

**HONOLULU AUTHORITY FOR RAPID
TRANSPORTATION**

HONOLULU RAIL TRANSIT PROJECT

**CORE SYSTEMS SUPPORT SERVICES
CONSULTANT**

PROFESSIONAL SERVICES CONTRACT

REQUEST FOR QUALIFICATIONS

NO. RFQ-HRT-667108

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
CORE SYSTEMS SUPPORT SERVICES CONSULTANT
HONOLULU RAIL TRANSIT PROJECT
PROFESSIONAL SERVICES CONTRACT
REQUEST FOR QUALIFICATIONS NO. RFQ-HRT-667108
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 October 13, 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.



9/16/13

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 design and construction management oversight for a Core Systems Support Services Consultant (Consultant) for the Honolulu Rail Transit Project (“HRTTP”). Such services shall include providing professional services during the Design, Fabrication, Installation, Testing, and Commissioning of the Core Systems Work. The Consultant shall provide sufficient qualified staff at all times to perform the services in accordance with the plans and specifications, and all HART established management plans, procedures and practices. The Consultant shall also provide qualified staff to perform all necessary related administrative services responsibilities related to the Contract.

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.

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, 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 HRTTP includes twenty-one (21) stations, one (1) Maintenance and Storage Facility (MSF), and eighty (80) light metro vehicles and associated core systems.

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>.

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 Center Station; and
- Section IV – City Center: 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 controls, 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 is 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.

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 documents listed in Appendix A may be viewed on HART’s website under “Library” at the following site: www.honolulutransit.org.

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) 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 and any inquiries related to this Request for Qualifications should be emailed to: transitmailbox@honolulu.gov, reference the RFQ-HRT-667108.

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 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 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.

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 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. 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.
- J. Any promotional or descriptive literature which the firm desires to submit to further support its qualifications.

2. 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) Deputy Program Manager
- 2) Change and Claims Engineer
- 3) Change and Claims Administrator
- 4) Contract Compliance Engineer
- 5) Interface Engineer
- 6) Systems Support Engineer
- 7) Lead Office Engineer
- 8) Document Control Administrator
- 9) Field Oversight Engineer
- 10) Others as deemed appropriate

(The above key individuals must be willing to relocate to the HART offices)

- B. Provide résumés for the Key Individuals identified above and for any other individuals the Offeror 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 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.

3. 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;
 - b. Identify the top five (5) risks and/or challenges associated with this Contract. Describe the Offeror's approach or solution;
 - c. Provide a narrative on how the Offeror's team will monitor and manage risk on an on-going basis; and
 - d. Describe the Offeror's plan or practices for claims management and avoidance.
- 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 Core Systems Support Services Professional Services Contract in managing the Core Systems Design-Build-Operate-Maintain (DBOM) Contractor and fully automated (driveless) transit systems.
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 October 13, 2013, 2:00 p.m. HST to:

HART Executive Director and CEO
RFQ-HRT-667108
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
CORE SYSTEMS SUPPORT SERVICES CONSULTANT
INDICATIVE LISTING OF TASKS**

Illustrative Scope of Work

The Core Systems Support Services Consultant will be providing professional services during the Design, Fabrication, Installation, Testing, and Commissioning and Operations & Maintenance Start-Up of the Core Systems Work. The Consultant shall provide sufficient qualified staff at all times to perform the services in accordance with the plans and specifications and all HART established management plans, procedures and practices. The Consultant shall also provide qualified staff to perform all necessary related administrative services responsibilities related to the Contract.

Indicative Listing of Tasks

- Conduct design review of Interim and Final Design documents based on Core Systems contract requirements.
- Review and acceptance of Core Systems contract submittals in accordance with HART's process and procedures.
- Review and acceptance of O&M plans, drawings, training manuals, Standard Operating Procedures (SOP), rule books, operating bulletins, and other related O&M materials.
- Review, process and provide answers to Core Systems Contractor's Requests for Information (RFI's).
 - Provide oversight of Contractor's O&M services, including review, verify and validate plans, manuals, procedures, rule books, service availability, and performance payments
- Assist in management and oversight of Core Systems Interface and Integration activities for the design and construction phases of all contracts involved with the Core Systems.
- Verify that contractor's work is designed and constructed in conformity with contract specifications in all contracts involved with the Core Systems.
- Prepare and maintain photographic records, daily reports, meeting minutes, weekly reports and monthly reports.
- Monitor, review and report on contractor's progress, schedule and payment applications.
- Perform on-site inspection and record any non-conforming work; monitor and report on corrective action plans.
- Perform manufacturing oversight and factory inspections.
- Participate in routine stakeholder meetings with the Core Systems Contractor and public agencies.
- Support HART's public involvement activities.
- Monitor and inspect implementation of contractor's work zone.
- Assist in monitoring and oversight of the Core System Contractor's Quality Assurance testing and Quality Control.

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- Conduct specialized cost estimating and schedule review.
- Process, monitor, and log project documents including requests for information, all required submittals, shop drawings, as-builts, etc.
- Provide and assist with change order management and contract administration, including resolution of claims and disputes and cost estimating.
- Conduct Contractor walk-throughs, validate Substantial Completion, Final Acceptance and oversee contract close-out.
- Participate in Safety and Security Certification activities, while providing documentation that the project is built in accordance with the plans and specifications.
- Ensure all necessary permits are obtained and maintained.
- Monitor contractor's adherence to contract requirements, such as Site Safety and Security, Quality Assurance, Environmental Compliance, etc
- Review and provide acceptance of Contractor's test plans, test procedures, test reports and inspection procedures.
- Monitor and oversee Contractor's performance regarding test and acceptance activities, including Factory Acceptance Testing, Subsystem Acceptance Testing, Integrated System Testing and System Performance Demonstration.
- For Project Closeout, provide documentary records and review to confirm that the project is built in accordance with plans and specifications (as-builts, punch-list items, calculations, QC records, warranty certificates, O&M manuals, software documentations, etc.).

HART Viewable Documents

Ansaldo Core Systems Contract- this contract can be found out on HART's website, www.honolulustransit.org

