

Notice for Professional Services

The City and County of Honolulu is looking for a qualified community planning consultant to develop a comprehensive Request for Proposal (RFP) for a cultural and commerce-focused center, and assist the City in the evaluation and award for the proposal.

The RFP should describe the property that will be offered and define the parameters of development that would be envisioned for the property. The RFP should also contain appropriate information about the site and neighborhood, looking at present and planned uses and the impacts that may have on proposed uses for the site.

At a minimum, the work should include:

1. Deliver assessment of the property and partnership opportunities.
2. Develop and create RFP, including selection criteria for vendor.
3. Assist in identification and prequalification of potential developers.
4. Assist in RFP evaluation process; must follow State of Hawaii procurement laws.
5. Assist in developing cost estimates.
6. Assist in the review of developer references.
7. Develop evaluation criteria for selecting the winning vendor solution.

Organizations interested in providing the services to develop the RFP must submit the following information for each firm:

1. Name of the business/person, business address and location of all offices.
2. Age of firm and its average number of employees over the past 5 years.
3. Education, training, and qualifications for key members of the firm and project team.
4. List of similar projects demonstrating ability to perform the desired services.
5. Names and phone numbers of up to five clients who may be contacted including at least two of which had similar services rendered during the preceding year.
6. The understanding of the requirements and the methodology.
7. Industry experience and expert knowledge the development or redevelopment of entertainment facilities.
8. Any promotional or descriptive literature that the firm desires to submit.

Consultants will be evaluated on the following criteria:

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

4. Cost effectiveness to the City and County of Honolulu

Statement of Qualifications from interested parties can be submitted with one original and two copies by September 21, 2007, not later than 4:30 p.m. Hawaii Standard Time, to:

Sid Quintal, Director
Department of Enterprise Services
City and County of Honolulu
530 S. King Street
Honolulu, HI 96813

Any inquiries regarding the professional services required should be directed to Sid Quintal, 527-5415.


for Mary Patricia Waterhouse
Director of Budget and Fiscal Services
By Order of Mufi Hannemann, Mayor
City and County of Honolulu

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