

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

REVISED PARAGRAPH:

The City and County of Honolulu (City) is seeking professional services in the field of engineering for a General Engineering Consultant (GEC) for the Honolulu High Capacity Transit Corridor Project (HHCTCP). The GEC will provide services related to elevated guideway engineering, systems engineering, rail station design, construction management oversight, procurement, contract administration, configuration control, claims support, scheduling, project financing and environmental planning. Because funding assistance is anticipated from the U. S. Department of Transportation, Federal Transit Administration (FTA), FTA's third-party contracting requirements will apply. **Firms named in any other active HHCTCP solicitation in any capacity are not eligible to be awarded the GEC Contract.**

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 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 FTA and the successful offeror shall 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, the University of Hawai'i at 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 sent a letter to FTA Region 9 requesting 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 starting from the western terminus of East Kapolei:

- 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 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 O'ahu/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.

GEC CONTRACT SCOPE OF WORK

Services under the GEC contract may include, but are not limited to:

1. Providing general overall support such as commissioning and testing, quality control/quality assurance, safety and security, risk assessment, configuration management/change control, project integration/coordination management, progress reporting, communication/meeting/record keeping, scheduling/cost management/subcontract management, financial planning, real estate acquisition and management, public involvement and coordination with other agencies;
2. Support FTA activities such as New Starts application and assistance, preparing requests for letters-of-no-prejudice and/or related activities, financial plan update, and administration, reporting, and other related issues;
3. Providing individual project development activities such as environmental studies and reports, conceptual design, preliminary designs and construction schedules and phasing, maintaining criteria and standards, rendering/drawing, preparation and administration of agreements and memoranda of understanding, researching of codes, rules, regulations, and analytical systems studies/calculations and surveys, reviewing current industry standards and practices, preparing cost estimates and preparing project implementation plans;
4. Providing multi-disciplinary engineering design services to support the project such as providing project management services for the project overall to monitor and review project work products, preparing and reviewing project work plans and directing technical staff throughout all phases of the project;
5. Assisting in the preparation of complete contract documents, preparing solicitation documents, preparing addenda, reproduction and distribution of contact documentation, assisting in pre-bid meetings, responding to questions in the bid process and supporting the proposal evaluation processes;
6. Providing design support during construction, reviewing shop drawing and design submittal reviews, assisting in processing change notices and request for information, assisting in claims analysis and dispute resolution, assisting in evaluation of differing site conditions, assisting in preparation of change orders, assisting in configuration management and change control, assisting in inspection and test control;
7. Assisting in contract management activities such as communications/meetings/record keeping, contract cost and payment management, contract schedule management, contract technical support and contract close-out support;
8. Providing procurement services such as inspections, testing, specifications development, alternate product selection, vendor evaluation and expediting support;
9. Providing construction management and oversight support such as resident engineer services, construction inspection, testing, acceptance, processing change orders, processing requests for information; and
10. Providing experienced personnel to assist in emergency responses in the general areas of construction incidents, failure analysis, structural repairs, accident investigation, media processes, etc.

TERM OF CONTRACT

The term of the contract is expected to extend from November 2009 to December 2020. The contract will be a multi-term contract subject to the availability of funds in accordance with Hawaii Administrative Rules (HAR) §3-122-149. The 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 contract may be cancelled 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 GEC's right under any termination clause of the contract. The City will notify the GEC on a timely basis that the funds are, or not, available for the continuation of the contract for each succeeding fiscal period. The GEC will be reimbursed the unamortized, reasonable incurred, nonrecurring costs if the contract is cancelled due to the non-appropriation of funds.

SUBMITTAL MATERIALS REQUIREMENT

- 1) Letter of interest
- 2) Information on the Firm
 - a) Name of the entity responding, the principal place of business, and location of all major 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 annual total revenue 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.
 - 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 contract. (This section should not exceed two pages.)
 - b) Identification of the persons in the following positions who will be assigned on a full time basis and located in Honolulu over an initial two-year period (list key staff position/name/firm):
 1. Project Manager
 2. Design Manager
 3. Construction Manager
 4. Planning Manager
 5. Project Integration/Coordination Manager

6. QA/QC Manager
7. Procurement Manager
8. Contracts Manager
9. Architect Manager
10. Systems Engineering Manager
11. Lead Vehicle Engineer
12. Utilities and Third Party Coordinator
13. Survey and Right-of-Way Manager
14. Project Controls Manager
15. Public Outreach Manager

c) Resumes for the staff identified above and for any other individuals deemed to have a key major role in providing the services. The resumes should include work experience on FTA New Starts projects, if any. (Note: References may be contacted to verify individual performance on projects included in resumes. Thus, resumes should be sufficiently specific to allow verification.)

d) An organization chart of the proposed consultant team. (Note: Position titles shown in the staffing table in Section 5.b, above are intended to be functional and not mandatory for the organization chart. The organization structure and titles should reflect what the firm deems to be appropriate for the services to be provided.);

e) Provide a list of example projects which best illustrate proposing firm's relevant qualifications for this assignment. The list should not exceed fifteen (15) recent projects that include design-build, design-bid-build, rail vehicle manufacturing and/or systems procurement and revenue operations with contractual responsibilities in the following areas:

1. General Engineering Consultant
2. Construction Management
3. Engineering and Design Services
4. Environmental
5. FTA New Starts
6. Financial Planning
7. Procurement Services

Provide the following for each project listed:

1. Name and Location
2. Period of Performance (Start and End Dates)
3. Primary role of your firm
4. Percent of work performed by your firm
5. Contact name and telephone number
6. Owner's project number
7. Contract value
8. Final value
9. Identify any project claims and litigation involving your firm (if none so state)
10. Did project include Federal funds (yes or no)

f) Any other pertinent information that should be considered in the evaluation of the firm's qualifications. (This should be limited to not more than five pages.)

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 §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

An original and seven (7) copies of the SUBMITTAL MATERIALS packet shall be submitted not later than October 5, 2009, 4:00 p.m. Hawaii Standard Time, to:

Mr. Kenneth Hamayasu, Chief
Rapid Transit Division
Department of Transportation Services
650 S. King Street, 3rd Floor
Honolulu, Hawaii 96813
ATTN: RQS DTS-0901227

No facsimiles will be considered. The GEC contract will only be awarded to a firm that demonstrates the ability to provide all of the services required for the Project. SUBMITTAL MATERIALS submitted for only parts of the required services will be considered non-responsive to this notice.

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


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