

NOTICE TO CONSULTANTS
REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR PROFESSIONAL SERVICES

IDENTIFICATION AND MAPPING OF
IMPORTANT AGRICULTURAL LANDS - PHASE II

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 refine mapped information and other information gathered in Phase I and produce final Important Agricultural Lands (IAL) maps and a final report 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 final IAL maps. Funds are available in the City's fiscal year 2014 operating budget.

The primary focus of the Phase II contract involves conducting a series of public meetings that gives the community the opportunity to review and comment on work completed in the IAL Project Phase I and help formulate proposed IAL maps which will then be finalized and forwarded to the City Council for adoption. The IAL maps will be forwarded to the State Land Use Commission (SLUC) through the City Council for review and adoption to meet process requirements of Chapter 205.

Scope of Work:

1. Manage the contract. Consultant will provide project management services for the creation of final IAL maps and final report.
2. Design and conduct a community participation process, including the use of social media and other interactive outlets that provides landowners, relevant public agencies, stakeholders, and the general public the opportunity to provide feedback and recommendations on IAL on Oahu.
3. Organize small group meetings by request (e.g., neighborhood boards).
4. Conduct additional research and information gathering based on public feedback.
5. Use GIS as the basis for mapping, compatible with the City's existing IAL database. Products must be deliverable as hard copy maps and digital media that can be readily transported, transferred, and successfully opened/utilized.
6. Identify any gaps in mapped information and the cost to acquire such information.
7. The previously established Technical Advisory Committee (TAC) can be reconvened to further advise on issues and proposals raised under Phase II.
8. Produce graphics. Create draft IAL maps using data collected from the IAL Project Phase I, community feedback, and/or TAC recommendations.
9. Develop inventory/database of proposed IAL properties in a format acceptable to the DPP that identifies all tax map keys with associated information, or as required by the SLUC Rules if available.
10. Present project findings and recommendations to the DPP.
11. Prepare draft and final reports. Compile description of the project, the methodology, findings and recommendation, IAL maps inventory/database, other study outcomes, and how the IAL maps are consistent with the requirements of HRS 205 and the SLUC rules along with a draft resolution to be adopted by the City Council.

12. Assist the DPP during the adoption process at City Council and the SLUC. Develop mailing list to meet Chapter 205 requirements.

Submittal of Material 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 its offices;
 - b. The age of the firm and its average number of employees over the past five 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 work;
 - d. The experience and professional qualifications of the proposed 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. Ability to plan, organize, and execute a community participation program;
 - iii. Familiarity with agricultural practices and issues, agricultural land rating systems, City's Revised Ordinances of Honolulu, City and County's General Plan, City's Development Plan/Sustainable Communities Plans, Land Use Ordinance, Chapter 205, HRS, and City and State legislative processes; and
 - iv. 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; and
 - ii. Project client, start and end dates, project cost, and the scope of services performed.
 - 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 4:00 pm on December 10, 2013 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 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. 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 the address above, or email thata@honolulu.gov.

Michael A. New
for Nelson H. Koyanagi, Director
Department of Budget and Fiscal Services
ck gm