

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
AIRPORTS

ADDENDUM NO.1
FOR
MAINTENANCE OF ELECTRICAL EQUIPMENT
LIHUE AIRPORT
LIHUE, KAUAI, HAWAII
PROJECT NO. BK1642-53

April 6, 2025

The following is provided for information.

I. **PRE-BID MEETING MINUTES**

1. The attached **PRE-BID MEETING MINUTES** and **ATTENDANCE SHEET** are provided for information.

Please acknowledge receipt of this **ADDENDUM NO. 1** by recording the date of its receipt in the space provided on **PAGE PF-5** of the Proposal.



NATHAN KANESHIGE
ENGINEERING PROGRAM MANAGER

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

PRE-BID MEETING MINUTES

DATE: March 20, 2026

TIME: 10:00 a.m.

LOCATION: Teams Meeting

PROJECT: Maintenance of Electrical Equipment
Lihue Airport
State Project No. BK1642-53

SUBJECT: Microsoft TEAMS Pre-Bid Meeting / Teleconference Meeting

MEETING MINUTES:

I. INTRODUCTION

Attendees introduce themselves (name and company).

- Reid Miyasato (DOT Airports Division, Facilities Engineer/State Project Manager at AIR-EM).
- No Other Attendees

II. GENERAL DISCUSSION

1. Scope of Work: consists of servicing and maintaining all electrical switchgear equipment, switchboards, transfer switches, transformers, associated with the airport, as well as its subsystems, assemblies, subassemblies, and associated components, at Lihue Airport.

2. Important Items:

- Bid Opening Date: April 16, 2026 at 2:00 p.m.
- Contract is for a term of twelve (12) months commencing from the date indicated in the Notice to Proceed from the State.
- All bids to be submitted on HlePRO.
- Contractor's to upload proposal sheets to HlePRO.
- Contractor shall not condition their bid.
- Site visitation shall be scheduled and coordinated.
- RFI Questions due no later than March 30, 2026 at 2:00 p.m. HST.

3. In addition to the requirements stated in the Contract Bid Documents, all Contractors shall comply with the needs of the Airport Manager.
4. Bidders shall submit and upload the complete proposal to HlePRO prior to the bid opening date and time. Proposals received after said due date and time shall not be considered. Original proposal documents are not required to be submitted. Contract award shall be based on evaluation of proposals submitted and uploaded to HlePRO.

Any additional support documents explicitly designated as confidential and/or proprietary shall be uploaded as a separate file to HlePRO. Do not include confidential and/or proprietary documents with the proposal. The record of each bidder and respective bid shall be open to public inspection.

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. A copy of the meeting minutes will be issued to all attendees.

5. Prior to the bid opening, any changes to the Special Provisions and/or specifications will be issued thru an addendum.
 - The Pre-Bid Meeting Minutes will be issued in an Addendum.
6. Acknowledge the Addendums that are issued on the PF-5.
7. Do not condition bids.
8. If there is conflict between the solicitation and information stated in the pre-bid conference, the meeting minutes, and/or the responses to RFI questions, the solicitation shall govern and control, unless as amended by formal addendum.
9. All 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 be left in areas where the public can gain access to these items.
10. 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.
11. Pending the availability of space on airport property, the State will issue a permit to the Contractor for the use of the space, at no charge, 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.

12. ***The following is further clarification to what was stated on the agenda:***

Subject to availability of space and approval by the Airport Manager, parking may be made available at a designated parking structure 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 list against the General Contractor's approved subcontractor list and forward it to Airport Manager for approval. Upon approval by the Airport Manager, two (2) temporary parking passes per subcontractor and three (3) passes for the General Contractor will be issued at no charge. At the Airport Manger's discretion, the parking passes are good for either three (3) months or six (6) months and must be renewed before the passes expire.

All passes will be signed out and become the responsibility of the General Contractor. The General Contractor will distribute the parking passes among their subcontractors.

Additional parking passes beyond the temporary parking passes may be purchased at a monthly rate of \$175.00. These passes are subject to approval by the Airport Manager and availability of parking spaces. All costs associated with obtaining parking passes shall be the responsibility of the Contractor.

III. ADDITIONAL INFORMATION

1. Additional Questions – All Request for Information (RFI) questions and Substitution Requests shall be submitted in HlePRO no later than March 30, 2026, at 2:00 p.m., HST.
2. Reminders that the 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. A copy of the meeting minutes will be issued to all attendees.

3. Unless there is a problem with the award process, the earliest possible date the State could issue the Notice to Proceed (NTP) date would be in April. The NTP is dependent upon the State's schedule and set by the State.
4. All work and site visits shall be coordinated with the appropriate DOT staff/personnel at Lihue Airport.
5. Contractors should have a contingency plan for equipment failures and breakdowns.
6. Project time is twelve (12) months with the option to extend for two (2) additional 12-month periods. Work hours should be stated as Monday through Friday, 6:45 a.m. to 3:15 p.m. and shall be coordinated with the Engineer resulting in the least disruption of normal Airport operations. However, the work hours and workdays may be changed by the State to days and times that will have less impact on the operations of Statewide Airports. All necessary electrical shutdowns will need to be performed after hours to minimize impacts to operations.

IV. OPEN DISCUSSION

1. Questions

No Questions

Meeting Adjourned:10:05 a.m.

APPROVED:

Reid Miyasato
Project Manager
State DOT, Airports Division

Date

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

MEETING ATTENDANCE SHEET
Pre-Bid Meeting

Project Name: Maintenance of Electrical Equipment
 Lihue Airport
 Project No. BK1642-53
 Meeting Location: Microsoft TEAMS Meeting

Date: March 20, 2026

Name: Reid Miyasato Title: Project Manager / Engineer	Company: DOT Airports Division Address: 400 Rodgers Boulevard Suite 700 Honolulu, HI 96819	Phone: (808) – 838 – 8891 Fax: (808) – 838 – 8017 E-Mail: reid.m.miyasato@hawaii.gov
Name: Title:	Company: Address:	Phone: Fax: E-Mail:
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Maintenance of Electrical Equipment
Lihue Airport, Lihue, Kauai, Hawaii
State Project No. BK1642-53
March 20, 2026
10:00 AM

	<u>Name</u>	<u>Company</u>	<u>Email</u>
1.	Reid Miyasato	DOTA	reid.m.miyasato@hawaii.gov
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