONFERENCE ATTENDEES LIST**
A copy of the attendee list for the Pre-Submittal Conference held on August 14, 2013 is available for download on the City's Purchasing website located at http://www.honolulu.gov/pur.

**ITEM NO. 2 – PRE-SUBMITTAL CONFERENCE PRESENTATION**
A copy of the Pre-Submittal Conference Microsoft PowerPoint presentation is available for download on the City's Purchasing website located at http://www.honolulu.gov/pur.

**ITEM NO. 3 – QUESTIONS AND RESPONSES**

The following questions were received in the Transit Mailbox and at the Pre-Submittal Conference; the responses from the Honolulu Authority for Rapid Transportation (HART) are as follows:

Question #1
As the Pre-Submittal Conference was rescheduled and in order to fully incorporate HART information provided and responses to questions into our Submittal Materials

packet we respectfully request an extension of the submittal due date by a minimum of one week.

**Response #1**
**We are unable to accommodate this request at this time.**

Question #2
Can you clarify whether HART will be self performing the project-wide construction safety and security programming and oversight or will HART be procuring these services through a separate solicitation?

**Response #2**
**HART expects to either self-perform or issue a separate solicitation for safety, security and oversight services; however, the CE&I scope will include activities to confirm that construction contractors are complying with the requirements of the construction contract in these and all other areas.**

Question #3
Should HART procure these services separately from the GEC or CE&I procurements, are we correct in assuming the consultant selected to provide the project-wide safety services would have an organizational conflict of interest should they also provide services under the CE&I contract(s) related to monitoring contractor's adherence to Site Safety and Security requirements?

**Response #3**
**Yes -- the CE&I contractor would not be eligible to be awarded a contract covering safety, security, and oversight services should HART decide to issue a separate solicitation for this work.**

Question #4
Our firm is currently performing final design work as a prime consultant on a station group. Does HART see any conflicts in our participation as a prime or a subcontractor for this solicitation?

**Response #4**
**Due to conflict of interest concerns, the prime consultants holding station group design contracts are precluded from participating as the prime consultant for the Section (West or East) in which the station group resides. The prime consultants holding station group design contracts are also precluded from participating as a subconsultant performing work on the station group for which they performed work.**

**For other questions, refer to page 5 of the Request for Qualifications and consult the section entitled, "Organizational Conflict of Interest and Non-Disclosure Requirement," for guidance. Please refer your specific question to your firm's legal advisor for determination.**

Question #5
We are a State of Hawaii certified Disadvantaged Business Enterprise (DBE) and given that the Pre-Submittal Conference just occurred, we respectfully request a minimum of one (1) week extension of the due date to allow for DBEs to participate in this solicitation.

**Response #5**
**At this time we are not able to extend the deadline for submission responses as requested. Please note that the RFQ included an indicative list of tasks of the work that will be required. The full scope of services will be developed during negotiations with the top ranked firms. Accordingly, the precise work to be done and the schedule of performance have not been fully defined. As described in the RFQ the evaluation and ranking process will consider the prime consultant and its designated major-subconsultants. HART will not preclude the firm who is awarded the contract from proposing to add qualified subconsultants to its team even though they were not named in the initial response to the RFQ.**

Question #6
[Consultant], a DBE, MBE and SBE firm who wishes to team with a prime, respectively requests an extension of the deadline for this procurement because most of the primes did not attend the pre-proposal meeting. Additionally, we kindly request a list of firms who have expressed interest.

**Response #6**
**Please see the response in #9 above. This addendum contains the attendee list from the preproposal conference held August 14, 2013.**

APPROVED:

for

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

# Honolulu Rail Transit Project West and East Sections Construction Engineering and Inspection (CE&I) Consultant

## RFQ-HRT–651605 & 651606

**Pre-Submittal Conference**
**August 14, 2013**

# Agenda

- General Information
- Procurement Schedule
- Procurement Rules
- Disadvantaged Business Participation
- Scope of Services
- Evaluation Process
- Closing
- Questions

# Presenters

- HART Director of Engineering and Construction –
  *Lorenzo Garrido*
- HART Procurement and Contracts –

  *Paula Youngling*
- HART Civil Rights –

  *Charles Bayne*

# General

- This is a non-mandatory meeting
- Oral responses are unofficial
- Submit written questions in accordance with RFQ
- Questions and official responses will be provided via addendum to the RFQ
- Copy of presentation and attendance roster will be provided via addendum

# Pre-Submittal Conference Objectives

- Discuss the CE&I Scope and Duties
- Discuss the RFQ Documents
- Provide helpful hints
- Respond to Questions

# RFQ-HRT-651605 & 651606

- Submittals are due:

**August 23, 2013 (2:00 p.m.)**

Honolulu Authority for Rapid Transportation

1099 Alakea Street, Suite 1700

Honolulu, HI  96813

- With submission of RFQ the solicitation process becomes "Confidential" until Contract Award
- Specify by RFQ# on your submittal

# Procurement Schedule

## (Subject to Change)

| | |
|---|---|
| Issue RFQ | 26 July 13 |
| Pre-Submittal Conference | 14 August 13 |
| Final date to submit questions | 19 August 13 |
| Submittal Due Date | 23 August 13 |
| Discussions with firms (tentative) | 03 September 13 |
| Award of Contract (tentative) | 04 October 13 |
| Execute Contract and Issue Notice to Proceed | 31 October 13 |

# Rules of Contact

- Contact between the Offerors and HART only through designated representatives;
- No Offeror contact with other HART employees regarding this Contract;
- No Offeror contact with stakeholder staff regarding this Contract;
- Improper contact may result in disqualification; and
- HART is not responsible for any oral communication or any other communication outside the official communication process.

# Disadvantaged Business Enterprise Participation

- HART has established a DBE program in accordance with the regulations of the U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 26
- The overall DBE goal of 13.00% has been established. (*A contract goal has not be established for this contract.)*
- Offerors and their subconsultants shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract.

# Disadvantaged Business Enterprise Participation (cont.)

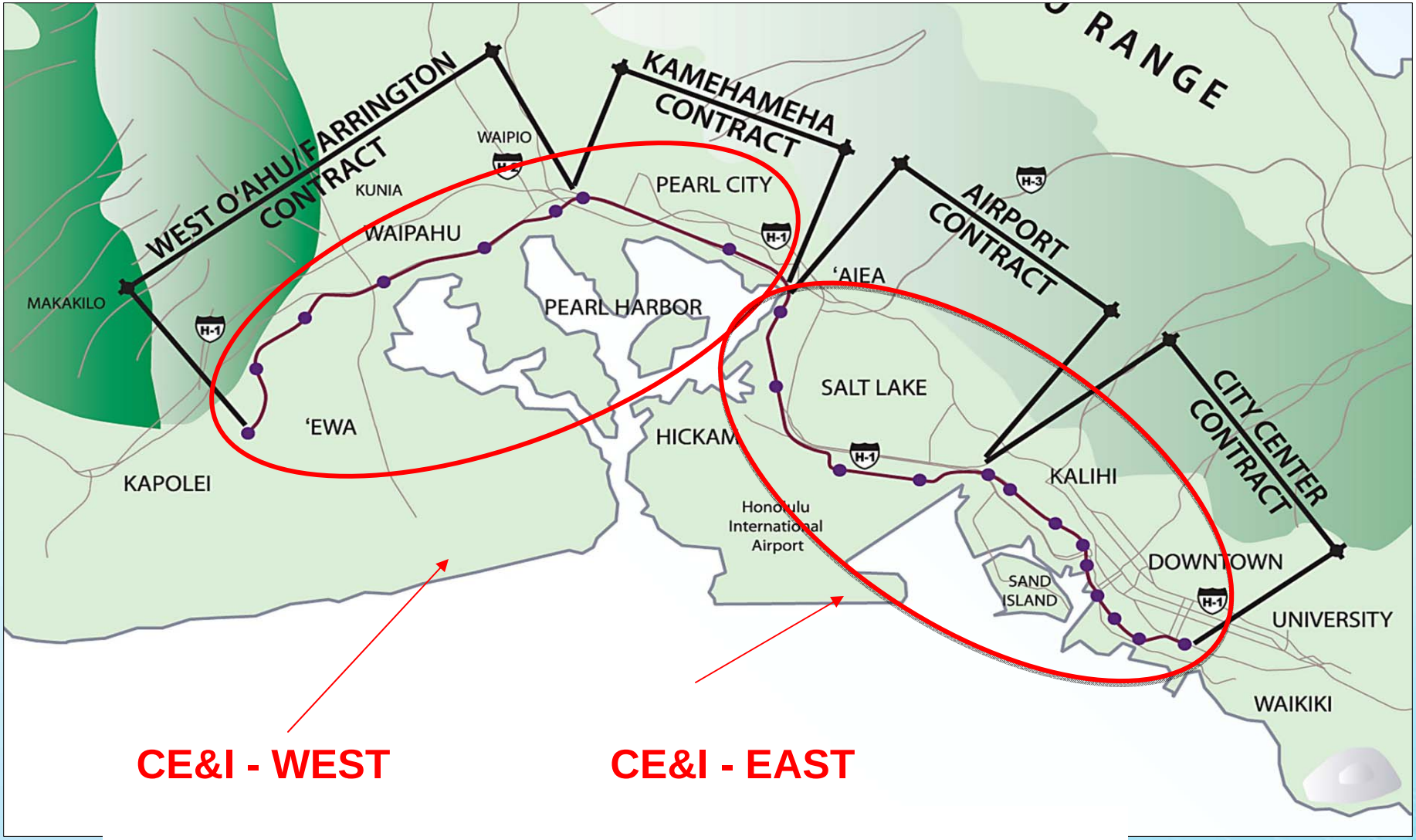
- All the FTA terms and conditions shall apply to this Contract. Failure to comply with these requirements could result in a material breach of contract.
- There will be a requirement to report DBE participation/accomplishments with each invoice.

# Project Overview:

- Locally Preferred Alternative: 20-mile Route
- Transit Mode
  - Fixed guideway in exclusive Right-of-Way
- Alignment
  - East Kapolei to Ala Moana Center
- Vehicle Technology
  - Steel wheel on steel rail – “Light Metro”
  - Third rail power collection
- 21 Stations
- Maintenance & Storage Facility

# Locally Preferred Alternative ROUTE MAP

# CE&I WEST & EAST CONTRACTS



# Overview
# Scope of Services

- Construction Oversight
  - Station Construction
  - Guideway and Utilities Construction
  - Other Facilities and Structures
- Contract Compliance Oversight

# Services

- Provide Services from completion of Final Design through-out Construction Phase
- Interface with Guideway, Station and Utility Relocation Designers
- Interface with Core Systems Contractor and HART's Core Systems Oversight Consultant
- Interface with Elevator and Escalator Contractor

# Duties*

- Document all project activities.
- Manage project documentation system (CMS).
- Analyze all requests for information, changes, and payment.
- Administer change procedures:
  - Independent Estimates
  - Pre-Negotiation Memos
  - Cost-Price Analysis, and
  - Negotiations
- Provide documentary records.
- Monitor permit compliance.
- Monitor contractors' compliance to contract.
- Evaluate and recommend payments.
- Project close-out.

# Duties*

- Perform Scope of Services
- Perform constructability and biddability reviews of design.
- Perform pre-Construction surveys and activities.
- Monitor conformance of construction work to plans and specifications.
- Perform verification testing and inspection.
- Monitor quality of construction work.
- Participate in interface management.
- Monitor progress against construction schedule
- Safety & Security

*Not comprehensive list

# Key Personnel

- Construction Manager
- Resident Engineer
- Office Engineer
- Project Controls Engineer
- Change and Claims Engineer
- Lead Field/Utility Engineer
- Lead Inspector
- Document Control Lead
- Others as deemed appropriate

# PROCUREMENT
## Compliance with Applicable Laws and Regulations

- This is a qualifications based procurement
- Federal Transit Administration (FTA) Requirements
- Hawaii Administrative Rules (HAR)
- Hawaii Revised Statutes (HRS)

# Procurement Process

1. Issue solicitation
2. Receive submittals
3. Responsive/non-responsive check
4. Evaluate, score and rank responsive submittals
5. Negotiate scope, schedule and fee
6. Submit contract documents for signature
7. Award, HART returns signed contract and issues NTP
8. Award is posted and notice sent to non-selected firms

# RFQ Requirements

- Letter of interest (must be signed in ink)
- Information on the Firm
  - ✓ Name(s) / legal structure (Joint Venture / Partnership, etc)
  - ✓ Organizational Documents*
  - ✓ Annual revenues (5 years)
  - ✓ 5 client references (max)
  - ✓ Debarment / Default (w/in past 3 years)
  - ✓ Example "relevant projects" (up to 10) – w/in last 10 years

# RFQ Requirements (Continued)

- Key Individuals
  - ✓ Resumes (encourage "QC" of Subs resumes)
  - ✓ Registrations / certifications / licenses
  - ✓ References ( 3 max)
  - ✓ Work experience on "relevant projects" (up to 5)
  - ✓ Current Employer

# RFQ Requirements (Continued)

- Major Subconsultants – Teaming
  - ✓ Legal relationship (subcontract / teaming agreement)
  - ✓ Qualifications, capability, past performance evaluated along with Prime
- List of all Subconsultants

# RFQ Requirements (Continued)

- Organization chart
  - ✓ Key Individuals
  - ✓ Geographic location identified
  - ✓ Prime, Subconsultant identified
  - ✓ Interfaces (Prime/Sub & disciplines)

# RFQ Requirements (Continued)

- Financial capacity – Current Balance Sheet – “Certified True Copy”
- Any unique approach to accomplish the work
  - Identify Risk and Challenges – Top 5
  - Risk Monitoring and Management
  - Claims management and Avoidence
- Confidentiality/Proprietary Marking

# Evaluation Process

- Purpose: select Offerors that are *"Responsive" to the RFQ requirements*
  - *"Responsive" – Completeness* of the submittal responses to the requirements
- Evaluation of proposals will be conducted in accordance with Hawaii Administrative Rules §3-122-52 and §3-122-53

# Evaluation Process
# Selection Criteria*

- Experience and professional qualifications relevant to the Contract;
- Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
  - Recent – w/in past 10 years
  - Relevant – (scope, magnitude, breadth of capability, etc.)
- Capacity to accomplish the work in the required time
- Project Approach

* Descending order of importance

# Evaluation Process – Discussions, Scoring & Ranking

- Discussions (if required)
  - Confidential discussions regarding the services which are required and the services they are able to provide
  - No disclosure of any information derived from the competing professional service Offerors.
- Scoring & Ranking
  - Proposals are scored based on evaluation criteria
  - A minimum of three firms based on the selection criteria
  - Ranking sent to the HART Chief Procurement Officer (CPO)

# Negotiations

- The CPO or designee shall negotiate a contract with the 1st ranked firm
- Including fair and reasonable compensation based upon the
  - Scope
  - Schedule
  - Fee within Budget
- If Fee negotiations are not successful with 1st ranked, we will cease negotiations and go to 2nd ranked firm

# Hawaii Compliance Express

**Required Compliance pursuant to HRS §103D-310(c)**

- Tax Clearance with Hawaii Department of Taxation
- Tax Clearance with Internal Revenue Services
- Certificate of Good Standing with Department of Commerce and Consumer Affairs
- Labor Certificate from Department of Labor and Industrial Relations

Hawaii Compliance Express provides a single certificate for all of the above. Registration is available at: **https://vendors.ehawaii.gov/hce/splash/welcome.html**

# Contract Type

- Time & materials contract
- Possible pre-priced unit rates
- Multi-term contract
- Other, as deemed appropriate

# RFQ Requirements (Continued)

## *ORGANIZATIONAL CONFLICT OF INTEREST*

1) Participation by Persons (and/or Affiliates) on more than one Offeror's team performing more than fifteen percent (15%) of the Work;
2) A Person (and/or Affiliate) who produced design plans or deliverables, under an existing HART Contract, which could be the subject of review, approval and/or management by the same Person (the awarded offeror) under this Contract;
4) 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); or
5) A Person who is currently providing services under an existing contract which may place that Person, if awarded the contract under this solicitation, to represent divergent interests in the course of this Contract.

# Other Information

- Multiple Notices to Proceed (NTPs)
- Performance and Payment Bonds are not required for this Contract
- We do not expect to withhold retention

# Closing

- Current Balance Sheet – Certified True Copy
- General Excise and Use Tax will apply to this Contract
- Project documents are available at HART
  - ✓Appointment required

# Questions

**(Questions have been moved to Addendum No. 3)**

# *Mahalo!*

HONOLULU RAIL TRANSIT

# Honolulu Rail Transit Project

## West and East CE&I

**Pre-Submittal Conference**
**August 14, 2013**

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HONOLULU RAIL TRANSIT

# Honolulu Rail Transit Project

## West and East CE&I

**Pre-Submittal Conference**
**August 14, 2013**

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HONOLULU RAIL TRANSIT

# Honolulu Rail Transit Project

## West and East CE&I

**Pre-Submittal Conference**
**August 14, 2013**

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