

NOTICE TO CONSULTANTS
REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR PROFESSIONAL SERVICES

AMENDMENT OF LAND USE ORDINANCE

The City and County of Honolulu (City), Department of Planning and Permitting (DPP) is seeking qualified firms to prepare a framework for amendments to the City's Land Use Ordinance (zoning code), related to transit-oriented development (TOD) districts around the proposed rail transit stations under the category Professional Community Planning Services (GS-0020). Funds are available in the City's fiscal year 2010 operating budget.

The scope of work under this solicitation will include:

1. Manage the project – Consultant will provide project management services for the preparation of recommended zoning code revisions.
2. Review TOD plans – Review neighborhood TOD plans that have been prepared to date.
3. Evaluate Land Use Ordinance (LUO) – Assess the ability of the LUO to achieve the goals and objectives of the TOD plans and make recommendations for LUO amendments.
4. Prepare report(s) – Prepare report detailing progress in conducting the scope of work.
5. Present findings – Deliver a presentation to the department management team on project findings and recommendations.

Submittal Materials Requirement

1. Letter of Interest
2. Information on the firm/consultant:
 - a. Name of the firm, principal place of business, and location of all its offices;
 - b. The age of the firm and its average number of employees over the past five years;
 - c. The education, training, experience, and qualifications of key members of the firm's project team;
 - d. Conflicts of interest in performing services for the City and County of Honolulu.
3. Other related information:
 - a. Proposed team composition, including any sub-consultants and descriptions of their roles and responsibilities;
 - b. Proposed staff commitment, including that of any sub-consultants;
 - c. Proposed approach to conduct the work;
 - d. Experience and professional qualifications of the proposed staff, including that of any sub-consultants. The information shall, at minimum, include:

- i. Current knowledge of best practices for transit-oriented development district zoning (including Euclidean, form-based, performance and incentive codes, design guidelines, and overlay zones);
 - ii. Ability to draft ordinance language;
 - iii. Familiarity with the City's LUO;
- e. Experience and examples of similar work that the firm or project team has completed within the past five years. The information shall, at minimum, include:
 - i. Samples of final project deliverables;
 - ii. Owners of the projects, start and end dates, cost of the projects, and the scope of services performed;
 - iii. Names, phone numbers and addresses (email addresses are acceptable) of five clients who may be contacted as references;
- f. Past record of performance on contracts with respect to cost control, quality of work and ability to meet schedules;
- g. Any other pertinent information or literature that should be considered in the evaluation of the project team's qualifications.

Evaluation Criteria

Submittal materials will be evaluated based on the following criteria, in order of descending importance, as required by section 103D-304, Hawaii Revised Statutes (HRS):

1. Experience and professional qualifications;
2. Past performance on projects of similar scope;
3. Capacity to accomplish the work in the required time.

Deadline

1. An original, and four (4) hard copies, of the submittal materials packet shall be submitted no later than Monday, April 19, 2010 to:

Kathy Sokugawa
Department of Planning and Permitting
650 S. King St., 7th Floor
Honolulu, HI 96813

2. An electronic PDF document of the final submittal may also be submitted on compact disc (original and four hard copies are still required).
3. No facsimiles will be considered. The contract for this project will only be awarded to a person or firm that demonstrates the ability to provide all the

services required for the project. Submittal materials submitted for only parts of the project will be considered non-responsive to this notice.

Any inquiry regarding the service required shall be directed in writing to Kathy Sokugawa, Planning Division, Department of Planning and Permitting, at the above address, or email address ksokugawa@honolulu.gov.



For Rix Maurer III, Director
Department of Budget and Fiscal Services

