

Notice to Respondents  
(Chapter 103D, Hawaii Revised Statutes)

**REQUEST FOR INTEREST NO. RFI OED-2012-07**

April 11, 2012

Notice is hereby given that pursuant to Chapter 103D, Hawaii Revised Statutes (“HRS”), the Hawaii Public Housing Authority (“HPHA”), is issuing this request for interest from firms and/or individuals to provide consultant/planning services under the U.S. Housing and Urban Development Choice Neighborhood Initiative Planning grant.

The HPHA intends to apply for a 2012 U.S. Housing and Urban Development Choice Neighborhood Initiative Planning grant. The Choice Neighborhood Initiative employs a comprehensive approach to neighborhood transformation. The program is focused on three core goals:

1. Housing: Transform distressed public housing and assisted housing into energy efficient, mixed-income housing that is physically and financially viable over the long-term.
2. People: Support positive outcomes for families who live in the target development(s) and the surrounding neighborhood, particularly outcomes related to residents’ health, safety, employment, mobility, and education; and
3. Neighborhood: Transform distressed, high-poverty neighborhoods into viable, mixed-income and sustainable neighborhoods with access to well-functioning services, high quality public schools and education programs, high quality early learning programs and services, public assets, public transportation, and improved access to jobs

Under the Choice Neighborhood Initiative Planning grant, the HPHA seeks to partner with a firm or individual as a planning coordinator who will provide extensive professional experience in leading comprehensive neighborhood planning processes that lead to implementation activities and improved outcomes.

The planning coordinator shall coordinate and arrange for the delivery of all planning services necessary and advisable to facilitate the construction of the project. The planning coordinator shall perform, without limitation, the following:

1. Establish phasing and timetables, structure and secure financing and obtain necessary city and county approvals, and hiring a general contractor or construction manager.
2. Identify necessary public improvements and develop funding plan for the same with the HPHA and the City of Honolulu;
3. Obtain and maintain community and neighborhood approval of the project;
4. Maintain commercially reasonable insurance coverages;
5. Conduct site planning, including unit mix, configuration, and determining all necessary governmental approvals for such plans;
6. Cause the project to be constructed in accordance with the rehabilitation or construction schedule set forth in the projections;
7. Ensure that all violations of building, zoning, fire, health, environmental, and other codes or laws are corrected during the course of the rehabilitation or construction work;
8. Maintain regular communication with the HPHA regarding its planning activities;
9. Ensure that all community stakeholders are kept informed and involved, as appropriate and participate in and help coordinate monthly working group meetings and other meetings as needed; and

10. Coordinate phase-specific activities with those activities of other phases as well as with general master planning activities to ensure that the phase is developed in accordance with the larger redevelopment plan.

**Application comprises the following sections:**

- *Applicant Information*
- *Table of Contents*
- *Experience and Capability*
- *Personnel*
- *Service Delivery*
- *Price*
- *Exhibits*

**1. Applicant Information**

Company Name  
Location Address  
Mailing Address  
Name & Title of Contact Person  
Phone Number & Email Address of Contact Person

**2. Experience & Capability**

Interested applicants shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The interested offeror shall also provide a listing of verifiable experience with projects or contracts related to public housing authorities within the last five (5) years. Identify the name(s) of the Public Housing Authority(s), the nature and duration of the engagements, and primary accomplishments.

**3. Personnel**

Interested applicant shall provide the minimum qualifications including experience for staff assigned to the program. Describe the knowledge and experience of your proposed project director and/or staff, including the day-to-day management. Attach resumes and relevant professional background/experience of each key staff position.

**4. Service Delivery**

The Service Delivery Section shall include a detailed discussion of the following:

1. Applicant's approach to applicable service activities, including planning goals and objectives, work plan of all service activities and tasks to be completed, and related work assignments/responsibilities to include proposed methodology.
2. How the applicant's approach is the most advantageous in terms of meeting planning goals and objectives, cost effectiveness, and reliability; and
3. Timelines/schedules of all major service activities and tasks and dates of implementation and completion.

**5. Price**

Interested applicants shall provide the estimate of contract cost for the contract period. Include a description of the basis for the cost of performing the requested work, including professional fees by

labor category, other direct costs chargeable to the contract and general administration, overhead and profit by program.

**Applications shall be submitted as follows:**

An interested applicant shall submit one (1) original proposal marked “ORIGINAL” and three (3) copies of the original marked “COPY.” It is imperative to note that the interested applicant submit only one original and the required number of copies. The outer envelope or packaging of the application shall be sealed and clearly marked with the Request for Interest number and title, along with the interested applicant’s name, address, telephone and fax numbers.

Under this Request for Interest, the evaluation shall be as follows:

<u><i>Evaluation Categories</i></u>	<u><i>Possible Points</i></u>
<b>Mandatory Requirements</b>	
<b><i>Application</i></b>	<b>100 Points</b>
Experience & Capability <ul style="list-style-type: none"> <li>The degree to which the Applicant demonstrates its qualifications and experience in providing the requested services.</li> </ul>	Max 30 points
Personnel <ul style="list-style-type: none"> <li>The degree to which the Applicant demonstrates that it has the time and qualified personnel to perform the requested services in an expeditious manner.</li> </ul>	Max 20 points
Service Delivery <ul style="list-style-type: none"> <li>The degree to which the Applicant demonstrates its approach to the scope of work and management requirements.</li> </ul>	Max 35 points
Price <ul style="list-style-type: none"> <li>The degree to which the Offeror/Respondent demonstrates that it will provide the requested services in an economical manner. The Offeror/Respondent proposing the lowest fee will be assigned the maximum points.</li> </ul>	Max 15 points
<b>TOTAL POSSIBLE POINTS</b>	<b>100 Points</b>

Responses received by the HPHA will be evaluated pursuant to the review guidelines and selection criteria identified in this Request for Interest. One (1) applicant shall be selected for inclusion in the HPHA’s application in response to the 2012 U.S. Housing and Urban Development Choice Neighborhood Initiative Planning grant. The funding amount available shall be dependent on the grant award with the term of the agreement of up to five (5) years.

Sealed responses will be received at the HPHA’s Central Files Office at 1002 N. School Street, Bldg D, Honolulu, Hawaii 96817 until 4:00 p.m. HST on Thursday, April 19, 2012. Electronic mail and facsimile transmissions **shall not** be accepted. The official time shall be that which is recorded on the time stamp clock of the HPHA for hand-delivered proposals. Deliveries by private mail services, such as Federal Express, shall be considered hand deliveries. All mail-in responses delivered/postmarked by the United States Postal

Service **must be received** no later than 4:00 p.m. HST on Thursday, April 19, 2012. Responses received after the established due date and time may be considered non-responsive and rejected.

Participation in this Request for Interest is entirely optional and is not a requirement for response to any subsequent procurement. The HPHA reserves the right to incorporate or not incorporate in the HHPA's competitive application any recommendations, in whole or in part, submitted in response to this Request for Interest. Neither the HPHA nor any interested parties responding has any obligations under this Request for Interest.

Questions relating to this solicitation shall be directed to Mr. Rick Sogawa, Contract and Procurement Office at (808) 832-6038.

Hakim Ouansafi  
Executive Director

