

NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL SERVICES  
RFQL-DPP-1600001

KAPALAMA CANAL CATALYTIC PROJECT

The City and County of Honolulu (City), Department of Planning and Permitting (DPP) is seeking a consultant to prepare a master plan for improvement of Kapalama Canal and the immediate surrounding area under the category of Professional Community Planning Services (GS-020).

**PROJECT BACKGROUND:** The improvement of Kapalama Canal into a true community asset has been promoted by the community in previous planning efforts, including the Kalihi-Palama Action Plan and the Kalihi Neighborhood Transit-Oriented Development Plan. Envisioned in these plans is a linear park along Kapalama Canal, including waterfront promenades, and Complete Streets or 'living/shared street' improvements on Kokea and Kohou Streets. The City would also like to use this project to implement green infrastructure and water quality improvements, erosion control, bank stabilization, and dredging. The project is intended as a catalyst to spur broader neighborhood improvements and new mixed-use development in the area around the Kapalama rail transit station. The project will provide additional open space in this underserved community and high-quality facilities for bicycle and pedestrian travel.

A separate project to develop and test a methodology to forecast and analyze multimodal travel and access in the neighborhood surrounding the Kapalama rail transit station based on planned transit-oriented development (TOD) is also being contracted by the City. The consultant selected for the Kapalama Canal Catalytic Project will be required to coordinate closely with this effort, and vice versa.

The current budget amount is \$750,000.00.

**SCOPE OF SERVICES:** The scope of work under this solicitation will include a master plan for the improvement of Kapalama Canal, including Kokea and Kohou Streets between the H1 Freeway and Nimitz Highway, and engineering and environmental services related to water quality, erosion control, bank stabilization and canal dredging:

- Existing conditions assessment: Collect and review information on existing reports, plans, issues, opportunities, and constraints for the canal and the surrounding neighborhood.
- Community process: Work with the public, community leaders, and key stakeholders to establish project vision, goals and objectives and evaluate alternatives.
- Design alternatives: Develop a range of alternatives for the character and design of the linear park, canal improvements, and Kokea and Kohou Streets.

- Environmental site assessment: Determine the environmental issues and resources that affect the project site, including soil contamination, marine resources, and water quality.
- Alternatives analysis: Assess and document the impacts of various alternatives.
- Project graphics: Create graphics that illustrate alternative and final design concepts.
- Documentation: Compile description of existing conditions, community process, alternatives analysis, and selected final design into a master plan report and appropriate environmental documentation.
- Canal improvements: Conduct a planning study, prepare the environmental documentation, as necessary, and prepare construction documents and post-design services for erosion control, bank stabilization and/or dredging of Kapalama Canal.
- Permitting: Assist the City in the identification and preparation of applications related to the various permits required for project completion.
- The next phase may be, but not limited to, designing services for this project. The City has the option to request the selected Consultant to design the next phase(s) of this project. If the City does not elect this option, participation by a consultant in the solicitation or contracts for future projects or phases depends upon compliance with Hawaii Revised Statutes Section 103D-405(d) and Hawaii Administrative Rules Section 3-122-13(e).

**PROJECT SCHEDULE:** The City hopes to select the consultant within 1 – 2 months after the closing of this Request for Qualifications and award shortly thereafter. The City hopes to start the project in the fall of 2015.

The scope of services for this project shall have a duration of two years. Initial concept ideas should be offered within six to nine months from the Notice to Proceed date.

**SUBMITTAL MATERIALS:** Qualified firms interested in being considered for the above contract are invited to submit their qualifications in accordance with Section 103D-304 of the Hawaii Revised Statutes (HRS). Qualifications should include the following:

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 and the proposed 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 (local or mainland) and descriptions of their roles and responsibilities;
  - b. Proposed staff commitment, including that of any sub-consultants;

- c. 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 environmental planning, innovative street and park design (including living/shared, green, or complete streets; greenways/blueways; integrated street and park design), green infrastructure, multimodal transportation planning, land use planning, urban design, neighborhood revitalization, mixed-use transit-oriented development, climate adaptation, and plan, design and environmental analysis of erosion control, bank stabilization and canal dredging;
  - ii. Experience of the proposed staff, including any sub-consultants, with designing and implementing projects incorporating the issues outlined above, in Hawaii and other jurisdictions with similar issues;
  - iii. Demonstrated ability to understand and integrate local issues and indigenous cultural customs and Hawaiian history relevant to the project site;
  - iv. Experience with stakeholder and community outreach methods (including pop-up planning, tactical urbanism, and digital outreach), study advisory committees, and various public workshop formats.
- d. 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. Owners of the projects, start and end dates, cost of the projects, and the scope of services performed;
  - ii. Plans and renderings illustrating design concepts of pertinent work and photographs of completed projects;
  - iii. Approach method or how work conducted;
  - iv. Description of outreach program associated with above projects;
  - v. Names, phone numbers and addresses (email addresses are acceptable) of five clients who may be contacted as references;
- e. Past record of performance on contracts with respect to cost control, quality of work and ability to meet schedules;
- f. 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 descending order of importance, as required by HRS Section 103D-304:

1. Experience and professional qualifications relevant to the project type;
2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies; and
3. Capacity to accomplish the work in the required time.

Pursuant to HRS Section 103D-304(h), the City will negotiate with the first ranked consultant. If a satisfactory contract cannot be negotiated with the first ranked consultant, negotiations with that consultant shall be formally terminated and negotiations with the second ranked consultant on the list shall commence, and so forth.

DEADLINE

1. An original, and five (5) hard copies, of the submittal materials packet shall be submitted no later than 4:00 p.m. HST, on Monday, September 28, 2015, to:

City and County of Honolulu  
Department of Budget & Fiscal Services  
Purchasing Division  
530 South King Street, Room No. 115  
Honolulu, Hawaii 96813  
Attn: Professional Services Advertisement No. RFQL-DPP-1600001

2. No facsimiles or electronic copies will be considered.
3. 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.

Further inquiries regarding the service required shall be directed in writing to the Purchasing Division at email address [bfspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov).



WENDY K. IMAMURA  
Purchasing Administrator  
City and County of Honolulu

