

**HONOLULU AUTHORITY FOR RAPID
TRANSPORTATION**

HONOLULU RAIL TRANSIT PROJECT

**REAL ESTATE MAPPING AND
SURVEYING SERVICES**

PROFESSIONAL SERVICES CONTRACT

REQUEST FOR QUALIFICATIONS

NO. RFQ-HRT-674804

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
REAL ESTATE MAPPING AND SURVEYING SERVICES
HONOLULU RAIL TRANSIT PROJECT
PROFESSIONAL SERVICES CONTRACT
REQUEST FOR QUALIFICATIONS NO. RFQ-HRT-674804
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 December 13, 2013, addressed to the HART Procurement and Contracts Officer, 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 United States Department of Transportation, Federal Transit Administration (FTA) requirements.



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 for Mapping and Surveying Support Services in support of real estate and construction activities for the Honolulu Rail Transit Project (HRTTP). Such services shall include providing professional services during the Pre-construction property phase of the Surveying Systems Work to support right-of-way activities necessary for project construction. The Consultant shall provide HART with boundary surveys, right-of-way and parcel mapping, survey and metes and bounds descriptions of real property and easements, easement and subdivision processing, property and document review, and other mapping requests as needed.

The Consultant must be licensed to perform services within the State of Hawai'i prior to proposal submission. 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 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://honolulutransit.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 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 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 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 HRTTP.

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).

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 this 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-674804.

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. 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.
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) Drafting Technician IV- See Qualification Job Specifications Attachment
 - 2) Land Boundary Surveyor II – See Qualification Job Specifications Attachment
 - 3) Engineering Technician V– See Qualification Job Specifications Attachment
 - 4) Land Boundary Surveyor VI or higher – See Qualification Job Specifications Attachment

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 and/or license must match the name in Section 2.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 should not exceed two (2) pages);
 - 2) An organizational chart of the proposed Offeror's team which includes the Key Individuals identified in Section 2.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) and between the prime & HART
 - 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) Provide a brief project approach to performing services.
- 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 Real Estate Mapping and Surveying 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.

DEADLINE

An **original and seven (7) copies** of the Submittal Materials packet shall be submitted not later than December 13, 2013, 2:00 p.m. HST to:

HART Procurement and Contract Officer
RFQ-HRT-674804
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.

Honolulu Rail Transit Project

APPENDIX A

REAL ESTATE MAPPING AND SURVEYING SERVICES

INDICATIVE LISTING OF TASKS

Illustrative Scope of Work

The CONSULTANT will provide HART with boundary surveys, right-of-way and parcel mapping, survey and metes and bounds descriptions of real property and easements, easement and subdivision processing, property and document review, and other mapping and/or surveying requests, as needed, in support of construction of the Honolulu Rail Transit project.

Indicative Listing of Tasks

The CONSULTANT, as directed by HART, will support HART in real estate acquisition and other related activities. This support includes, but is not limited to, the following:

- Conduct boundary and property surveys necessary for land acquisition or other project-related requirements;
- Prepare Right-of-Way maps and other documents necessary to satisfy agency requirements;
- Prepare parcel maps, permanent easement maps, utility easement maps and survey and metes and bounds descriptions of real property and easements;
- Prepare maps and materials to support acquisition of utility easements that conform to the utility owners' requirements, and in support of legal requirements for conveyance of real property and easement rights;
- Provide field survey layout of easements and property acquisitions for negotiations with property owners or other stakeholders.
- Prepare maps and materials required for third-party agreements; consents to enter, other real estate related documents, and other project-related documents;
- Prepare and process subdivision maps, applications and other required documents;
- Prepare and complete subdivisions on behalf of HART;
- Coordinate with third parties to ensure maps accurately reflect existing parcel conditions including ownership, restrictions and encumbrances;
- Review design documents to confirm all land encumbrances and mapping are accurate;
- Prepare maps and materials as requested by HART;
- Attend meetings at the request of HART;
- Prepare and provide field surveys and measured survey data;
- Provide documentation to HART staff for review;
- Interface with HART personnel and other contractors.

Honolulu Rail Transit Project

Assumptions:

- The project has identified approximately 184 parcels of real property that are impacted by the project. Currently it is anticipated there are approximately 110 parcels that require subdivision, and 9 full acquisition parcels remaining to be acquired. The number of utility easements and permanent easements are still pending.
- Obtain permits unless mapping and surveying are related to the Hawai'i Department of Transportation ("HDOT") or City and County of Honolulu roadways and facilities
- The Consultant will not be required to perform title searches. Title searches will be performed by others.

The following is a list of indicative deliverables anticipated under this Contract:

- Draft and Final Right-of-Way and Easement Maps
- Draft and Final Parcel Maps and Legal Metes and Bounds Descriptions of Real Property and Easements
- Subdivision Maps and Documents and Subdivision Approvals
- Maps, drawings and documents as requested by HART

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	7.606
	STATE OF HAWAII	7.607
.....		7.608
	Minimum Qualification Specifications	7.609
	for the Classes:	7.610
		7.611
		7.612

DRAFTING AID II
DRAFTING TECHNICIAN III, IV, V, VI, VII, and VIII

Education Requirement

Graduation from high school or equivalent, with courses in mathematics and mechanical drawing.

Excess experience of the type and quality described below, or any responsible experience demonstrating analytical or drawing skill may be substituted for education on a year-for-year basis.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Drafting Experience (years)	Supervisory Experience (years)	Total Experience (years)
Drafting Aid II	0	0	0
Drafting Technician III	1	0	1
Drafting Technician IV	2	0	2
Drafting Technician V	3	0	3
Drafting Technician VI	5	0	5
Drafting Technician VII	6	*	6
Drafting Technician VIII	6	1	7

Drafting Experience: Experience in preparing detailed architectural, engineering, and/or cartographic drawings from designs and sketches, which included: 1) the layout and drawings of finished plans; and 2) computation in the preparation of scaled drawings.

For the Drafting Technician III and IV levels, experience performing simple, routine drafting work may be considered as qualifying provided the experience demonstrates that the applicant possesses knowledge of algebra, geometry, trigonometry, nomenclature and conventional symbols of drafting, and basic drafting

PART II
DRAFTING AID II
DRAFTING TECHNICIAN III, IV, V, VI, VII, VIII
7.606, 7.607, 7.608, 7.609, 7.610, 7.611, 7.612

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techniques; and the ability to use standard drafting instruments and equipment properly, and solve simple mathematical problems.

Supervisory Experience: Work experience supervising drafting personnel, which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

(*) For the VII level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed

Successful completion of a course of study in Engineering Technology at an accredited community college may be substituted for one (1) year of the required Drafting Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

PART II
DRAFTING AID II
DRAFTING TECHNICIAN III, IV, V, VI, VII, VIII
7.606, 7.607, 7.608, 7.609, 7.610, 7.611, 7.612

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Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes DRAFTING AID II and DRAFTING TECHNICIAN III, IV, V, VI, VII and VIII, which were approved on March 17, 1969.

DATE APPROVED: 11/19/12



for BARBARA A. KRIEG, Director
Department of Human Resources Development

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	7.570
	STATE OF HAWAII	7.571
.....		7.572
		7.573
	Minimum Qualification Specifications	7.574
	for the Classes:	7.575

LAND BOUNDARY SURVEYOR I, II, III, IV, V, VI

LAND BOUNDARY SURVEYOR I, II and III

Basic Education Requirement: Graduation from an accredited four (4) year college or university with a bachelor's degree in land surveying, geo-science, civil engineering or general engineering.

Excess work experience as described under the Experience Requirement below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree in the majors described above, may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents, read and interpret complex written material, and solve complex problems logically and systematically.

Experience Requirement

- Level I: No experience required.
- Level II: One (1) year of professional land boundary experience. At least six (6) months of experience must have included the application of Hawaii land laws, Land Court rules, decisions and procedures, and Hawaii's land tenure history.
- Level III: Two (2) years of professional land boundary experience. At least one (1) year of experience must have included the application of Hawaii land laws, Land Court rules, decisions and procedures, and Hawaii's land tenure history.

Substitutions Allowed

1. Successful completion of a course of study in engineering technology at an accredited community college and two (2) years of land surveying experience,

Land Boundary Surveyor I, II, III, IV, V, VI
7.570, 7.571, 7.572, 7.573, 7.574, 7.575

- which included the use of the theodolite and level, may be substituted for the Basic Education Requirement.
2. A master's degree in land surveying, geo-science or civil engineering from an accredited four (4) year college or university may be substituted for six (6) months of the Experience Requirement.
 3. Excess supervisory experience of the type and quality described below may be substituted for the Experience Requirement on a year-for-year basis.

LAND BOUNDARY SURVEYOR IV, V and VI

License Requirement: Applicants for Land Boundary Surveyor IV, V and VI must possess a valid license to practice as a professional Land Surveyor in the State of Hawaii.

Registration Requirement: Applicants for Land Boundary Surveyor V and VI must possess a valid certificate of registration to practice surveying in the Land Court of the State of Hawaii.

Supervisory Experience: Professional land boundary surveying experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

- Level IV Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exists; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.
- Level V One (1) year of supervisory experience.
- Level VI Two (2) years of supervisory experience.

LAND BOUNDARY SURVEYOR I, II, III, IV, V, and VI

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

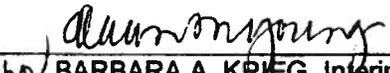
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes LAND BOUNDARY SURVEYOR I, II, III, IV, V and VI, which were approved on May 12, 2003.

DATE APPROVED: 2/1/2012



for BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	7.502
	STATE OF HAWAII	7.504
.....		7.506
	Minimum Qualification Specifications	7.508
	for the Classes:	7.509
		7.512
		7.514
	<u>ENGINEERING AID I, II, III, IV</u>	7.516
	<u>ENGINEERING TECHNCIAN V, VI, VII, VIII</u>	

Education Requirement:

Graduation from high school, or equivalent, with courses in mathematics.

Excess experience of the type and quality described below; or any responsible experience requiring a high degree of analytical skill may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitution provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts indicated in the following table, or any equivalent combination of training and experience.

Class Title	Engineering-Support Exp (Yrs)	Supervisory Experience (Yrs)	Total Exp (Yrs)
Engineering Aid I	0	0	0
Engineering Aid II	1	0	1
Engineering Aid III	2	0	2
Engineering Aid IV	3	0	3
Engineering Technician V	4*	+	4
Engineering Technician VI	4*	+	4
Engineering Technician VII	4**	+	4
Engineering Technician VIII	4***	+	4

Engineering-Support Experience: Work experience in one or a combination of the engineering-oriented functions such as inspection, testing, designing, surveying, drafting, and construction, which required the knowledge of engineering terminology and the ability to use mathematical skills in the solution of engineering-support or engineering problems.

For the Engineering Aid II level, experience that involved simple, repetitive engineering supportive tasks may be considered as qualifying provided the experience demonstrates that the incumbent possesses the knowledge of engineering terminology and the ability to solve simple mathematical problems.

*For the Engineering Technician V and VI levels, at least one (1) year of the required experience must have been comparable to the Engineering Aid IV level, or two (2) years of experience must have been comparable to the Engineering Aid III level in the State service.

**For the Engineering Technician VII level, at least one (1) year of the required experience must have been comparable to the Engineering Technician VI level, or two (2) years must have been comparable to the Engineering Technician V level in the State service.

***For the Engineering Technician VIII level, at least one (1) year of the required experience must have been comparable to the Engineering Technician VII level, or two (2) years must have been comparable to the Engineering Technician VI level in the State service.

+Supervisory Experience: For positions that supervise, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor in indicating the possession of supervisory potential.

Substitution Allowed:

Successful completion of coursework in an engineering technology curriculum leading to a degree or certificate at an accredited community college may be substituted for the required Engineering-Support Experience on the basis of fifteen (15) semester credits for six (6) months of experience, up to a maximum of two (2) years.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

PART II
ENGINEERING AID I, II, III, IV
ENGINEERING TECHNICIAN V, VI, VII, VIII

Page 3
7.502, 7.504, 7.506, 7.508
7.509, 7.512, 7.514, 7.516

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

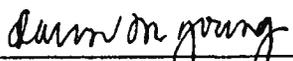
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes Engineering Aid I, II, III and IV and Engineering Technician V, VI, VII and VIII, which were approved on March 12, 1969.

DATE APPROVED: 1/19/2012



BARBARA A. KRIEG, Interim Director
Department of Human Resources Development

Honolulu Rail Transit Project

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:

<input type="checkbox"/> Prime Consultant	<input type="checkbox"/> Subconsultant
<input type="checkbox"/> Contractor	<input type="checkbox"/> Material Supplier
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> 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:

<input type="checkbox"/> Less than \$500,000	<input type="checkbox"/> \$500,000 to \$999,999
<input type="checkbox"/> \$1,000,000 to \$4,999,999	<input type="checkbox"/> \$5,000,000 to \$9,999,999
<input type="checkbox"/> \$10,000,000 to \$16,999,999	<input type="checkbox"/> More than \$17,000,000