

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
STATEWIDE TRANSPORTATION PLANNING OFFICE

ADDENDUM NO. 1

FOR

FURNISHING AND DELIVERING OF
MOTOR VEHICLES FOR VARIOUS NON-PROFIT
AND COUNTY AGENCIES STATEWIDE
PROJECT NO. STP-5310-22AR


NOVEMBER 7, 2022

The following is provided for information.

A. PRE-BID MEETING MINUTES

See attached Pre-Bid Meeting Minutes and Attendance Sheets dated November 3, 2022.

Please acknowledge receipt of this Addendum No. 1 by recording the date of its receipt in the space provided on Page PF-4 of the Proposal.



JADE T. BUTAY
Director of Transportation

**DEPARTMENT OF TRANSPORTATION
STATEWIDE TRANSPORTATION PLANNING OFFICE**

PRE-BID MEETING MINUTES

DATE: NOVEMBER 3, 2022

TIME: 2:00 PM

LOCATION: State of Hawaii Department of Transportation
Statewide Transportation Planning Offices
HDOT STP-OCR Conference Room
200 Rodgers Boulevard, Honolulu Hawaii 96819

Microsoft-Teams Web-Conference
Web attendance via email invitation
Call in Phone No.: 808-829-4853
Phone Conference ID: 877 775 055#

PROJECT: Furnishing and Delivering of Motor Vehicles for Various Non-profit and
County Agencies Statewide
State Project No. STP-5310-22AR

PRESENT: No Bidders Attended

SUBJECT: Pre-Bid Meeting

MEETING SUMMARY:

I. GENERAL DISCUSSION

1. This meeting is to clarify general questions only. If there is a conflict between what was stated in this meeting and the bid documents, the bid documents shall govern.
2. This is a federally - funded project. Prospective bidders must comply with all federal requirements, in addition to *applicable State requirements*.
3. Prospective bidders must read all requirements set forth in the bid document. All required documents must be completed and submitted with the sealed bid. Incomplete, inaccurate, illegible or missing documents will result in rejection of the bid.
4. Sealed bids must be sent to the *Contracts Office* for Hawaii Department of Transportation located at 869 Punchbowl St., Room 105 in Honolulu, Hawaii 96813.

5. Bids will be received until 2:00 p.m., Hawaii Standard Time (HST), December 8, 2022, at which time they will be *publicly opened* and read. Bids received after said due date and time shall not be considered.
6. The deadline to submit Request for Information (RFI) and Request for Substitution will be no later than fourteen (14) calendar days prior to the bid opening date, not including the bid opening date. (Wednesday, November 23, 2022).
7. Vehicles are to be *delivered within 270 calendar days* from issuance of the Notice to Proceed (NTP). A fifty-dollar (\$50) penalty for each calendar day late that the Contractor has a delay in delivery of the vehicles, will be assessed at contract completion, if deemed applicable.
8. The lowest responsive and responsible bidder for the noted bid items will be issued a Notice to Proceed within sixty (60) calendar days from Bid Opening date (December 8, 2022) or by no later than February 6, 2023.
9. Should an extension to the sixty (60) day contract award period be deemed necessary, then the successful bidder(s) will be notified in writing of the delay. In such case, the Department may request the bidders hold their bid price. Agreement to such an extension must be made by a bidder in writing. Only bidders who have agreed to such an extension will be eligible for the award.
10. Any additional follow-up questions must be received in writing and sent to Candi Jefferson, Project Manager, by no later than the close of business (4:30pm HST) on November 23, 2022. Questions can also be faxed to (808) 831-7995 or emailed to candi.n.jefferson@hawaii.gov.
11. Any and all responses to questions will be posted on the Hawaii Awards & Notices Data System (HANDS) in the form of an addendum. (Visit the following link: <https://hands.ehawaii.gov/hands/opportunities/opportunity-details/22132>)
12. The minutes from this Pre-bid meeting will also be available and publicly accessible on HANDS within one (1) week of the bid-opening date, if not earlier (or by no later than Thursday, December 1, 2022).

II. DBE DISCUSSION

1. Policy of the State of Hawaii, Department of Transportation's (HDOT) DBE Program: To ensure equal opportunity and non-discrimination in the award and administration of United States DOT-assisted contracts. Contractors shall take all necessary and reasonable steps in accordance with the regulations (49 CFR, Part 26) to ensure that DBE's have an equal opportunity to compete for and perform on contracts.

2. DBE Goal for this project: Non-specific
 - a. Be sure to document discussions, phone calls, faxes or memos relating to your efforts in meeting the DBE goal.
 - b. DBEs must be certified by the bid opening date.
 - c. DBE subcontractors, manufacturers, suppliers, trucking companies and any second-tier subcontractors shall be listed on the respective DBE forms in order to receive credit.

3. The following forms are due by the close of business (i.e. 4:30 pm HST) five (5) days after bid opening:
 - a. DBE Confirmation and Commitment Agreement. This form must be **signed by the bidder/offeror and each DBE** subcontractor, manufacturer, supplier, or trucking company and submitted to the Project Manager. Information to be provided on the form shall include, among other things, the project number, the DBE's NAICS codes, description of work, bid items with corresponding price information, prime contractor name and contact information DBE name and contact information and subcontractor name and contact information if the DBE is a second-tier subcontractor. *To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract.*

 - b. DBE Contract Goal Verification and Good Faith Efforts (GFE) Documentation for Construction. List the dollar amount of all subcontractors, manufacturers, suppliers, and trucking companies (both DBE and non-DBE firms). Bidder/offeror must also list the DBE project goal on this form. The bidder/offeror must submit documentation demonstrating how the DBE goal was met or how the bidder/offeror attempted to meet the goal if the goal was not met. This documentation shall include quotations for both DBE and non-DBE subcontractors when a non-DBE is selected over a DBE for the project. *Documentation of good faith efforts is required irrespective of whether the bidder/offeror met the DBE project goal.*

4. The forms in item number 3 above must be complete and provide the necessary information to properly evaluate bids/proposals. Failure to provide any of the above shall be cause for bid/proposal rejection.

5. In determining calendar days, the day from which the period begins to run is not counted, and when the last day of the period is a Saturday, Sunday, or Federal or State holiday, the period extends to the next day that is not a Saturday, Sunday, or holiday.

6. Calculation of the DBE contract goal for this project is the proportionate contract dollar value of work performed, materials, and goods to be supplied by DBEs. DBE credit shall not be given for mobilization, force account items and allowance items. This DBE contract goal is applicable to all the contract work performed for this project.

7. DBE contract goal percentage = Contract Dollar Value of the work to be performed by DBE subcontractors and manufacturers, plus 60% of the contract dollar value of DBE suppliers, divided by the sum of all contract items (sum of all contract items is the total amount for comparison of bids less mobilization, force account items, and allowance items).
8. The Department shall adjust the bidder's/offeror's DBE contract goal to the amount of the project goal if it finds that the bidder/offeror met the goal but erroneously calculated a lower percentage. If the amount the bidder/offeror submits as its contract goal exceeds the project goal, the bidder/offeror shall be held to the higher goal.
9. In the bid documents, be sure to refer to DBE Requirements section and pay special attention to Section VIII. Demonstration of Good Faith Efforts for Contract Award, which summarizes the kinds of efforts that will be considered demonstrative of good faith efforts.
10. All federally funded projects awarded after October 1, 2017 are required to use the Certification and Contract Compliance Management System program, an online payment tracking system. This project will be required to use the Certification and Contract Compliance Management System program. HDOT OCR will work with the Project Engineer and selected bidder to get the contract information to create a contract record for the project. Subcontractors, suppliers, manufacturers, trucking companies, etc. that are selected to work on this project are expected to log in (on a regular basis) and indicate if payment was prompt and provide all required information.
11. BIDDER REGISTRATION FORM. All firms bidding or quoting on DOT projects, including vendors, subcontractors, manufacturers, truckers, etc., must register as a bidder. Certified DBEs are automatically registered as a bidder with the HDOT. Bidder Registration Form can be found at: <https://hidot.hawaii.gov/administration/files/2019/03/Bidder-Registration-Fillable-Form.pdf>
12. Be sure to check the DBE Directory online at: <https://hdot.dbesystem.com/> to ensure the DBEs listed are certified.

III. QUESTIONS

No bidders registered or were present for the pre-bid. Meeting cancelled.

Meeting adjourned at: CANCELLED

Cc: All Attendees (see attached sign-in sheets)

STP-5310-22AR

Furnishing and Delivering of Motor Vehicles for Various Non-Profit and County Agencies Statewide

Statewide Transportation Planning Office
HDOT ADMIN STP-OCR CONFERENCE ROOM
200 Rodgers Blvd, Honolulu, HI 96819

PRE-BID MEETING

November 3, 2022, 2:00 PM

On-Site Attendees (In-Person)				
Name/Title	Agency	Telephone	Fax	Email Address
1 Daniel Williams / DBE Program Supervisor	HDOT (OCR)	808-831-7914	808-831-7944	Daniel.K.Williams@hawaii.gov
2 Candi Jefferson / Program Manager	HDOT (STP)	808-831-7988	808-831-7995	Candi.N.Jefferson@hawaii.gov
3 Ryan Sugamoto / Programming Section Manager	HDOT (STP)	808-831-7980	808-831-7995	Ryan.S.Sugamoto@hawaii.gov
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PRE-BID MEETING

November 3, 2022, 2:00 PM

Virtual Attendees (Teams Conference Call)					
	Name/Title	Agency	Telephone	Fax	Email Address
1	N/A	N/A	N/A	N/A	N/A
2					
3					
4					
5					
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