

NOTICE TO CONSULTANTS
REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR PROFESSIONAL SERVICES

IDENTIFICATION AND MAPPING OF
IMPORTANT AGRICULTURAL LANDS – PHASE I

The City and County of Honolulu (City), Department of Planning and Permitting (DPP), is seeking qualified firms with expertise in Community Planning (GS-020) and/or Agronomy (GS-471) to operationalize the standards and criteria for the identification of Important Agricultural Lands (IAL) on Oahu, in accordance with Chapter 205, Hawaii Revised Statutes (HRS). The identification of IAL shall be created, edited and saved using Geographic Information System (GIS) technology to produce preliminary IAL maps. Funds are available in the City's fiscal year 2012 operating budget.

The primary focus of the Phase I contract is technical in nature. To the extent that a community participation process is essential, it should be included. A subsequent Phase II contract is expected to primarily involve community dialogue to review and comment on the IAL maps and carry the process forward to City Council adoption of the maps.

Scope of Work:

1. Manage the project. Consultant will provide project management services for the creation of preliminary IAL maps.
2. Review existing laws and documents. Analyze Article XI, Section 3, of the Constitution of the State of Hawaii; Act 183, SLH 2005; Act 233, SLH 2008; and Chapter 205, HRS.
3. Assess progress made by other counties and any requirements of the State Land Use Commission.
4. Conduct existing conditions assessment. Collect information on existing issues, opportunities, and constraints of mapping IAL on Oahu.
5. Recommend operational definitions or criteria that have preferably quantifiable basis to use in identifying and mapping IAL. Recommendations shall be based on, but not limited to, the definitions and objectives of IAL, policies of IAL, and standards and criteria for IAL in Chapter 205, HRS.
6. Use GIS as the basis for mapping, compatible with the City's system. Products must be deliverable as hard copy maps as well as in a digital media that can be readily transported, transferred, and successfully opened/utilized.
7. Evaluate the availability of GIS information to carry out the mapping, identify any gaps and ways and cost to acquire such information, and eventually acquire such information.
8. A technical review committee can be suggested to obtain feedback on preliminary operational criteria and maps. (DPP has the option to approve, modify, or reject technical review committee recommendation in its entirety.)
9. Produce graphics. Create preliminary IAL maps in accordance with operational criteria.

10. Develop inventory/database of proposed properties in format acceptable to DPP that identifies all tax map keys with associated information on operational criteria.
11. Present project findings and recommendations to DPP.
12. Prepare report – Compile description of the project, the methodology, findings and recommendation, IAL maps, inventory/database, and other study outcomes.

Submittal Materials Requirement

1. Letter of Interest.
2. Information on the firm shall include:
 - a. The name of the firm or person, the 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 years;
 - c. The education, training, and qualifications of key members of the firm;
 - d. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year; and
 - e. Any promotional or descriptive literature which the firm desires to submit.
3. Other related information shall include:
 - a. The proposed project team composition, including any sub-consultants (local or mainland) and descriptions of their roles and responsibilities;
 - b. The proposed staff commitment, including that of any sub-consultants;
 - c. The proposed approach to conduct the work;
 - d. The experience and professional qualifications of the proposed project team, including key staff and any sub-consultants. The information shall, at minimum, include:
 - i. Current knowledge of best practices regarding the conservation and protection of agricultural lands, promotion of diversified agriculture, increase in agricultural self-sufficiency, and preserving the availability of agriculturally suitable lands;
 - ii. Familiarity with agricultural practices and issues, agricultural land rating systems, City's Revised Ordinances of Honolulu, City and County of Honolulu's General Plan, City's Development Plans/Sustainable Communities Plans, Land Use Ordinance, Chapter 205, HRS, and City and State legislative processes; and
 - iii. Familiarity with GIS databases and analyses.
 - e. Examples of similar and pertinent 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. Project client, start and end dates, project cost, and the scope of services performed; and,
 - f. Record of performance on contracts with respect to cost control, quality of work, and ability to meet schedules;

Evaluation Criteria

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

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

Deadline

1. An original and four printed copies of the submittal materials' packet shall be submitted no later than Tuesday, December 27, 2011 to:
Tim Hata
Department of Planning and Permitting
650 South King Street, 7th Floor
Honolulu, Hawaii 96813
2. An electronic PDF document of the final submittal shall also be submitted on compact disc (two copies).
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 Planning Division, Department of Planning and Permitting, at the above address, or email thata@honolulu.gov.


For Michael R. Hansen, Director
Department of Budget and Fiscal Services 