

**STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION**

MEETING MINUTES

DATE: March 30, 2023

TIME: 2:00 p.m.

LOCATION: Microsoft Teams

PROJECT: Maintenance of Flight Information Display System, Public Address System, Airline Name Display System, Gate Management System, and Departure Level Roadway LED Digital Signs
Daniel K. Inouye International Airport
State Project No. BO1331-53

PRESENT: See attached list

SUBJECT: Pre-Bid Meeting

MEETING SUMMARY:

I. GENERAL DISCUSSION

1. Attendees reminded fill out attendance sheet completely (name, address, phone number, etc.) Copies of the Pre-Bid Meeting Minutes will be sent via Addendum on HlePRO.
2. Reminder to submit your proposal through HlePRO. Any bid not submitted through HlePRO will not be considered. Bidders are advised to use only the forms supplied in the bid documents. Any deviation will result in the rejection of the proposal. Bidders are advised to read the entire bid document for all the details and requirements.
3. All questions must be submitted in writing via email to the State Project Manager, Shaun Yamaki, shaun.k.yamaki@hawaii.gov by April 12, 2023, by 12:00 pm.

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. Any significant changes will be issued through an addendum.

4. Bid opening is May 2, 2023 2:00 p.m.
5. Project duration is 3 years from NTP. The contract will be funded for 1 year at a time.

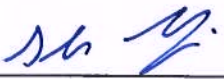
6. The work involved includes the maintenance and repairing of the Flight Information Display System, Public Address System, Airline Name Display System, Gate Management System, and Departure Level Roadway Signs at Daniel K. Inouye International Airport, including all subsystems, subassemblies, assemblies, and all associated components.
7. Parts of the work is in a secured area. Due to heightened security requirements, there are new security procedures in place. The contractor shall ensure that all access gates are secured at all times. Under no circumstances shall tools, equipment or materials are left in areas where the public can gain access to these items.
8. Subject to approval from the Airport Manager, access to the airport will probably be limited through Access Checkpoint 'A'. All vehicles entering the AOA may be subject to search.
9. Requests for AOA badges, AOA stickers, ramp licenses, etc. shall be submitted within 14 calendar days after award of contract. In addition to the requirements stated in the Contract Bid Documents, all Contractors shall comply with the requirements and procedures of the Contractor's Training Guide.
10. Pending the availability of space on airport property, the State will issue a permit to the Contractor for the use of the space, at a nominal charge of \$25.00 per space per month, to be used specifically for a field office and/or storage of materials and equipment. Since space on airport property is extremely limited, the State does not guarantee that the space provided to the Contractor will be in close proximity to the project site. The State will make every effort to provide the Contractor with space on airport property, however, should the State determine that no space is available for such use(s), the responsibility shall then be on the Contractor to find space outside of airport property. Staging areas shall be secured at all times.
11. Subject to availability of space and approval by the Airport Manager, parking may be made available at a designated parking area for vehicle parking. The General Contractor shall submit the parking request to the Airport Manager through the State Project Manager (SPM) for review. The SPM will verify the request and forward it to Airport Manager for approval. Upon approval by the Airport Manager, parking passes will be issued through the Airports' Parking Contractor for a period of time and will need to be renewed before expiration of the passes.

II. QUESTIONS

If there are any omissions or corrections to be made to the minutes of the meeting, please respond in writing by April 12, 2023

Meeting adjourned at: 2:10 P.M.

APPROVED:



Shaun Yamaki
Project Manager
State DOT, Airports Division

3/30/2023

Date

c: All attendees (See attached sign-in sheet)

MEETING ATTENDANCE SHEET
Pre-Bid Meeting

Project Name: Maintenance of Flight Information Display System, Public Address System, Airline Name Display System, Gate Management System, and Departure Level Roadway LED Digital Signs
Daniel K. Inouye International Airport
Project No. BO1331-53
Meeting Location: Microsoft Teams Date: 3/30/2023

Name: Shaun Yamaki Title: Project Manager	Company: DOTA Address: 400 Rodgers Blvd. Suite 700	Phone: 808-838-8713 Fax: E-Mail: shaun.k.yamaki@hawaii.gov
Name: Maritez Marquez Title: Project Manager	Company: DOTA Address: 400 Rodgers Blvd. Suite 700	Phone: 808-838-8808 Fax: E-Mail: maritez.a.marquez@hawaii.gov
Name: Travis Ellis Title: Project Engineer	Company: Ford Audio-Video Systems, LLC Address: 4800 West I-40, Oklahome City, OK 73128	Phone: 405-209-7510 Fax: E-Mail: ellit@fordav.com
Name: Diana Oldag Title: Account Director	Company: SITA Address: 3100 Cumberland Blvd. Atlanta, Georgia 30339	Phone: 1-470-439-7991 Fax: E-Mail: diana.oldag@sitaaero.com
Name: Title:	Company: Address:	Phone: Fax: E-Mail:
Name: Title:	Company: Address:	Phone: Fax: E-Mail:
Name: Title:	Company: Address:	Phone: Fax: E-Mail:
Name: Title:	Company: Address:	Phone: Fax: E-Mail:
Name: Title:	Company: Address:	Phone: Fax: E-Mail:
Name: Title:	Company: Address:	Phone: Fax: E-Mail:

MEETING ATTENDANCE SHEET
Pre-Bid Meeting

Project Name: Maintenance of Flight Information Display System, Public Address System, Airline Name Display System, Gate Management System, and Departure Level Roadway LED Digital Signs
 Daniel K. Inouye International Airport
 Project No. BO1331-53
 Meeting Location: Microsoft Teams Date: 3/30/2023

Name:	Company:	Phone:
Title:	Address:	Fax:
		E-Mail:
Name:	Company:	Phone:
Title:	Address:	Fax:
		E-Mail:
Name:	Company:	Phone:
Title:	Address:	Fax:
		E-Mail:
Name:	Company:	Phone:
Title:	Address:	Fax:
		E-Mail:
Name:	Company:	Phone:
Title:	Address:	Fax:
		E-Mail:
Name:	Company:	Phone:
Title:	Address:	Fax:
		E-Mail:
Name:	Company:	Phone:
Title:	Address:	Fax:
		E-Mail:
Name:	Company:	Phone:
Title:	Address:	Fax:
		E-Mail: