



Hawaii Public Housing Authority
State of Hawaii

RFQ OED-2014-33

Request for Qualifications for Master Developer for the Mixed Income Transit Oriented Development Redevelopment of Mayor Wright Homes

Note: If this Request for Qualifications (RFQ) was downloaded from the Hawaii Public Housing Authority's website, each interested respondent must provide the necessary contact information to the listed RFQ Coordinator to be notified of any changes. Please complete and email, fax or mail the Notice of Intent to Respond form to the RFQ Coordinator. The HPHA shall not be responsible for any missing addenda, clarifications, or other information regarding this RFQ if a response is submitted from an incomplete submittal.

Issued July 11, 2014



Notice to Respondents

REQUEST FOR QUALIFICATIONS (RFQ) No. RFQ OED-2014-33

Notice is hereby given that pursuant to Chapter 356D-12.5, Hawaii Revised Statutes (“HRS”), the Hawaii Public Housing Authority (“HPHA”), will be accepting qualifications for **Master Developer for the Mixed Income Transit Oriented Development Redevelopment of Mayor Wright Homes.**

The Request for Qualifications may be picked up at the HPHA’s Contract and Procurement Office on Oahu located at 1002 North School Street, Building D, Honolulu, Hawaii 96817 or downloaded at the HPHA website at: www.hpha.hawaii.gov beginning July 11, 2014. Interested respondents must have extensive experience in developing low income, affordable housing properties and mixed income/mixed use housing properties.

The HPHA’s Contract and Procurement Office will conduct a Pre-submittal Conference at 1:00 p.m. Hawaii Standard Time (HST) at the HPHA Building E Boardroom, 1002 North School Street, Honolulu, Hawaii 96817 on Thursday, July 31, 2014. The HPHA strongly recommends that all interested respondents attend. For those interested in attending via conference call, please contact the RFQ Coordinator listed below no later than 4:00 p.m. HST, Wednesday, July 30, 2014.

A Notice of Intent to Respond is required and must be received by the HPHA’s Central Files, 1002 North School Street, Building D, Honolulu, Hawaii 96817 no later than 4:30 p.m. HST, Wednesday, August 6, 2014. The Notice of Intent to Respond may be filed by fax at (808) 832-6039 or emailed to rick.t.sogawa@hawaii.gov.

Submission of sealed qualifications will be received at the HPHA’s Central Files Office at 1002 N. School Street, Building D, Honolulu, Hawaii 96817 until 4:00 p.m. HST on Wednesday, August 27, 2014. 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 submittals. Deliveries by private mail services, such as Federal Express, shall be considered hand deliveries. All mail-in submittals delivered/postmarked by the United States Postal Service **must be received** no later than 4:00 p.m. HST on Wednesday, August 27, 2014.

The HPHA reserves the right to reject any and all submittals and to accept the submittals in whole or part in the best interest of the State. Questions relating to this solicitation shall be directed to RFQ Coordinator, Mr. Rick Sogawa at (808) 832-6038.

HAWAII PUBLIC HOUSING AUTHORITY

Hakim Ouansafi
Executive Director



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- | | | |
|----|--|----------------------|
| 7. | HUD Form 5370-C – General Conditions for
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| 9. | Mayor Wright Homes Redevelopment Milestones | For Information Only |

Section 1 Administrative Overview

I. Introduction

This Request for Qualifications (RFQ) is being issued to begin a process to select one (1) master developer to assist the Hawaii Public Housing Authority (hereinafter “HPHA”) in the phased development of a mixed income/mixed finance neighborhood on Oahu.

The redevelopment of Mayor Wright Homes is covered by this RFQ is herein referred to as “MWH”. The redevelopment of MWH will be the second HPHA initiative to enter into a public-private partnership for a mixed income/mixed finance redevelopment of its low income public housing.

II. Authority

The Hawaii State Legislature established the Hawaii Public Housing Authority (hereinafter “HPHA”) under Chapter 356D, Hawaii Revised Statutes (HRS). The HPHA provides low income housing and is attached to the Department of Human Services for administrative purposes only. The HPHA is a public body and a body corporate and politic of the State of Hawaii. The HPHA’s role is to address the housing needs of low income families in Hawaii.

This Request For Qualifications (hereinafter “RFQ”) is issued under the provisions of Section 356D-12.5, HRS and the United States Department of Housing and Urban Development’s (hereinafter “HUD”) regulations. Interested respondents are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed submittal by any interested respondent shall constitute admission of such knowledge on the part of such interested respondent.

III. RFQ Organization

This RFQ is organized into five (5) sections:

- Section 1 Administrative Overview – Provides interested respondents with an overview of the procurement and contracting process.
- Section 2 Scope of Services and Specifications – Provides interested respondents with a general description of the tasks to be performed, delineates interested respondent’s responsibilities, and defines deliverables as applicable.
- Section 3 Submittal Form and Instructions – Describes the required format and content for the submittal.
- Section 4 Submittal Evaluation & Award– Describes how submittals will be evaluated.
- Section 5 Appendix

IV. Contracting Office

The Contracting Office is responsible for overseeing the procurement and issuing the Contract resulting from this RFQ. The Contracting Office is:

Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817

Telephone: (808) 832-6038

The RFQ Coordinator or his/her designated representative is listed below:

Rick Sogawa
Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817

Telephone: (808) 832-6038
Fax: (808) 832-6039

Email: rick.t.sogawa@hawaii.gov

The HPHA reserves the right to change the RFQ Coordinator without prior written notice.

The Planning and Evaluation Office is the office responsible for administering and monitoring the Contract. The designated Contract Administrator or his/her designated representative is responsible for monitoring the activities performed under the Contract and is listed as follows:

Benjamin Park
Hawaii Public Housing Authority
1002 North School Street
Honolulu, Hawaii 96817

Telephone: (808) 832-4673

Any changes to the Contract Administrator or his/her designated representative shall be provided in writing to the Successful Respondent. The HPHA reserves the right to make changes to the Contract Administrator. Once the Successful Respondent has received the Notice to Proceed, all communications regarding approvals, reports, and requests will be directed to the Contract Administrator.

V. Procurement Timeline

<u>Activity</u>	<u>Scheduled Dates</u>
Public notice announcing RFQ	Jul 11, 2014
Distribution of qualifications/submittal form	Jul 11, 2014
Pre-Submittal Conference/Site Visit	Jul 31, 2014
Notice to Intent to Respond	Aug 6, 2014; 4:30 pm HST
Deadline to submit written inquires	Aug 6, 2014
State response to written inquires	Aug 18, 2014
Submittal deadline	Aug 27, 2014; 4:00 pm HST
Proposal review	No later than Sep 19, 2014
Conduct Interviews/Best and Final Offer	Week of Sep 29, 2014
Reference Checks, Due Diligence (including site visits, if necessary)	No later than Oct 10, 2014
Selection of Highest Ranked Respondent	Oct 16, 2014

The HPHA reserves the right to amend or revise the timetable without prior written notice when it is in the best interest of the State.

VI. Pre-Submittal Conference/Site Visit

The HPHA's Contract and Procurement Office will conduct a Pre-Submittal Conference at 1:00p .m. Hawaii Standard Time (HST) at the HPHA's Building E Boardroom, 1002 North School Street, Honolulu, Hawaii 96817 on Thursday, July 31, 2014. The HPHA strongly recommends that all interested respondents attend. For those interested in attending via conference call, please contact the RFQ Coordinator listed below no later than 4:00 p.m. HST, Wednesday, July 30, 2014.

Impromptu questions will be permitted at the Pre-Submittal Conference and Site Visit and verbal answers provided. Verbal answers provided by the HPHA are not binding and only intended for general direction purposes. Written formal official responses to substantive questions will be provided in writing to each interested respondent as set forth in Section VII herein below no later than Monday, 4:30 p.m. HST, August 18, 2014. Any changes required will be issued as an addendum to this RFQ.

VII. Submission of Written Questions

Interested respondents may submit written questions to the RFQ Coordinator identified in Section 1 of this RFQ. The deadline for submission of written questions is 4:30 p.m. HST, on Wednesday, August 6, 2014. All written questions will receive a written response from the HPHA. The HPHA does not guarantee receipt of questions submitted via electronic mail. The HPHA's responses to interested respondent's written questions will be sent not later than Monday, August 18, 2014. Written questions may be hand-

delivered or submitted by facsimile, electronic mail, or U.S. postal service.

VIII. Submission of Notice of Intent to Respond

Interested respondents shall submit a Notice of Intent to Respond no later than 4:30 p.m. HST, on Wednesday, August 6, 2014. Deliveries by private mail services, such as Federal Express, shall be considered hand deliveries. Any Notice of Intent to Respond received after the designated date and time may be rejected. The Notice of Intent to Respond of the Successful Respondent will become a part of the Contract. Electronic mail and facsimile transmissions shall be accepted. See Appendix 1.

IX. Submission of Sealed Submittals

1. **Forms/Formats.** Submittals must be in a form and format as prescribed in this RFQ in Section 3 – Submittal Form and Instructions.
2. **Submittal.** Submittals must be received by the date and time designated in this RFQ. Any submittal received after the designated date and time shall be rejected. **Electronic submissions such as electronic mail and facsimile transmissions shall not be accepted.**

Requests for clarification and/or best and final offer shall be submitted in a manner as requested by the HPHA in the request.

The register of submittals and submittals shall be open to public inspection after the award of the Contract. All submittals shall become the property of the HPHA. The Successful Respondent's submittal may be incorporated in the resulting Agreement by reference.

3. **Pre-opening Modification .** Submittals may be modified prior to the deadline for submittal by written notice to modify the submittal. All requests for modifications shall be sealed, accompanied by the actual modifications to the submittal and signed by an authorized representative.

The written request must be submitted to the HPHA, Contract and Procurement Office, 1002 North School Street, Bldg D, Honolulu, Hawaii 96817 and time stamped by the HPHA. Modifications and/or withdrawals shall be clearly marked and must be received by the HPHA not later than 4:00 p.m. HST on August 27, 2014.

4. **Confidential Information.** If an interested respondent believes that any portion of a submittal contains information that should be withheld as confidential, the **interested respondent shall request in writing nondisclosure of designated proprietary information to be confidential** and provide justification to support

the designation of confidentiality. Such information shall accompany the submittal, be clearly marked, and shall be readily separable from the submittal documents to facilitate eventual public inspection of the non-confidential sections of the submittal documents. Note that upon award **the provision of the minimum required services, including illustrations and renderings are not considered confidential and will not be withheld to the public and/or respondents to this solicitation.**

Interested respondents that choose to identify portions of their submittal as confidential shall be responsible to ensure that the minimum services are not included. The HPHA will not make any determination of confidentiality for the interested respondent.

If a submittal is marked confidential in its entirety, the HPHA will not make a determination of confidentiality and will refer the request for information to the State's Office of Information Practices.

5. Information shall be made confidential as permitted by law.
6. Submissions shall be made to the following address:

**Hawaii Public Housing Authority
1002 N. School Street
Building D
Honolulu, HI 96817
Attn: Mr. Rick Sogawa, RFQ Coordinator**

X. Discussion with Respondents Prior to Submission

Discussions may be conducted with interested respondents to promote understanding of the HPHA's requirements. Respondents may not contact any HPHA Board of Directors, staff and/or its consultant.

XI. Opening of Submittals

Upon receipt of submittals by the HPHA at the designated location, submittals, modifications to submittals, and withdrawals of submittals shall be date- and time-stamped. All documents so received shall be held in a secure place by the HPHA and shall not be examined for evaluation purposes until the submittal deadline. Procurement files, to include the submittals, illustrations and renderings shall be open to public inspection after a contract has been awarded and executed by all parties. Sealed submittals shall not be opened at a public submittal opening.

XII. Additional Materials and Documentation

Submittal samples or descriptive literature should not be submitted unless specifically requested within the RFQ. Any unsolicited documentation, literature, samples, or brochures will not be examined or tested, and will not be deemed to vary any of the provisions of this RFQ.

XIII. RFQ Amendments

The HPHA reserves the right to amend this RFQ at any time prior to the closing date for the final revised submittals. Interested respondents will be notified of the availability of amendments through written communication.

XIV. Additional Terms and Conditions

The HPHA reserves the right to add terms and conditions during contract negotiations and discussions. These terms and conditions may be within the scope of the RFQ and will not affect the submittal evaluation.

XV. Cancellation of the Request for Qualifications

The RFQ may be canceled and any or all submittals may be rejected in whole or in part, when determined by the HPHA to be in the best interests of the State.

XVI. Costs for Submittal Preparation and Verification

Any costs incurred by interested respondents in preparing or submitting a submittal are the interested respondent's sole responsibility. Any costs incurred by the Successful Respondent prior to the execution of a Contract are not eligible for reimbursement.

Costs incurred in connection with the review, inspection and verification of information provided in the RFQ shall be the interested respondent's sole responsibility.

Interested respondents shall ensure that the HPHA is provided with the written authorization(s) necessary to verify information provided in the interested respondent's submittal.

XVII. Mistakes in Submittals

While interested respondents are bound by their submittal, circumstances may arise where a correction or withdrawal of submittal is proper. An obvious mistake in a submittal may be corrected or withdrawn, or waived by the interested respondent to the extent that it is not contrary to the best interest of the HPHA or to the fair treatment of other interested respondents. Mistakes in submittals shall be handled as

provided for pursuant to HUD requirements at HUD Handbook 7460.8 REV 2.

XVIII. Rejection of Submittals

The HPHA reserves the right to consider as acceptable only those submittals received in accordance with the requirements set forth in this RFQ and which demonstrate an understanding of the specifications. Any submittal offering may be rejected without further notice if it is determined to offer a set of terms or conditions that are contradictory to the minimum requirements included in this RFQ. The HPHA reserves the right to reject any and all submittals and to accept the submittals in whole or part in the best interest of the State.

XIX. Withdrawal of Submittals

Submittals may be withdrawn upon written or facsimile request and should be received prior to 4:00 p.m. HST, August 27, 2014. Late request for withdrawal may not be accepted. Negligence on the part of the interested respondent in preparing its submittal confers no right of withdrawal or modification of its submittal after the due date and time.

XX. Best Available Data

All information contained in this RFQ is the best data available to the HPHA at the time the RFQ was prepared. The information given in the RFQ is not intended as representations having binding legal effect. This information is furnished for the convenience of respondents and the HPHA assumes no liability for any errors or omissions.

XXI. Notice of Award

The Successful Respondent shall receive a Notice of Award, which will indicate that the Successful Respondent has been selected to provide the services under this RFQ.

No work is to be undertaken by the Successful Respondent prior to the Contract commencement date. The HPHA is not liable for any work, contract costs, expenses, loss of profits, or any damages whatsoever incurred by the Successful Respondent prior to the Contract starting date.

The Successful Respondent receiving award shall be required to enter into a formal written Contract.

XXII. Protests

An actual or prospective respondent who is aggrieved in connection with the solicitation

or award of a contract may submit a protest. An actual or prospective respondent may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the State Contracting Office conducting the protested procurement and the Procurement Officer who is conducting the procurement, as indicated below, within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) days after the posting of award of the contract. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the State Contracting Office. Any notice of award letter(s), resulting from this solicitation shall be posted on the Procurement Reporting System on the State Procurement Office website at <http://www.hawaii.gov/spo2/source/>.

Head of State Contracting Office		Procurement Officer	
Name:	Hakim Ouansafi	Name:	Rick T. Sogawa
Title:	Executive Director	Title:	Procurement Officer
Mailing Address:	P.O. Box 17907 Honolulu, Hawaii96817	Mailing Address:	P.O. Box 17907 Honolulu, Hawaii96817
Business Address:	1002 N. School St, Bldg. E Honolulu, Hawaii96817	Business Address:	1002 N. School St, Bldg. D Honolulu, Hawaii96817

XXIII. Availability of Funds

The award of a Contract and any allowed renewal or extension thereof, are subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability and allotment of State and/or Federal funds.

XXIV. Monitoring and Evaluation

The Successful Respondent’s performance under the Contract will be monitored and evaluated by the Contract Administrator or his/her designated representative, the HPHA’s auditors, and/or other designated representatives.

Failure to comply with all material terms of the Contract may be cause for suspension or termination, as provided in the General Conditions. The Successful Respondent may be required to submit additional written reports, including a corrective action plan, in response to monitoring conducted by the HPHA. These additional reports shall not be considered a change to the scope of work and shall continue for a duration of time as deemed necessary by the HPHA.

XXV. Campaign Contributions by State and County Contractors Prohibited

If awarded a Contract in response to this solicitation, the Successful Respondent agrees to comply with §11-355, HRS, which states that campaign contributions are prohibited from a State and county government contractor during the term of the Contract if the Contractor is paid with funds appropriated by the legislative body between the execution of the Contract through the completion of the Contract.

(END OF SECTION)

Section 2 Scope of Services

I. GENERAL REQUIREMENTS

A. Qualifying Requirements

1. The Successful Respondent must have no outstanding balances owing to the HPHA. Exceptions may be granted by the Executive Director of the HPHA for debts recently acquired and for debts which have a repayment plan approved by the Executive Director of the HPHA.
2. Interested respondents are advised that if awarded a Contract, the Successful Respondent must furnish proof of compliance with the following requirements:
 - a. Chapter 237, HRS, tax clearance;
 - b. Chapter 383, HRS, unemployment insurance;
 - c. Chapter 386, HRS, workers' compensation;
 - d. Chapter 392, HRS, temporary disability insurance;
 - e. Chapter 393, HRS, prepaid health care; and
 - f. One of the following:

- i. Be registered and incorporated or organized under the laws of the State of Hawaii (hereinafter referred to as a "Hawaii business").

Hawaii business. A business entity referred to as a "Hawaii business" is registered and incorporated or organized under the laws of the State of Hawaii. As evidence of compliance, the interested respondent shall submit a CERTIFICATE OF GOOD STANDING issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG). A Hawaii business doing business as a sole proprietorship is not required to register with the BREG, and therefore not required to submit the certificate. A Successful Respondent's status as sole proprietor or other business entity and its business street address will be used to confirm that the Successful Respondent is a Hawaii business.

- ii. Be registered to do business in the State of Hawaii (hereinafter referred to as a "compliant non-Hawaii business").

Compliant non-Hawaii business. A business entity referred to as a "compliant non-Hawaii business," is not incorporated or organized under the laws of the State of Hawaii, but is registered to do business in the State. As evidence of compliance, the interested respondent

shall submit a *CERTIFICATE OF GOOD STANDING*.

4. Business Office

The Successful Respondent shall have, at a minimum, a telephone number and electronic mail address from which it conducts business and is accessible by telephone from 7:45 a.m. to 4:30 p.m. HST for meetings, teleconferences, video conferences, concerns or requests that need immediate attention. An answering service is not acceptable. An office location, phone number and electronic mail address shall be stated in the interested respondent's submittal.

5. Certifications of Eligibility

The Successful Respondent shall demonstrate compliance with the following:

- a. Tax Clearance, Form A-6;
- b. Department of Labor and Industrial Relations, Application for Certificate of Compliance, Form LIR #27; and
- c. Certificate of Good Standing issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG).

The Successful Respondent may demonstrate compliance of the above by using the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at:

<http://vendors.ehawaii.gov/hce/splash/welcome.html>

The HCE provides the applicant with a "Certificate of Vendor Compliance" with current compliance status as of the issuance date, accepted for both contracting purposes and final payment. Businesses that elect to use the new HCE services will be required to pay any annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC).

Prior to execution of the Master Planning Agreement, the Successful Respondent shall certify that joint ventures, partnerships, team agreements, new corporations or other entities that either exist or will be formally structured are, or will be legal and binding under Hawaii law.

6. Laws, Rules, Ordinances and Regulations

The selected Respondent shall comply with all local, state and federal laws and regulations in performance of services pursuant to this solicitation, including but

not limited to:

- a. **Uniform Administration Requirements** contained in 24 CFR 85.1 et seq., as amended;
- b. **Executive Order 11246** of September 24, 1965 entitled “Equal Employment Opportunity” as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (41 CFR 60) (*all construction contracts in excess of \$10,000*)
- c. **Sections 103 and 107 of the Contract Work Hours and Safety Standards Act** (40 U.S.C. 327-330) as supplemented by department of Labor regulations (29 CFR Part 5). (*Construction contracts in excess of \$2,000, and in excess of \$2,500 for other contracts that involve the employment of mechanics and laborers*)
- d. **All applicable standards, orders and requirements issued under Section 306 of the Clean Air Act** (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR Part 15). (Contracts, subcontracts, and subgrants in excess of \$100,000)
- e. **Copeland “Anti-Kickback” Act** (18 U.S.C. 8754) as supplemented in Department of Labor regulations (29 CFR Part 3). (*All contracts and subgrants for construction or repairs*)
- f. **The Americans with Disability Act of 1990 (H.R. 2273, 8.933)**; Sections 501 and 504 of the Rehabilitation Act of 1973, as amended; the Architectural Barriers’ implementing regulations (24 CFR 40). (*All construction contracts*)
- g. HUD’s **Section 3 regulations** as found in the Code of Federal Regulations, at 24 CFR Part 135 - Code of Federal Regulations site.

7. Conflict of Interest

By responding to this RFQ with a submission, the interested respondent warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, it does not have any organizational conflict of interest. Conflict of interest is understood as a situation in which the nature of the work under this solicitation and the organizational, contractual and financial interest of the interested respondent are such that:

- a. The interested respondent may have an unfair advantage; or

- b. The interested respondent's objectivity in performing work pursuant to this RFQ may be compromised.

Interested respondents should note that a conflict of interest arises if an employee, officer or agent of HPHA, a member of his/her immediate family, his/her partner, or an organization that employs or is about to employ any of the above (the employee/officer/agent, his or her immediate family or partner) has financial or other interest in the interested respondent.

8. Bonds

No performance or payment bond is required.

B. Single or multiple contracts to be awarded

Single Multiple Single and/or Multiple

C. Termination

The HPHA reserves the right to terminate any Contract without penalty for cause or convenience.

II. GENERAL INFORMATION

A. BACKGROUND

The Hawaii Public Housing Authority (HPHA) is seeking to partner with an experienced developer (Master Developer) to redevelop Mayor Wright Homes (MWH). The Successful Respondent will prove through its submittal that it possesses the qualifications necessary to implement a comprehensive revitalization strategy for the MWH public housing development in a manner that catalyzes public and private investment in and around the site and the Iwilei elevated rail station. The Successful Respondent will demonstrate its success in implementing large-scale development plans that include mixed-income, mixed-finance and mixed uses consistent with Downtown Transit Oriented Development (TOD) objectives. The plan to be considered must be neighborhood focused and include residential and non-residential uses and the replacement of MWH public housing units one-for-one with deeply subsidized units integrated into a mixed-income development plan.

During the development of the master plan, the Master Developer will be expected to advise on the program and provide preliminary designs for the replacement housing and other affordable and market-rate unit types based on a market study; identify other investments essential to creating a sustainable and healthy community; coordinate

housing activities with resident services/programs to be developed by the HPHA; and assist with securing state, local, other federal, and private funding.

The Master Developer must be able to work collaboratively with the HPHA and its partners, MWH residents, and the broader community. The Master Developer will be responsible for developing the housing replacement program and for implementing the redevelopment plan once financing is secured. The preferred housing redevelopment concept that emerges during the planning process must be market-appropriate and financially feasible.

B. Hawaii Public Housing Authority (HPHA)

The Hawaii Public Housing Authority (HPHA) is the sole statewide public housing agency in the State of Hawaii, and was established by the Territory of Hawaii in 1935 to provide safe, decent, and sanitary housing for low-income residents. Guided by an eleven member Board of Directors that are appointed by the Governor of Hawaii, today the HPHA Federal and State Low-Income Public Housing and rental assistance programs combine to serve over 7,300 families or more than 23,000 individuals.

C. Mayor Wright Homes (MWH)

The intent of the redevelopment of MWH is to revitalize, modernize and improve the quality of life for the development's residents while making the best use out of the existing land and to encourage a sense of community with the surrounding neighborhood. Proposed redevelopment shall introduce creative physical designs, unit configurations and sustainable building materials that indistinguishably integrates public housing into the surrounding neighborhood. The proposed redevelopment should be complementary to the Downtown TOD Plan.

MWH is a federal low income public housing development that has been in use for over sixty years – it was built in 1953 and modernized in 1984. The development has significant deferred maintenance issues due to inadequate funding. A Physical Needs Assessment (PNA) completed in May 2009 shows a substantial amount is needed to revitalize MWH. In the current economic outlook, there are not adequate State or Federal funds available to upgrade the development. It is believed that a mixed-income, mixed-finance, mixed-use approach will provide the additional capital necessary to truly revitalize the site and surrounding neighborhood. Currently the site consists of 364 units in 24 walkup and 11 townhouse buildings. 24 one-BR, 114 two-BR, 168 three-BR, 50 four-BR and 8 five-BR units comprise the 364 units.

A site map of the property is provided under Appendix 2.

D. Surrounding Neighborhood

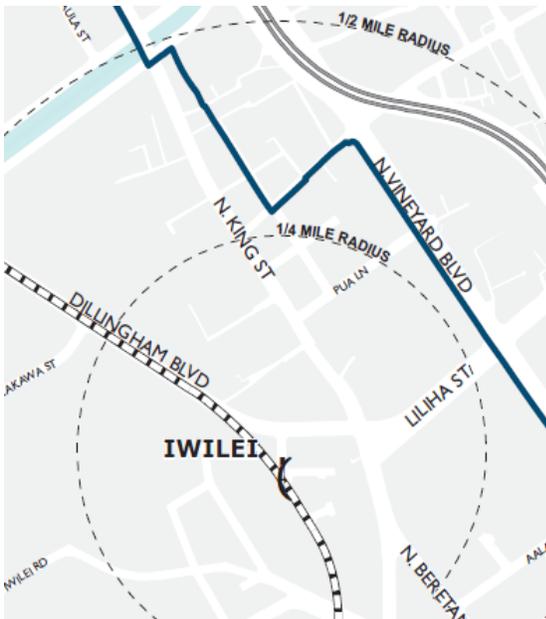
The community surrounding MWH is a single family residential neighborhood with four (4) elementary schools, one (1) middle school and one (1) high school and a public library. The area is located in Kalihi/Palama minutes from downtown Honolulu with nearby exits onto Federal Highways 1 and 2 as well as the Likelike State Highway, allowing easy access to the region's tourism areas and employment hubs. The planned rail route and station will be walking distance from MWH.

E. Plans Adjacent to/Including MWH

1. Downtown Transit Oriented Development Plan

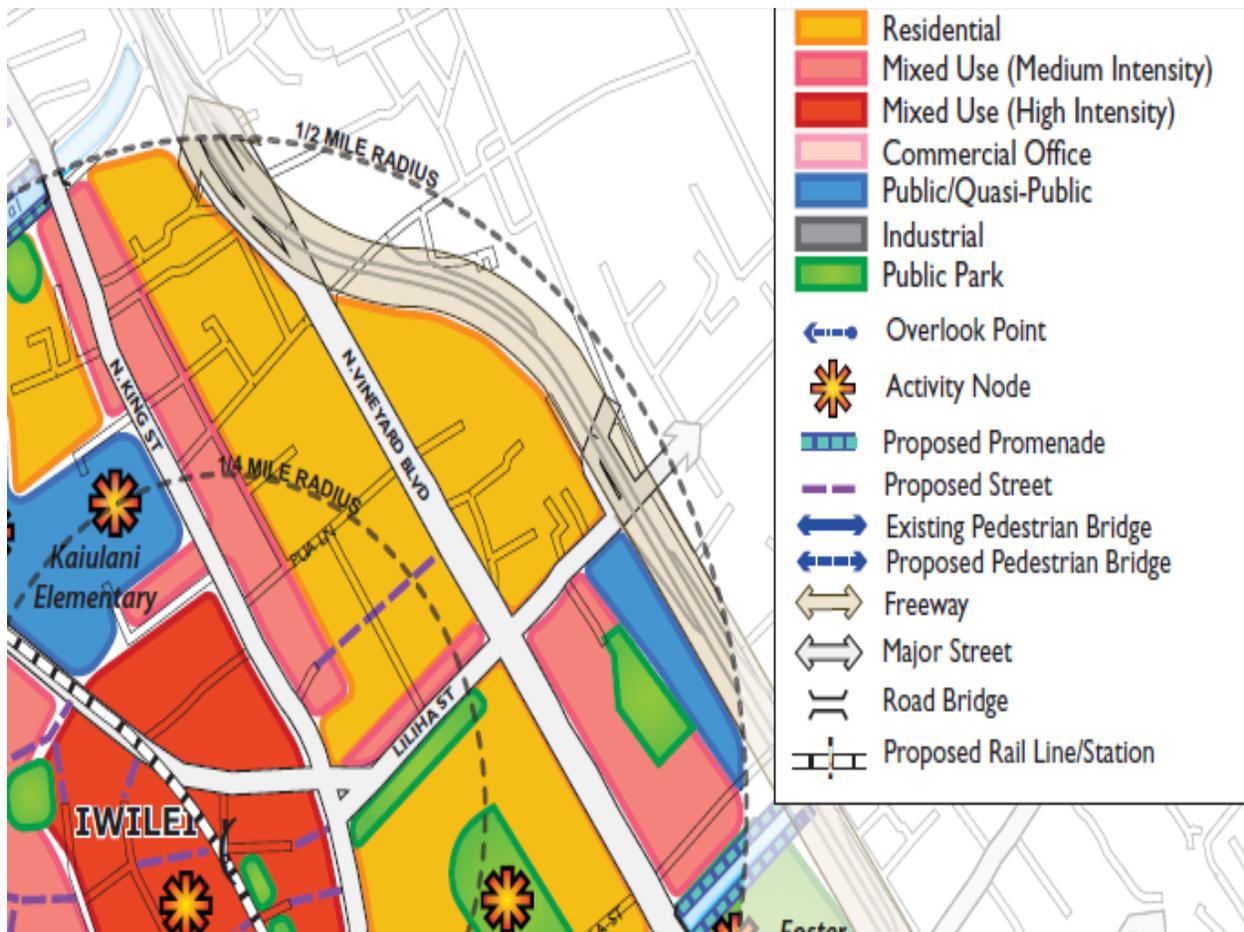
http://www.todhonorolulu.org/images/pdf/neighborhoodplanpages/downtown/Downtown_PRD.pdf

The Downtown TOD plan for the 20-mile long Honolulu Rail Transit Corridor integrates land use and transportation planning around the three (3) rail stations to address opportunities for new development and holistically plan for orderly growth and improved accessibility around the proposed stations. MWH is in the center of the TOD area for the Iwilei Transit Station, one of the three proposed in the Downtown Plan. See map below. Specific to this station, the plan outlines a new high intensity, mixed-use district in Iwilei to serve as an extension of Downtown and a transition to the Kalihi neighborhood. The new district would be designed to provide housing in close proximity to Downtown and the rail system and an array of neighborhood amenities that draw a diverse population of residents. The Plan identifies a concentration of "opportunity sites" in Iwilei that could turn valuable vacant or underutilized land to a more efficient use.



The plan calls for coordinating with the HPHA on a number of actions. See map below:

- i. Redesigning the superblock structure on which MWH sits to increase walking and biking access and rail ridership.
- ii. Altering the landscape of MWH's footprint to add open space in a mid-high rise setting.
- iii. Replacing public housing but also adding mixed income housing with increased density.
- iv. Adding new streets and paths to break up the existing large blocks and improve accessibility.



2. Bike Master Plan

<http://www1.honolulu.gov/dts/oahubikeplanaugust2012small.pdf>

The City & County of Honolulu's 2012 Oahu Bike Plan provides a strategy for encouraging bicycling as part of the City & County transportation system. It stresses the need for integrating bicycling with public transit, by creating a bicycle network that is linked to transit stations, stops, and transfer points and allows riders to bicycle comfortably and safely to and from stops and stations. Coordination can expand transit service areas, reduce the need for vehicle parking, improve mobility, and create denser, mixed-use urban environments.

While the Bike Plan does not specifically mention MWH, it proposes a new bike lane along King Street that runs parallel to the new fixed guideway transit system. The Bike Plan also proposes a new Liliha Street bike lane, which together with the King Street lane surround the MWH site. See dotted lines on the map below.



3. *Pedestrian Master Plan*

<http://www.hawaiipedplan.com/documents/Statewide%20Pedestrian%20Master%20Plan%20without%20Appendices.pdf>

The State Department of Transportation marks a border street of MWH (the corner of Liliha and N Kukui Streets, as shown in image below) as a priority area of concern for pedestrian safety in the Statewide Pedestrian Master Plan. The Plan calls for installing a new traffic signal to provide pedestrians with a dedicated crossing phase.

Liliha Street, at Kukui Street



4. Kalihi-Palama Action Plan

http://www.honolulutraffic.com/Admin_Record/Administrative_Record_rev_2.28.12/Administrative_Record_Volumes_1-11/Vol001_AR00000001/AR00013018.pdf

The Action Plan provides a vision for the future of the neighborhoods in the area and a series of actions that would improve quality of life. Specifically, the Plan proposes a Multi-Cultural Heritage Corridor along N. King Street from Liliha Street (the intersection where MWH is located) northwest to Middle Street. The goal of the corridor is to showcase the historical and cultural resources of the Kalihi-Palama community. Key features include: preserving historic structures; protecting, maintaining and creatively utilizing the area's historical and archaeological sites; creating pedestrian walkways and bikeways that connect cultural areas; developing cultural/historical centers; and sponsoring community festivals highlighting diverse cultures and integrating business and residential activities.



2. Primary Urban Center Development Plan

http://www.honolulutraffic.com/Admin_Record/Administrative_Record_rev_2.28.12/Administrative_Record_Volumes_1-11/Vol001_AR00000001/AR00012601.pdf

Adopted in 2004, the Primary Urban Center Development Plan (PUCDP) is a policy guide for development decisions and actions to support growth. The PUCDP proposes to redevelop the Honolulu Harbor/Downtown/Iwilei waterfront as a prime site for new commercial, hotel, and residential development and increased waterfront entertainment and recreational amenities. The plans require rerouting traffic and replacing a portion of the Nimitz Highway to allow for additional development along the harbor. While the Plan does not specifically mention MWH, it claims that the “revitalization of the waterfront will in turn lend impetus to redevelopment in Iwilei.”

3. Honolulu Community College Long Range Development Plan

<http://www2.honolulu.hawaii.edu/sites/www2.honolulu.hawaii.edu/files/lrdp-2011-03.pdf>

Honolulu Community College (HCC), located less than a mile from MWH, is in the process of a master planning effort to redevelop its campus. The LRDP embraces the planned Kapalama Station as a major opportunity to increase accessibility and connectivity to other UH campuses and employment centers to be served by rail by incorporating elements to increase accessibility to that station such as pedestrian connections through campus and an east-west pedestrian-only mall leading to the rail station. Major components of the Plan includes the construction of a new Advanced Technology and Training Center, a “great lawn” and adjacent student union building, a new early childhood education/childcare complex, and new instructional buildings. See map below.



4. *Brownfield Redevelopment* (http://www.westonsolutions.com/pdf_docs/PP-143-HonoluluBrownfield.pdf)

In 2008 Weston Solutions purchased a contaminated 4-acre former manufactured gas facility less than a mile from MWH in Iwilei, assuming long-term environmental liability. After remediation, WESTON intends to redevelop the property and identify an end user, revitalizing its economic potential. However, the current status of the project is unknown – the last record found was a 2011 article reporting technical glitches and regulatory hurdles(<http://www.hawaiibusiness.com/Hawaii-Business/June-2011/Toxic-Waste-in-Hawaii/index.php?cparticle=1&siarticle=0#artanc>).

5. *State Legislation*

HCR36 (died in 2013 session) requested the HPHA and the HHFDC to create a master plan to redevelop and create more affordable units for MWH while utilizing state land on Liliha St. The plan required the incorporation of mixed use commercial and mixed income residential.

III. SCOPE OF SERVICES

A. Summary of Services

The HPHA is soliciting qualification statements from experienced Master Developers with a documented track record of providing the required services. The HPHA is requiring that each interested respondent submit a vision that describes the type of mixed-income development(s) the interested respondent believes is feasible to transform both MWH as well as the larger Iwilei neighborhood. In addition, the submittal must demonstrate the interested respondent's capacity and readiness to perform the required Scope of Services expeditiously. Finally, the submittal must include evidence of the interested respondent's previous experience and qualifications relative to the provision of such services, particularly the development of mixed-income communities that include public housing units (or deeply subsidized units) using TOD principles.

The selected Master Developer will be responsible for working closely with the HPHA and the community to develop a holistic and sustainable plan for the redevelopment of MWH. The Master Planning Agreement between the selected respondent and the HPHA will be subject to the terms and conditions provided in HUD Form 5370-C, General Conditions Non-Construction.

Once selected, the Master Developer will guide development of a housing program and design based on a preliminary market study; develop preliminary design

alternatives for community review; prepare development and operating proformas; and identify funding commitments in support of implementing the plan. A Master Planning Agreement will be negotiated with the HPHA to detail the Master Developer's role and responsibilities in development of the master plan.

For implementation services, a Master Development Agreement (MDA) will be negotiated that delineates the roles and responsibilities of the HPHA and the Master Developer as well as the fee structure. When implementation financing is secured, the Master Developer will be responsible for all predevelopment activities, financial closing, construction, lease-up and property management as detailed in the MDA.

B. Program Requirements

Respondents to this RFQ are strongly encouraged to examine the Plans referenced previously and the proposed Program parameters outlined below and to reply with submittals that are responsive to HUD priorities, the market and the environment, and provide for the successful redevelopment of MWH. The master plan to be developed in consultation with the procured Master Developer partner shall be consistent with the following minimum program requirements (the "Program"):

- i. One-for-one replacement. Demolish the existing MWH public housing units and replace them one-for-one with deeply subsidized units (i.e., residents pay no more than 30% of income for rent) on the original MWH site and/or any nearby publicly owned parcels as deemed appropriate. These units may be public housing or project-based rental assistance demonstration (RAD) units, if available through HUD at the time of development, subject to the HPHA approval. The HPHA will provide the unit mix for the deeply subsidized/public housing units based on current household need; the unit mix for the other income types will be dependent on the market study.
- ii. Mixed-income development. The deeply subsidized replacement units must be integrated into a new, economically viable mixed-income community that should include a mixture of deeply subsidized, tax credit and market rate rental units as determined to be viable and advantageous to the overall development effort and consistent with the Downtown TOD plan. The different affordability types should be mixed across all building types and located throughout the site(s). Community facilities and any other non-residential uses will be the responsibility of the Master Developer. The non-residential program will be determined during the planning process.
- iii. High quality design. Create a sustainable new community of high quality design that meets or exceeds industry standards and incorporates state-of-the-art energy conservation and green practices in a LEED-certifiable project. The

design should reflect the character to be achieved under the Downtown TOD plan.

- iv. Leverage resources. Pursue funding sources appropriate for the redevelopment program and leverage private funding to maximize the efficiency and effectiveness of public resources. Work collaboratively with local, state and federal agencies to identify a variety of resources to support the redevelopment effort, including but not limited to federal and state tax credits, CDBG/HOME funds, Section 108, HHFDC Rental Housing Trust Fund, Hula Mae Bond Program, private mortgages, deferred developer fee, FHLB AHP, RAD, NMTC, corporate/foundation grants, etc.
- v. Neighborhood integration. Create a diverse new MWH community that is incorporated into the surrounding neighborhood, strengthens the economic vitality of the area and supports the functions of daily life including education, recreation, retail and community facilities.

IV. ROLE OF THE HAWAII PUBLIC HOUSING AUTHORITY (HPHA)

The HPHA will play the following roles in the planning and redevelopment of the Project:

- A. HUD Contact – The HPHA will manage and take responsibility for all communication with HUD, and the preparation and submission of program documents and evidentiaries and obtain all HUD approvals including but not limited to demolition/disposition approval and mixed-finance approval. However, to the extent any such documents or evidentiaries are within the particular knowledge or responsibility of the Master Developer, the HPHA will expect the Master Developer to prepare or assist in preparing such documents and evidentiaries as the HPHA may direct.
- B. Provider of Capital Funds – The HPHA is prepared to grant, loan, or otherwise make available to the Master Developer federal or state funding specifically targeted for the replacement of the public housing units in an amount to be negotiated based upon the Master Developer’s ability to demonstrate such need and in accordance with HUD’s Cost Containment and Safe Harbor Guidelines. The Master Developer will be required to achieve the maximum leverage of public resources, including land, by securing private, other federal, City and State funding and to secure all funding for non-public housing units.
- C. Provider of Operating Subsidies – If the MWH replacement units remain public housing, the HPHA will contribute a portion of its federal operating subsidy toward the cost of operating these units. The HPHA is prepared to pass through a maximum of 90% of its annual operating subsidy (ACC) per occupied unit, retaining 10% for its monitoring and asset management functions. The provision of the operating subsidies

will be contained in a Regulatory and Operating Agreement, the terms of which will be negotiated between HPHA and the selected Master Developer and approved by HUD. Use of public housing funds for development and operations comes with federal restrictions. Units developed with public housing funds must serve as public housing for a minimum of 40 years. Units receiving operating subsidy must be operated as public housing for 10 years after cessation of the subsidy. The Master Developer is responsible for knowing the restrictions that will apply and understanding how they may affect project. The HPHA may also participate in HUD's RAD program, if available, to provide long-term project-based assistance.

- D. Admissions– All existing MWH residents will have the right to return to the redeveloped properties if they are lease compliant and continue to qualify for a specific unit based on occupancy standards per the HPHA's current lease and criteria in the HPHA's Admissions and Continued Occupancy Policy (ACOP). No additional screening criteria will be imposed.
- E. Property Management – The HPHA is interested in playing a role in property management – subject to investor approval – and the Master Developer respondent must provide a description of how the HPHA, and/or its current staff, might participate in and/or develop experience managing mixed-income and tax credit communities over time.
- F. Land Owner – It is the HPHA's intent to enter into long-term ground leases with the Owner Entity of the new development(s). The Master Developer shall develop the deeply subsidized units in a manner which will qualify them for a Payment in Lieu of Taxes ("PILOT") and any related Cooperation Agreements with the City and County of Honolulu as authorized by law if the HPHA determines it will be in the best interest of the development.
- G. Asset Manager – The HPHA will continue to have asset management responsibilities related to the public housing units. The HPHA will monitor and enforce the terms of the Lease(s) and the Regulatory and Operating Agreements with the Master Developer and require that all housing units be managed in accordance with applicable local, state and federal requirements.
- H. Monitor Master Developer Compliance with Hiring Opportunities – The HPHA will monitor the Master Developer's plans and efforts for reaching Section 3, Minority Business Enterprises (MBE), and Women-owned Businesses (WBE) goals and objectives. Section 3 requirements include not only resident employment but also contracting with Section 3 business entities. In addition, the HPHA desires that the Master Developer will work to ensure that neighborhood residents and businesses have opportunities to participate in the development process through Community Work Agreements to the extent possible and will facilitate partnerships with

community based pre-apprenticeship and small business development programs where possible.

V. Role of Master Developer

Throughout the redevelopment of the Project, the Master Developer will work closely with the HPHA staff, the residents, the HPHA's consultants, and the City and County of Honolulu. The Master Developer will be responsible for ensuring that the redevelopment master plan is financed and implemented. The master plan must create the blueprint for a successful, stable, diverse, safe, attractive and sustainable mixed-income, mixed use community. In general, the goal is to ensure that all units are produced in a manner that renders the public housing units indistinguishable from those targeted to other income groups, and the developments are integrated into the fabric of the existing neighborhood.

A. General:

- i. Oversee and Implement the Redevelopment – Provide the necessary staffing, expertise, supervision and guarantees to implement all aspects of the redevelopment fully and expeditiously as required by the Master Development Agreement.
- ii. Hire and Manage Consultants and Contractors Necessary to Implement the Project – Procure other consultants and/or contractors and coordinate all tasks necessary to implement the redevelopment. At a minimum the Master Developer's team will need to include consultants appropriate to cover the architectural, environmental review, market analysis, geo-technical studies, civil, mechanical and electrical engineering, and any other activities deemed necessary by the Master Developer. Respondents are strongly encouraged to demonstrate participation on their team of expertise in areas of relevance to the locale's development process, including LIHTC financing and construction matters, and experience with building on the island of Oahu.
- iii. Maintain Communication Regarding Project Progress with the HPHA, HUD and the Residents – The HPHA will establish a regular schedule of team meetings, in which the Master Developer will participate. Moreover, the Master Developer will be responsible for submitting monthly progress reports on the project status and schedule, including but not limited to design, permits, financing, resident coordination, etc. The related format and media form of such reports will be defined in the Master Development Agreement.
- iv. Develop and Maintain Quality Control Measures – Be responsible for ensuring the Project is constructed and managed with the highest quality materials and workmanship. The Master Developer will be required to implement quality assurance and control measures to ensure effective performance by all parties in all aspects of the program.

- v. Develop and Maintain a Detailed Development Schedule and Critical Path Schedule – Develop and maintain a detailed schedule of events, predicated on financing deadlines, that includes pre-development activities, construction start, project stabilization and permanent loan close. Develop a Critical Path Schedule for all phases of construction, and lease-up and stabilization.
- vi. Foster Resident Involvement in Project Implementation – Facilitate and foster the involvement of public housing residents in the implementation of the redevelopment effort. In cooperation with the HPHA, keep residents informed of the status of the revitalization effort, plan for providing job opportunities for residents during and after implementation, and assist/encourage resident businesses.
- vii. Relocation – Responsible for relocation during the revitalization period. The Master Developer will be requested to phase the redevelopment effort, to the extent feasible, to create new housing that MWH residents can relocate to in one move, avoiding the need to move out of the neighborhood. The Master Developer is expected to know and comply with the Uniform Relocation Act.
- viii. Community Facilities – Tasked with the construction of any community facilities that are included in the development program.
- ix. Supportive Services – At the discretion of the HPHA, be responsible for designing and implementing a Community and Supportive Services Plan.
- x. Be Responsive to Local Community, Neighborhood, and City Interests – Promote and maintain good relations with community and neighborhood groups, and federal, state and local governments.
- xi. Compliance with Laws – Comply with all applicable federal, state and local laws, rules and regulations applying to the activities required by the Master Planning Agreement.
- xii. Debarment – Provide evidence that neither it nor any subcontractor is debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.
- xiii. MBE/WBE/Section 3 Contracting Opportunities – Develop a strategy in coordination with HPHA for fostering MBE/WBE and Section 3 employment, training and contracting opportunities throughout the redevelopment process

B. Pre-Development

- i. Prepare a Market Analysis Addressing both the Residential and Non-residential Components of the Plan – In order to finalize the overall development program, prepare a market analysis that will, based on area economics, assist in determining the proper mix of rental units, subsidized vs. market rate units consistent with the stated 1:1 replacement requirements; assist in determining the proper mix of any non-residential uses including community, recreational and commercial; and confirm that proposed rents, both residential and commercial, are supportable in the local market.
- ii. Master Planning / Design Development Process – During the master planning and schematic design and design development phases, meet regularly with the HPHA, its residents, and the neighboring community and City and County of Honolulu (as requested) to review all aspects of the design. Activities include but are not limited to securing 3rd-party reports (environmental, title, infrastructure studies, geotech, etc.), permits and approvals, entitlements, survey and engineering, etc.
- iii. Obtain Environmental Clearances – Procure the necessary consultants and prepare the necessary documents to obtain environmental clearances from all interested agencies.
- iv. Demolition and Remediation – Assume primary responsibility for the demolition and remediation of the existing public housing units.
- v. Plans and Specifications – Be responsible for the preparation of the infrastructure and building plans and specifications which will be subject to the HPHA and City and County of Honolulu review.

C. Financing

- i. Produce an Overall Financing Plan – Produce an attainable financing plan for the master plan. The financing plan must demonstrate a sensitivity and approach in using public funds and resources in the most efficient manner, maximizing leveraging to the greatest extent possible.
- ii. Prepare the Mixed-Finance Proposal/HUD Rental Term Sheets – Provide required information for the preparation of any Mixed-Finance Proposals ("MFP") for HUD review and approval. Prepare the evidentiary documents for which it is responsible.
- iii. Financing Application(s) – In accordance with the Master Planning Agreement, the Master Developer will be required to pursue diligently and use best efforts to obtain all financing necessary to implement the master plan in a timely fashion, which may include, but not be limited to, tax credits, tax-exempt bonds, state and local funds, private grants and conventional debt.

- iv. Maximize the Leveraging of Public and Private Resources – Maximize the leveraging of public and private resources by pursuing all reasonable sources of financing and utilizing a variety of partners and partnerships. Take full responsibility for securing all financing sources in a timely fashion. Coordinate discussion and negotiations with financial institutions and private partners. All financing terms are subject to review and approval by HPHA.
- v. Obtain Equity Investment – Using an approved competitive process, obtain equity financing commitment on the best terms currently available.
- vi. Guarantees – Provide all guarantees required for the successful financing of the Project, including completion guarantees, operating deficit guarantees, and tax credit adjuster or recapture guarantees and guarantees of performance under the Master Planning Agreement. The Master Developer will be required to demonstrate financial capacity to provide the guarantees, and indicate how they intend to honor the guarantees if necessary.
- vii. Operating Feasibility – Structure such reserves and other devices as will reasonably guarantee the long-term operating feasibility of the Project, utilizing no more subsidy than is made available or committed by HPHA.
- viii. Accounting/Financing – Maintain accounting records and ensure Project financing is available at the appropriate times and utilized in the appropriate manner.

D. Construction

- i. Hire Qualified General & Sub-Contractors and Oversee Construction Activities – As to be provided for in the Master Development Agreement (MDA), create and implement a process for selecting the most qualified contractor. During construction, the Master Developer shall provide oversight, and management as deemed necessary, of construction activities by coordinating with all development team members and attending job-site meetings to ensure the expeditious implementation of construction activities.
- ii. Facilitate Necessary Site Improvements – Pursuant to the MDA, initiate and complete site work and infrastructure construction.
- iii. Implement Development Program – In accordance with the MDA and the final master plan approved by HPHA, develop all improvements associated with the development program, including residential units, community facilities and any commercial space.

E. Ownership and Asset Management:

- i. Organize Ownership Entity – Organize ownership entities and structures approved by the HPHA, for both the residential and non-residential components. This may include affiliates of the HPHA as special limited partners.
- ii. Ensure the Short- and Long-Term Viability of the Redeveloped Projects – Develop and implement marketing, re-occupancy, asset and property management plans that will ensure the short- and long-term viability of the Project. This may include the participation of the HPHA or an affiliate as eventual property management firm, subject to investor and lender approval. The HPHA will also seek the right of first refusal using the minimum purchase price permitted under federal tax law at the end of the initial tax credit compliance period.
- iii. Market and Lease-up of Rental Units – Create and implement a marketing and lease-up strategy for the rental units to ensure that stabilized occupancy is achieved in compliance with all applicable financing and land use agreements and HUD requirements.

(END OF SECTION)

Section 3 Submittal Forms and Instructions

I. General Instructions

When an interested respondent submits a submittal, it shall be considered a complete plan for accomplishing the tasks identified in this RFQ. The interested respondent's submittal must demonstrate an understanding of and the ability to meet and perform all contractual requirements listed in this RFQ.

The submission of a submittal shall constitute the interested respondent's indisputable representation of compliance with every requirement of the RFQ, and that the RFQ documents are sufficient in scope and detail to indicate and convey a reasonable understanding of all terms and conditions of performance of the work to interested respondent.

An interested respondent shall submit **one (1) original submittal marked "ORIGINAL", six (6) copies of the original marked "COPY" and one (1) electronic copy in PDF format submitted on disk or flash drive.** It is imperative to note that the interested respondent submit only one (1) original and the required number of copies.

Any and all corrections to a submittal shall be initialed in ink by the person signing the submittal for the interested respondent. Any illegible or otherwise unrecognizable corrections or initials may cause rejection of the submittal.

Submittal shall be submitted to the HPHA in the prescribed format outlined in this RFQ. A written response is required for each item, unless indicated otherwise.

No supplemental literature, brochures or other unsolicited information should be included in the proposal packet.

II. Submittal Forms

- A. The submittal forms must be completed and submitted to the HPHA by the required due date and time, and in the form prescribed by the HPHA. Electronic mail and facsimile transmissions shall not be accepted.
- B. Interested respondents shall submit its submittal under the interested respondent's exact legal name that is registered with the State of Hawaii's Department of Commerce and Consumer Affairs and shall indicate this exact legal name. Failure to do so may delay proper execution of the Contract.
- C. Interested respondent's authorized signature shall be an original signature in ink.

If the submittal is unsigned or the affixed signature is a facsimile or a photocopy, the submittal shall be automatically rejected. If the submittal is not signed by an authorized representative as detailed in the corporate resolution, the submittal shall be automatically rejected.

- D. A submittal security deposit is not required for this RFQ.
- F. The numerical outline for the submittal, the titles/subtitles, and the interested respondent's organization and RFQ identification information on the top right hand corner of each page should be included.
- G. Consecutive page numbering of the Submittal should begin with page one and end with the last numbered page of the complete submittal.
- H. Submittals must be submitted on white, 8 ½" x 11" paper and shall be bound such as a three ring binder. Tabbing of sections is required.
- I. Place the following information in the upper, left-hand corner on the outside of the envelope when submitting qualifications:

Respondent Name
Respondent Address
Respondent Contact Number
RFQ No. and Title
Date and Time responses are due

III. Submittal Application:

A. Outline

Listed below are the sections that must be included in the written submittal. Each section must be clearly labeled using the bold-faced titles listed below, and shall be assembled in the order described herein. The required submission must be bound and each section tabbed.

Interested respondents must compile responses using the following outline:

1. Letter of Interest
2. Team Description
3. Profile of the Master Developer
4. Profiles of the Development Team Members
5. Technical Response
 - 5.1 Vision for the Site and Neighborhood
 - 5.2 Financing Approach

- 5.3 Business Terms
- 6. Community Participation
- 7. MBE/WBE/Section 3 Participation Plan
- 8. Required Certifications

B. Description of the Submission Requirements

The following provides guidance on what the qualifications-based submittal must contain and how it must be organized. The purpose of this information is to establish the requirements, order and format for responses, and to ensure that the proposals are complete, include essential information and can be fairly evaluated. Interested respondents are requested to avoid duplicative materials and redundancies in their submittal.

C. Transmittal Letter of Interest

A transmittal cover letter of interest shall be included and must list the development team members and identify the primary contact person. Please include phone number, facsimile number and e-mail address. The transmittal letter must be signed by an authorized principal of the interested respondent's firm and include:

- i. A statement indicating that the interested respondent is a corporation or other legal entity and the taxpayer identification number of the legal entity.
- ii. A statement that the interested respondent is or will be registered to do business in Hawaii and is or will obtain a State General Excise Tax License before the start of the work.
- iii. A statement that the submittal will remain valid for not less than 180 days from the date of the HPHA's Board of Directors approval of the Master Developer.

D. Team Description

Provide information on the Master Developer and the development team, including the following:

- i. Contact person, title, telephone/facsimile numbers and e-mail address.
- ii. Name of Master Developer, main address, telephone/facsimile numbers and e-mail address.
- iii. Address, phone and facsimile numbers of office from which services will be provided, if different from above.

- iv. Description of the firm size, number of employees, and a description of type, location, scheduled completion and dollar value of the projects in the pipeline.
- v. Proposed role of Master Developer within development team.
- vi. Identify the individual who will serve as project manager for the development team and who will direct and coordinate the development effort through completion. Describe the project manager's prior experience with projects of similar scope and size, with particular emphasis on experience directing a multi-disciplinary team and facilitating a community involvement process.
- vii. Provide an organization chart of the development team. All entities that comprise the team must be identified including consultants, contractors, and attorneys, indicating their specialization(s), specific contribution to the team, and whether they are an M/WBE/Section 3 business. Please provide information on the development team's prior experience working together.
- viii. Provide examples of the team's prior experience in the planning and construction of mixed-income, mixed-finance and mixed-use housing development projects of comparable size and complexity in urban areas within the past five (5) years. Also discuss the team's experience in obtaining, structuring, and implementing layered financing for such projects, including 4% and 9% tax credits and other sources of financing, particularly in Hawaii.
- ix. Provide examples of the team's experience with public housing requirements, including the rule and requirements applicable to mixed-finance development using public housing capital funds, and public housing operations.
- x. Provide a narrative description of the team's previous experience in integrating community and supportive services into the overall development and maintenance of similar projects.
- xi. Provide a narrative description of the team's previous experience in successfully utilizing M/WBE/Section 3 businesses and achieving goals for utilization.
- xii. Indicate whether the Master Developer or any team member has ever been terminated from a contract, and if so, describe the circumstances and outcome.

- xiii. Indicate whether the Master Developer or any team member has ever sued or been sued by a Housing Authority, and if so, describe the circumstances and the outcome.

E. Profile of the Master Developer

Provide an overview of the Master Developer's experience in the planning, construction and management of projects similar to what is proposed. Include the following information for the last five (5) years. Projects must be listed in chronological order:

- i. List all **affordable and mixed-income rental housing projects** (preferably involving public housing units) successfully completed within the past five (5) years, identifying the states where the projects are located, sources of financing including the size of the tax credit allocations and tax-exempt bond allocations received, the name of the investor(s) and dollar amount the investor(s) paid for the tax credits (expressed in cents per tax credit dollar). Specify the number of units, unit size, and income groups served and cost of each project. Provide evidence of timely development demonstrating that projects were on schedule and within budget.
- ii. Provide evidence of competence with meeting requirements of LIHTC program and whether Master Developer, any affiliated entity or related property manager has ever been cited with any program violations by any state housing finance agency.
- iii. Indicate the projects which employed **alternative construction techniques**, such as deconstruction, prefabricated buildings, etc. Indicate projects employing **sustainable development techniques** and all LEED-certified development projects.
- iv. Demonstrate experience with **property management** of mixed-income, mixed-finance, and mixed-use rental developments of similar size, either directly or through supervision of property management provided by a third party. Include information about income groups served, current occupancy levels, operating deficit history, and ability to provide funding for community and supportive services programs.
- v. Provide profiles of **key staff**, including the Project Manager, who will be involved in the redevelopment effort. Specify the roles of **key staff in carrying out this development initiative** and their previous experience with housing development and redevelopment.
- vi. Attach three (3) concurrent years of audited or Certified Public Accountant prepared **financial statements** from each member of the

Master Developer's team who will be providing any guarantees in connection with the development and operation of the project. The financial statements must include the most current year for which audited or CPA prepared financial statements are available. The statements must include an Income Statement as well as a Balance Sheet showing assets, liabilities and net worth of the entity. Financial statements and bank references may be placed in a separate sealed envelope marked "confidential." Additionally, submit one bank reference for the Master Developer.

- vii. Provide a statement indicating how the Master Developer will honor all financial guarantees, should the need arise.
- viii. In addition to the bank reference, five (5) references must be submitted for the Master Developer. References that are relevant to the scope of work as anticipated in this RFQ including one from a public sector entity and four from among the following entities are required:
 - (i) Construction and permanent lenders
 - (ii) LIHTC limited partner investor
 - (iii) General contractor on a comparable development
 - (iv) State Housing Finance Authority, if available
 - (iv) A community group or public housing resident group that worked with the Master Developer on a specific project

F. Profiles of the Development Team Members

- i. For team members not directly employed by the Master Developer, provide a narrative overview of their experience within their respective disciplines on the planning, development, and operation of mixed-income, mixed-finance, and mixed-use developments of comparable size and complexity in urban areas; and
- ii. Three (3) references as described in E.viii above must be submitted for each business entity member of the development team.

NOTE: In providing references in accordance with E.viii and F.ii, please provide name, title, organization name, phone and facsimile numbers, and e-mail addresses. **Please reference the name of the project with which the reference is familiar.** Ensure that all names and phone numbers are current.

G. **Technical Response to Proposed Revitalization Plan**

Respondents must provide a preliminary conceptual vision for how they would approach the revitalization of the Mayor Wright Homes site and provide conceptual site renderings to illustrate the proposed vision. A specific plan or visual graphic is not required. The Master Developer's vision for and approach to creating holistic and sustainable communities is what is being sought.

i. Vision for the Site and Neighborhood

The response must include the Master Developer's initial vision for housing on the MWH site. The analysis can be in narrative form; specific site designs or renderings are not required at this time but concepts may be submitted for illustrative purposes. The narrative must provide the Development Team's initial reaction to the targeted site, the HPHA's stated objectives, market conditions, and plans for the larger neighborhood. The narrative should address how the Development Team will accomplish the overall goals and objectives of the Project, the proposed income mix for the rental units, community space, and/or any green aspects to the plan.

ii. Financing Approach

Describe how the Master Developer will pursue financing for the redevelopment effort and leverage HPHA's resources (including land, rental assistance and HUD and HPHA capital funds). Identify the various funding sources that are appropriate for creating mixed-income developments and the developer's capacity to obtain LIHTC awards in Hawaii.

iii. Business Terms

Role of the HPHA. In consideration of contribution of resources including funding and land, the HPHA anticipates a return on its investment. The form of this return can include a share of developer fees and cash flow, rent on the land that is ground leased, or by other mechanisms proposed by the Master Developer and acceptable to the HPHA. The Master Developer should propose a specific role for the HPHA in the ownership structures (for both the residential and non-residential components), as appropriate (e.g. special limited partner, co-developer, lender, ground lessor, etc.) that allows them to receive an investment return and does not negatively impact the underlying project economics.

The HPHA is interested in gaining capacity in mixed finance and tax credit property management and the Master Developer respondent must

provide a description regarding how the HPHA and/or its staff can participate in and/or develop experience managing mixed-income communities over time. The HPHA understands that any role it plays in development and/or property management is subject to the approval of equity investors and lenders.

Fees and Cost Limitations. HUD's Cost Control and Safe Harbor Guidelines will be the basis for negotiating business terms.

http://www.hud.gov/offices/pih/programs/ph/hope6/grants/admin/safe_harbor.pdf

These guidelines set limits for developer, contractor and property management fees, govern the use of, contribution to, and pay out of reserves and developer fees, control the HPHA's contribution to funding predevelopment activities, and determine how much public housing funding can be provided to fund a development. Funds may be provided for the development of the public housing units in accordance with regulatory and policy restrictions.

The Master Developer must state its position and reasoning for each of the following development cost areas:

1. Master Developer's expected amount and method of compensation for predevelopment activities.
2. Master Developer proposed development fee, stated as a percentage of total development costs as defined by HUD.
3. Compensation and return on investment to be paid to the HPHA, including a share of development fees, ground lease payments, property management fees, incentive fees, interest earnings on loans, and/or residual cash flow.

Development guaranty. For every development phase, the Master Developer shall provide an unlimited guaranty of completion and performance from a financially responsible entity satisfactory to the HPHA to ensure that the development is completed. The guaranty shall cover development costs in excess of contingencies agreed to by the HPHA. Further details of the guaranty will be negotiated and included in the Master Development Agreement.

Right of first refusal and/or purchase option. The HPHA will be provided a right of first refusal and purchase option using the minimum purchase price permitted under federal tax law to secure the right to purchase public housing units and/or the mixed-income rental developments in

which they are a part upon expiration of mortgages, refinancing, or notification of interest/readiness to sell housing developments.

H. Community Participation

Describe how the team will involve the MWH residents and surrounding community in the planning and implementation of the redevelopment activities. The response must include a discussion of the approach and methods your team will utilize to assure meaningful participation by the residents of the property, community stakeholders and local government entities in the planning and implementation.

I. M/WBE/Section 3 Participation Plan

The response must include a discussion of the approach and methods your team will utilize to assure significant employment of residents of HPHA and other individuals eligible as Section 3 participants. Describe prior development experience utilizing M/WBE and local businesses insufficient detail to reveal the team's track record and allow an assessment of the level and quality of effort.

J. Required Certifications and Information

The following documents, which are contained in the Appendix, must be included in the submittal and must be properly executed and/or notarized:

- A. Acknowledgement of Addenda
- B. Non-Collusive Affidavit
- C. HUD Form 5369B Instructions to Respondents Non-Construction
- D. HUD Form 5369C Representations, Certifications, and Other Statements of Respondents
- E. HUD Form 5370C – General Conditions for Non-Construction Contracts
- F. HUD Form 2992 Certification Regarding Debarment and Suspension

(END OF SECTION)

Section 4

Submittal Evaluation & Award

I. Submittal Evaluation/Contract Award

Submittals received in response to this solicitation may be evaluated using a two-stage evaluation process. Stage I of the evaluation process will be used to determine the respondents that will comprise the competitive range, from which final selection for contract award will ultimately be made. Stage II of the evaluation process will be reserved for the competitive range respondents only. Scoring will be based upon how well the submittal meets the criteria established in this RFQ.

During Stage I of the evaluation process, all responsible and responsive submittals will be evaluated and scored by an Evaluation Committee approved by the HPHA's Executive Director or designee. Scoring will be based on predetermined Evaluation Criteria contained in the solicitation. The available points associated with each area of consideration are shown. The results of the evaluation will be used to determine those respondents to be included on the competitive range.

The competitive range shall include those respondents who are determined through the evaluation process and due diligence review to be the most qualified. These respondents may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the request for additional information for due diligence review within the timeframe established by the HPHA will result in exclusion from the short list.

Stage II of the evaluation process will entail presentation/interviews with the respondents on the short list. Respondents not included in the competitive range will not proceed to Stage II of the evaluation process. The purpose of the presentations/interviews is to provide the Evaluation Committee an opportunity to pose questions emanating from their review of the written responses and obtain clarifications. The HPHA may also provide an opportunity for respondents to submit Best and Final Offers based on questions and discussion at the interviews. The Evaluation Committee reserves the right to schedule site visits to existing properties completed by the short-listed respondents. Stage II evaluation will be conducted upon completion of the presentations/interviews in accordance with the same procedures and criteria outlined above for Stage I evaluation.

The respondent with the highest score from Stage II of the evaluation process will be selected to proceed to the contract negotiation stage. If a contract cannot be negotiated with this firm, negotiations will be terminated. The HPHA will then initiate negotiations with the next highest rated respondent in the competitive range. This procedure will continue until a mutually satisfactory contract has been negotiated.

II. Evaluation Criteria

The HPHA reserves the right to make no award or decline to enter into negotiations should it believe that no respondent to this RFQ will be capable of delivering the necessary level of services within an acceptable price range and/or time period. The HPHA further reserves the right to forego Stage II of the evaluation process and enter into negotiations with the highest ranked respondent from Stage I of the evaluation process. If an agreement cannot be negotiated with this respondent, HPHA will terminate negotiations. The HPHA will then initiate negotiations with the next highest ranked respondent. This procedure will continue until a mutually satisfactory agreement has been negotiated. Contract award will be subject to approval by the HPHA’s Board of Directors, and possibly the United States Department of Housing and Urban Development.

The evaluation of such submittals will be based solely on the evaluation criteria set out in this RFQ. The review criteria will be as follows:

<i>Evaluation Factors</i>	<i>Points</i>
<p>Experience and Capacity of Development Team to Develop and Manage Property</p> <p>The degree to which the Master Developer and Team demonstrates:</p> <ul style="list-style-type: none"> • Cohesion of the team, as demonstrated by previous experience working together, and coherence of their technical response. • Successful experience in the planning and construction of mixed-income, mixed-finance and mixed-use housing development projects of comparable size and complexity in urban areas. • Ability to obtain, structure and implement layered financing for such projects, including 4% and 9% tax credits and other sources of financing. • The degree to which the Master Developer demonstrates successful experience with ownership and property management of mixed-income, mixed-finance mixed-use rental developments of similar size, either directly or through supervision of property management • The financial capacity (as developer and provider of guarantees) as evidenced by financial statements, the firm's most recent audit and bank references, and the Master Developer's discussion of how it intends to honor all guarantees should the need arise. • The degree to which members of the team (other than the Master Developer) demonstrate successful experience in their respective disciplines as required for the planning, development and operation of mixed-income, mixed-finance and mixed-use developments of comparable size and complexity in urban areas. • The degree to which the Master Developer demonstrates it has the experience and capacity to build the HPHA’s capacity in mixed finance and tax credit property management. 	<p>40</p>

<i>Evaluation Factors</i>	<i>Points</i>
<p>Familiarity with Public Housing Requirements</p> <ul style="list-style-type: none"> The degree to which one or more members of the Master Developer’s team demonstrate familiarity with rules and requirements applicable to mixed-finance development, and public housing operations. 	15
<p>References</p> <ul style="list-style-type: none"> Minimum number of references provided for each Development Team member and quality of references (both listed and unlisted). 	5
<p>MBE/WBE/Section 3 Employment and Contracting Plan</p> <ul style="list-style-type: none"> Extent to which M/WBE/Section 3 businesses are included on the Development Team. Level and quality of previous experience utilizing M/WBE/Section 3 businesses. The degree to which the development team demonstrates its commitment to ensuring that HPHA’s stated M/WBE/Section 3 goals are met and/or exceeded. 	10
<p>Technical Response</p> <ul style="list-style-type: none"> The degree to which the Master Developer’s preliminary vision statement is creative, green and innovative and meets the needs of the housing market (mixed income) and total neighborhood revitalization. The degree to which the Master Developer understands the critical issues of the project and can demonstrate a feasible financing and development plan including reasonable developer contributions and fees. The degree to which the Master Developer proposed ownership and fee structure provides the most benefit to HPHA and its return on investment and the long-term viability of the development. The degree to which the Master Developer clearly and concisely describes resident and the surrounding community participation and involvement. 	30
Total Possible Points	100

The HPHA shall enter into negotiations of a Master Planning Agreement for the Master Developer’s role and responsibilities during the planning process with the highest-ranked Respondent according to the evaluation criteria contained herein, provided the award is in the best interest of HPHA. The highest ranked Respondent will be notified at the earliest practical date. No award may be made to respondents that are on the United States Department of Housing and Urban Development’s (HUD) list of contractors ineligible to receive awards from the HPHA or the United States Government, as furnished from time to time by HUD or debarred to do business by the

state. The HPHA reserves the right to not award a contract if respondents are not deemed qualified or responsive to the submission requirements of this RFQ. The HPHA also reserves the right to request replacement of specific members of the Master Developer's team. If the HPHA is unsuccessful in contract negotiations with the highest-ranked respondent, the HPHA reserves the right to enter into negotiations with the next highest-ranked respondent.

(END OF SECTION)