

NOTICE TO CONSULTANTS
REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR PROFESSIONAL SERVICES

NEIGHBORHOOD TRANSIT ORIENTED DEVELOPMENT PLANS

The City and County of Honolulu (City), Department of Planning and Permitting (DPP) is seeking qualified firms to prepare neighborhood transit-oriented development (TOD) plans for the areas surrounding the City's 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 neighborhood TOD plans.
2. Conduct existing conditions assessment – Collect information on existing site issues, opportunities and constraints.
3. Facilitate community process – Work with the public, community leaders, and key stakeholders to establish neighborhood goals and objectives and to refine the plans.
4. Create land use and urban design recommendations – Use input from the community and project stakeholders to propose development alternatives and public realm improvements.
5. Produce graphics – Create graphics that illustrate draft and final land use and circulation concepts.
6. Prepare report – Compile description of existing conditions, community process, plan principles, land use recommendations, implementation strategies, and other study outcomes.

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 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. 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 (including land use organization and mix, circulation patterns and modes, urban design at various scales, housing, historic and cultural enhancements, public improvements, and financing and implementation strategies);
 - ii. Experience of the proposed staff, including any sub-consultants, with TOD plans in Honolulu and other jurisdictions of similar size;
 - iii. Experience with stakeholder outreach methods, study advisory committees, and various public workshop formats;
- 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. Owners of the projects, start and end dates, cost of the projects, and the scope of services performed;
 - ii. 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 descending order of 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:

Bonnie Arakawa
Department of Planning and Permitting
650 S. King Street, 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 Bonnie Arakawa, Community Planning Branch, Department of Planning and Permitting, at the above address, or email address barakawa@honolulu.gov.

Michael F. Heu

for

Rix Maurer III, Director

Department of Budget and Fiscal Services

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