

**NOTICE TO CONSULTANTS
REQUEST FOR PROFESSIONAL SERVICES
(REVISED AUGUST 17, 2009)**

REVISED PARAGRAPH:

The City and County of Honolulu (City) is seeking professional services in the field of engineering for a Project Management Support Consultant (PMSC) to provide support services in the areas of elevated guideway engineering, rail station design, construction management, general project management, environmental planning, and federal programmatic requirements for the Honolulu High-Capacity Transit Corridor Project (HHCTCP). The successful firm must be licensed to do business in the State of Hawaii. The PMSC contract will be supervised and overseen by the City and County of Honolulu Department of Transportation Services' Rapid Transit Division (RTD). The City anticipates that key PMSC staff members will be embedded with RTD in a consolidated project office. The embedded PMSC staff members will function as an extension of RTD staff and will train City staff to ensure continued technical capacity and capability.

HHCTCP BACKGROUND

Purpose

The purpose of the HHCTCP 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.

First Project: East Kapolei to Ala Moana Center via the Airport (the Project)

The Project is identified in the Draft Environmental Impact Statement (DEIS) as the Airport Alternative. The Project will include the design, construction and operation of a 20.5-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 exclusive right-of-way. The system will use steel wheel on steel rail technology. The Project includes 21 stations, one maintenance and storage facility, and 76 light metro vehicles and associated core systems. The City intends to seek New Starts funding assistance from the Federal Transit Administration (FTA) and must comply with the statutory, regulatory, and administrative requirements for New Starts projects.

Planned Extensions

In addition to the Project, the Locally Preferred Alternative (LPA) includes four planned extensions connecting the Project to West Kapolei, UH Mānoa, Waikīkī, and Salt Lake. The extensions would receive separate detailed environmental review.

Additional information on the HHCTCP is found at: <http://honolulutransit.org>.

Status of FTA Programmatic Requirements

An Alternatives Analysis was completed in October 2006. On December 22, 2006, the Honolulu City Council selected the Fixed Guideway Alternative as the LPA. A DEIS was released in November 2008. The comment period ended on February 6, 2009. The Final Environmental Impact Statement is expected to be released this fall.

On May 4, 2009, the City requested the Project's entry into Preliminary Engineering.

PROJECT DELIVERY AND CURRENT PROCUREMENT EFFORTS

Guideway and Stations

The Project's guideway and stations are planned to be constructed in sections:

- Section I - West Oahu/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 Lagoon Station; and
- Section IV – City Center: Lagoon Station to Ala Moana Center Station.

The City is in the process of procuring a design-build (DB) contractor for the West Oahu/Farrington Highway guideway.

All station groups and subsequent guideway segments will be implemented through the procurement of individual design firms, under service contracts, who will prepare design documents for individual construction packages to be procured using the design-bid-build method. Procurement actions have not been initiated for the various station groups and subsequent guideway segments.

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 year period include the revenue vehicles, train control, traction power facilities, fare collection, and manufactured products required for operation and maintenance of the system. The City is in the process of procuring the Core Systems DBOM contractor.

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 20.5-miles. The City is in the process of procuring the MSF DB contractor.

TERM OF CONTRACT

The City intends to enter into a multi-term contract with the PMSC. The term of the PMSC contract is expected to extend from October 2009 to October 2014. The PMSC contract will have multiple notices to proceed (NTPs). NTP #1 will be issued for services for the first twelve (12) month period. Subsequent NTPs will be issued subject to the appropriation and availability of funds. The PMSC contract will be cancelled only if funds are not appropriated or otherwise made available in any fiscal period succeeding the initial term of the contract; however, this will not affect the City's rights or the PMSC's right under any termination clause of the contract. The City will notify the PMSC on a timely basis that the funds are, or not, available for the continuation of the contract for each succeeding fiscal period. The PMSC will be reimbursed the unamortized, reasonable incurred, nonrecurring costs if the contract is cancelled due to the non-appropriation of funds.

SCOPE OF WORK

An indicative listing of tasks relating to the scope of work for the PMSC accompanies this notice. All PMSC levels of effort, work scope, and responsibilities are subject to the review and approval of the City, and may be adjusted at any time.

SUBMITTAL MATERIALS REQUIREMENT

Interested firms shall submit the following materials:

- 1) Letter of Interest
- 2) Information on the Firm:
 - a) Name of the Firm, the principal place of business, and location of all of its offices;
 - b) The age of the Firm and its average number of employees over the past five years;
 - c) The education, training, and qualifications of key members of the Firm;
 - d) The total annual revenues of the Firm over each of the past five years;
 - e) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding and current year, preferably for projects similar to this Project; and
 - f) Any promotional or descriptive literature which the Firm desires to submit.
- 3) 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.
- 4) A statement identifying any contract involving the Firm that was terminated for default within the past three years.

- 5) Other related information:
- a) Identification and roles of each subconsultant firm proposed to work on the Project.
(This section should not exceed two pages.);
 - b) Identification of only the persons for the following positions who will be assigned to the Project on a full-time basis and located in Honolulu:
 - i) Chief Project Officer – Provides oversight on all technical criteria, design details, and compliance matters for all aspects of the Project. Supervises technical and administrative staff.
 - ii) Chief Facilities Engineer – Oversees the civil and structural engineering design of all physical facilities to be constructed for the Project.
 - iii) Chief Architect – Manages the architectural design of stations, landscaping, Maintenance and Storage Facility, and other building structures for the Project.
 - iv) Chief Systems Engineer – Oversees the design of all Core Systems for the Project, including vehicles, traction power systems, communication systems, train control systems, fare collection systems, etc.
 - v) Configuration Management Chief – Oversees the Configuration Management Plan, which includes the following components: baseline management, configuration change control, interface control, design review management, document control, configuration status accounting, and configuration verification audits.
 - vi) Chief Administrative Officer – Oversees implementation of the Project’s financial plan, including project budget and cash flow; grant application and administration activities; and contracts administration. Ensures appropriate and skilled staffing needs are met.
 - vii) Manager of System Safety and Security – Develops safety and security rules and procedures. Oversees the development of the Safety and Security Program Plan, System Security and Emergency Preparedness Plan, Safety and Security Certification Plan, and Safety and Security Management Plan.
 - viii) Manager of Quality Assurance – Develops a Project Quality Plan that meets FTA requirements, and monitors, audits, and evaluates all Project activities affecting quality to ensure that the full intent of Project requirements are met.
 - c) Resumes for the staff identified above and for any other individuals who may have a major role in providing the services. (Note: References may be contacted to verify individual performance on projects included in resumes. Thus, resumes should be sufficiently specific to allow verification.)
 - d) A list of major PMSC projects undertaken and completed within the past five years in accordance with FTA New Starts project development requirements.

SELECTION

The City will evaluate submittals according to the criteria identified below. These criteria are listed with the most important criteria first and other criteria in descending order of importance. Contract negotiations will be conducted pursuant to Hawaii Revised Statutes Section 103D-304(h).

Evaluation Criteria in Descending Order of Importance	
1	Experience and professional qualifications relevant to the Project
2	Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies
3	Capacity to accomplish the work in the required time
4	Any additional criteria determined in writing by the selection committee to be relevant to the City's needs or necessary and appropriate to ensure full, open, and fair competition

DEADLINE

- 1) An original and seven (7) copies of the SUBMITTAL MATERIALS packet shall be submitted no later than Friday, September 11, 2009, 4:00 PM Hawaii Standard Time, to:
Mr. Toru Hamayasu, Chief
Rapid Transit Division
Department of Transportation Services
650 South King Street, 3rd Floor
Honolulu, Hawaii 96813
- 2) No facsimiles will be considered. The PMSC contract will only be awarded to a firm that demonstrates the ability to provide all of the services required to perform the scope of work described herein. SUBMITTAL MATERIALS submitted for only portions of the services will be considered non-responsive to this notice.

Any inquiry regarding the services required shall be directed in writing to Mr. Toru Hamayasu, Rapid Transit Division, Department of Transportation Services, at the above address or Ms. Deanna Chang at E-mail address dchang@honolulu.gov.



for WENDY K. IMAMURA,
PURCHASING ADMINISTRATOR
Department of Budget and Fiscal Services
City and County of Honolulu

**ATTACHMENT TO
NOTICE TO CONSULTANTS-REQUEST FOR PROFESSIONAL SERVICES
HONOLULU HIGH-CAPACITY TRANSIT CORRIDOR PROJECT
PROJECT MANAGEMENT SUPPORT CONSULTANT
INDICATIVE LISTING OF TASKS RELATED TO THE SCOPE OF WORK**

This abbreviated scope of work outlines the project management support services that may be provided by the PMSC.

TASKS

General Project Management

1. Prepare submittals such as programmatic waiver requests to the Federal Transit Administration (FTA).
2. Coordinate with City, State, and Federal agencies, and transit operations personnel, as requested and required, to provide management and coordination interface.
3. Prepare progress reports and informational briefs to the City Council, FTA, and other agencies.
4. Assist the City in monitoring participation by Disadvantaged Business Enterprises and other small businesses.
5. Participate and support the City's interface with the FTA's Project Management Oversight Contractor (PMOC) and other activities as required.
6. Assist in developing cost estimates for preparing Rapid Transit Division's operating and capital improvement budget requests.
7. Provide general office support.
8. Perform other duties as required.

General Project Control

1. Develop and maintain the cost-loaded Master Project Schedule for the Project.
2. Assist the City in monitoring the Project's budget.
3. Assist in tracking County GET Surcharge revenues and outlays.
4. Assist in procuring all third-party contractors and consultants needed to construct and implement the Project in accordance with FTA Circular 4220.1F, Third-Party Contracting Requirements, and Title 3, Subtitle 11, Chapter 122 of the Hawaii Administrative Rules, Source Selection and Contract Formation.
5. Assist in conducting and documenting cost or price analyses associated with each procurement action, including contract modifications.
6. Assist in drafting and processing third-party contract documents, including contract amendments and change orders.
7. Assist in managing all third-party contracts.
8. Assist in procuring project office equipment and supplies.
9. Assist in identifying costs not eligible for federal participation.
10. Perform other duties as required.

Oversight

1. Assist in overseeing construction management activities of the General Construction Manager.
2. Conduct technical review of the work products submitted by third-party consultants, and prepare written comments and recommendations.
3. Participate in the coordination of engineering and design activities, including, but not limited to, utility requirements, right-of-way requirements, geotechnical information, base mapping, and constructability reviews, studies, and analyses.
4. Assist in coordinating and managing value engineering and peer review activities.
5. Provide assistance to the City's Risk Manager.
6. Assist in coordinating review of proposed transit-oriented development and FTA joint-development projects.
7. Assist in coordinating the public art program for the Project.
8. Attend agency coordination meetings.
9. Attend public meetings and hearings, and participate, as required, in the Project's public information program.
10. Assist in responding to comments and requests for information.
11. Perform other duties as required.

Pre-Final Design Activities

1. Update FTA-required documents in accordance with the PMOC's requirements. The following is an illustrative list of the required documents:
 - Project Management Plan (includes Project Sponsor Staff Organization, Project Budget and Schedule, Document Control Procedures, Change Order Procedures, Material Testing Procedures, Internal Reporting Procedures, Operational Testing Procedures, Quality Assurance/Quality Control Procedures);
 - Configuration Management Plan;
 - Contracting Plan;
 - Claims Avoidance Plan;
 - Real Estate Acquisition Management Plan;
 - Bus Fleet Management Plan;
 - Rail Fleet Management Plan;
 - Safety and Security Management Plan;
 - Operating Plan; and
 - Before and After Study documentation
2. Assist in preparing the application to enter into Final Design, which will be submitted to the FTA.
3. Assist in developing an early action program to perform long lead or critical path activities.
4. Participate in discussions with utility owners leading towards signed Utility Owner Agreement(s) for construction.
5. Perform other duties as required.

Specialized On-Call Services

1. Provide assistance with special tasks or services, as necessary and authorized by the City.