



Hawaii Community Development Authority  
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM  
STATE OF HAWAII

REQUEST FOR PROPOSALS

No.: HCDA 03-2015

December 7, 2015

SEALED PROPOSALS  
FOR

**Development of a Civic/Mixed-Use Commercial Project at  
T.M.K.: (1) 2-1-015:052**

**Kakaako Makai, Honolulu, Hawaii**

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Anthony J. H. Ching  
Executive Director  
Hawaii Community Development Authority

NOTICE TO DEVELOPERS  
REQUEST FOR PROPOSALS  
FOR  
DEVELOPMENT OF A CIVIC/MIXED-USE COMMERCIAL PROJECT AT  
T.M.K.: (1) 2-1-015:052  
KAKAAKO, OAHU, HAWAII

The Hawaii Community Development Authority (“Authority” or “HCDA”), a body corporate and a public instrumentality of the State of Hawaii, is soliciting proposals to develop a civic/mixed-use commercial project on a parcel (Tax Map Key (“TMK”): (1) 2-1-015:052 in the Kakaako Community Development District Makai Area on the island of Oahu (such district, the “District”; such area, the “Makai Area,” both as described below; and any such proposal, a “Proposal”).

An electronic copy of this Request for Proposals (“RFP”) may be downloaded from the HCDA website at <http://www.hcdaweb.org>. CD’s are available at the HCDA’s principal office at the address below from 8:30 a.m. to 4:00 p.m., Monday through Friday, excluding State holidays.

For a Proposal to be considered, one signed original and six copies must be delivered by the developer (“Respondent”) to the HCDA by 2:00 p.m. Hawaii Standard Time, **Monday, February 8, 2016.** Proposals should be sent by registered or certified mail or delivered personally or by an internationally recognized courier service to:

Hawaii Community Development Authority  
Attention: Executive Director  
547 Queen Street, 5<sup>th</sup> Floor  
Honolulu, Hawaii 96813  
Telephone: 808-594-0300  
Fax: 808-587-0299  
E-mail: [contact@hcdaweb.org](mailto:contact@hcdaweb.org)

The HCDA reserves the right to amend this RFP, or to reject any and all Proposals if the HCDA deems such rejection to be in the best interest of the HCDA or the State.

For more information, please contact Mr. Deepak Neupane, P.E., AIA, at (808) 594-0300 or by e-mail at [deepak@hcdaweb.org](mailto:deepak@hcdaweb.org).

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**REQUEST FOR PROPOSALS  
TO DEVELOP a CIVIC/MIXED-USE COMMERCIAL PROJECT  
ON PARCEL Tax Map Key: (1) 2-1-015:052  
IN THE KAKAAKO COMMUNITY DEVELOPMENT DISTRICT  
OF THE MAKAI AREA, OAHU, HAWAII**

**SECTION A: INTRODUCTION**

The Hawaii State Legislature created the HCDA in 1976 to plan, regulate and implement the redevelopment of specially designated community development districts in the State of Hawaii - including 600-acres in the Kakaako Community Development District (“KCDD”) located within Honolulu’s primary urban core. The KCDD is currently undergoing major redevelopment, with many projects under construction or approved to start construction, and many more proposed developments in review. This redevelopment is incrementally realizing planned goals for Smart Growth through urban infill of mixed-use neighborhoods.

**SECTION B: PURPOSE AND OBJECTIVES**

The purpose of the HCDA issuing this RFP is to solicit development proposals in order to select and enter into a development agreement for planning, design, construction, financing, of a civic/mixed-use commercial project to be located on State-owned land parcel TMK: (1) 2-1-015:052 (“Project”). The HCDA will lease the development parcel to a developer selected through this RFP process.

The Project involves development of an Entrepreneur’s Sandbox/Collaboration Center and an Innovation Hale. Conceptual plans and programmatic uses are being provided to Respondents for use under this RFP.

HCDA’s objectives for this development include:

- Construction of the Sandbox component shall be completed by January 31, 2019.
- Development of the Innovation Hale should be underway simultaneously however completion of construction may occur after the completion of the Sandbox.
  
- Compliance with all Economic Development Administration grant requirements.
  
- A public private partnership.

## **SECTION C: SCOPE OF WORK**

The Respondent whose Proposal is accepted by the Authority will provide development services (such services and any ancillary services specified in a contract between the Authority and Respondent; for their performance, the “Work”; and the undertaking of the Work, the “Project”).

The Project shall conform to requirements set out in the Makai Area Rules (Appendix B), and shall be in support of the vision established in the Makai Area Plan (Appendix A); and Kakaako Makai Conceptual Master Plan (Appendix C).

The Respondent will be responsible for assembling a Development Team. The Development Team will design, finance and develop the complete Project.

### **I. Site Description**

Owner: HCDA, State of Hawaii  
TMK: (1) 2-1-015:052  
Lot Area: 5.511 Acres  
Zoning: Mixed-Use Zone (MUZ)  
Kakaako Community Development District, Makai Area Rules,  
November 2005  
FAR: 1.5

The proposed development site (“Site”) is a 5.511-acre site, referred to as Lot “C”, on the island of Oahu, one block Makai (seaward) of Ala Moana Boulevard on Ilalo Street, between Keawe Street and Forrest Avenue (see Appendix E site plan). The Site is within the City and County of Honolulu and the KCDD. The KCDD is divided into “Mauka” and “Makai” areas, and the development site is located within the Makai Area.

The Project Site is relatively flat in topography and is currently utilized as a 414-stall surface parking lot serving the John A. Burns School of Medicine Makai campus and University of Hawaii Cancer Center, which are located across Keawe Street.

Several existing utilities bisect Lot C including a 10-foot wide sewer easement, a 25-foot wide Hawaiian Electric Company overhead utility right-of-way, a concrete storm drain structure, as well as a water main. In addition, a 25-foot wide sewer easement spans the length of the Diamond Head property line. The Site also has several existing light poles, overhead cables, and fire hydrants.

A master plan concept of redevelopment on Lot C is described in a Draft Environmental Assessment (“DEA”) for Innovation Block at Lot C Master Plan. The DEA was published on September 23, 2015 and can be found as Appendix F.

### **II. Program Requirements and Description**

The HCDA’s Innovation Block at Lot C Master Plan concept, is comprised of multiple phases and components. It is the intent that implementation of Innovation Block at Lot C project would occur in several phases.

The overall Master Plan for Innovation Block Lot C is attached as reference in Appendix E.1. The components being procured under this RFP are intended to be the initial phase of development

The HCDA is issuing this RFP for the development of a civic/mixed use commercial center through public private partnership, procuring an **Entrepreneur’s Sandbox/Collaboration Center** (“Sandbox”) and **Innovation Hale**.

The Sandbox will serve as an extension of the tech business incubator High Tech Development Corporation of Hawaii (HTDC) which currently operates near the UH Manoa campus. The new facility will provide access to shared resources that HTDC’s tech incubator does not have capacity for. The **Sandbox** is an open mixed-use facility that gathers the essential ingredients for business formation and complements it with tools that allow an early stage startup to grow. The facility will be broken down into areas that are described further herein.

The **Innovation Hale** is envisioned to be a low rise office building with ground floor commercial retail frontage with pedestrian access to the Sandbox.

The Sandbox is being procured in part under the auspices of a \$3 million Economic Development Administration (“EDA”) grant, awarded to HTDC and HCDA. The HCDA is facilitating the building procurement and providing land for the Project. In HCDA’s masterplan concept for Innovation Block at Lot C, Respondents will note the Sandbox and the Innovation Hale were contemplated as separate structures, however, Respondents may propose a single structure. Conceptual and Schematic design plans for the Sandbox have been developed and will be available for use by the Respondent as part of any proposal under this RFP. These plans are attached in Appendix G and G.1.

For purposes of EDA grant compliance, Respondents shall separately identify the Collaboration Center from the Innovation Hale and track a separate schedule, budget, etc., whether proposed as a separate structure or a single building. Compliance requirements shall become conditions of the contract under this RFP.

Proposals should follow development parameters consistent with the Makai Area Plan and Makai Area Rules. Programmatic uses for the Project are as follows:

**Programmatic Floor Areas**

Sandbox:	13,500 sf
Innovation Hale	149,600 sf

**Sandbox**

The entrepreneurs Sandbox is intended to provide community spaces and resources that will encourage informal meetings and discussions, exchange of innovative ideas and provide areas for educational venues:

**Break Room:**

This is a place to take a break from work, to network, and conduct causal and stand up meetings. Space should include room for vending machines, a microwave, sink, and enough storage space for tenants and miscellaneous supplies. Provide enough counter space for catering orders. Lounge and dining furniture should be provided along with recreational equipment like a foosball table.

**Cell Phone Booths:**

Private phone calls similar to old phone booths with a chair and writing surface or new kind of seating to provide a space for private phone calls. Offices and co-working spaces will primarily be one big open space and will lack sufficient privacy. The phone booths do not need to be sound proof but should limit outside noise and provide some privacy. Booths are on a first come first serve basis and intended for short, frequent, informal use.

**Collaboration Area:**

The most public space within the facility, the Collaboration Area will be open in nature will serve as a place where new relationships are formed, and new ideas are created and exchanged. The space should feel edgy and be designed to spark the creation of ideas and have a 'wow' factor. Provide flexibility to be used for public functions but most of the time will be arranged with a mix of lounge furniture, meeting tables and chairs for two to four persons, and desking furniture for more 'heads down' work. Dedicated space will be needed for an HTDC administrative support person to coordinate activities and set up for events and make sure the space is maintained. Customers may set up use of the space for events either in-person or online. Provide ample electrical outlets throughout the space.

**Co-Work Space:**

Used by entrepreneurs during the early stages of business formation, the Co-Working space will be used by people to come to work individually and potentially find partners and build teams. The area should have movable desks/tables and chairs to be used for individual and group work with portable dividers and/or whiteboards to divide up the space for meet-ups and focus groups. Provide six workstations with monitors with adequate power (bring your own laptop) and smartboards. This space should primarily be used as a working space but also be able to convert for events.

**Creative Lab:**

The Creative Lab is intended to provide equipment and technical assistance for the production and editing of video content to accelerate professional development of local film and creative media entrepreneurs. It will also provide assistance to develop high quality, commercially viable content for export, and create a hub of creative media development.

The Creative Lab is a place to provide equipment and technical assistance to accelerate professional development and produce high quality, commercially viable content for export, and to create a hub for the development of local creative media and film.

The Creative Lab is a place to accelerate the professional development of local film and creative media entrepreneurs. This room will be equipped and provide technical assistance to develop high quality, commercially viable video content for export and create a hub for creative media development.

This room is for production, editing, etc of video content Includes equipment and technical assistance. accelerate professional development of local film and creative media entrepreneurs. The program assists with developing high quality, commercially viable content for export, and creates a hub of creative media development.

**Digital Media Production Studio:**

This studio is where general production, creative content, marketing materials, and developing of gaming and animation will be recorded. Proper lighting, green screen, cameras, microphones, ultra-high speed broadband, and acoustical partitions need to be considered in the design and layout of the space. This studio will be used by customers on a short-term rental basis.

**HTDC Mentor Program Office:**

Private office for HTDC staff. A desk, with conference table for four, and locking file cabinet to be provided with controlled access to this room due to the storage of master keys.

**Makery Lab:**

A lab to quickly prototype ideas, the Makery Lab will include light manufacturing equipment to include a laser cutter, 3D printer, dye sublimation printer, industrial sewing machine, etc. Space for work benches, sink, space for tools, lockers, and a dedicated desk for lab monitor will also need to be provided. Use of the space will be either through subscription or by the hour and suitable for high school students or older. Ventilation and suitable power will need to be researched.

**Meeting Rooms:**

Provide one room for six persons and one room for 10 persons. Meetings will be reserved and scheduled by subscribers or the public. Provide glass partitions with privacy options (blinds, privacy film, etc.).

**Offices:**

Individual private office suites available to rent. Varying room sizes, of 100-200 square feet. These offices can also be used to temporarily store equipment being developed in the studio or lab. Desks, chairs, and file cabinet to be provided by HTDC.

**Restrooms:**

Standard restrooms for office type use.

**Training Room:**

The Training room will be used to deliver business and technical training to newly formed businesses and can be reserved by the public. Room will be used for classroom settings, video-conference, distance learning, and live-streaming. Provide digital media booth adjacent to room with separate storage for furniture not in use. Proper lighting, multiple large smartboards, training tables and chairs to be provided.

**Video Conference Room:**

One room with two video conferencing stations to facilitate global communication and encourage groups to build partnerships beyond the walls of the physical facility. Monitor, webcams, broadband connection, high back seats for six and table to be provided for each station.

**Innovation Hale**

The Innovation Hale is intended to be comprised of a low rise and a tower structure accommodating commercial retail and offices. The building footprint is envisioned to avoid the relocation of existing utility lines that bisect the property. However relocation and undergrounding of an existing HECO overhead line toward the Ewa edge of the property will likely be necessary.

**Commercial Retail:**

The low rise portion of this facility is envisioned to be approximately 62,000 s.f. of retail frontage and visually define the primary entry point along the future public plaza. The structure would also offer pedestrian access directly off of the Ilalo Street thoroughfare with a ground floor covered walkway connecting to the adjacent Sandbox building. An indoor/outdoor café near this connection could further strengthen interaction between these private and public facilities.

**Office Tower:**

The innovation Hale is envisioned to provide approximately 87,600 s.f. of office use atop the low rise retail component. Entry into the tower would be from either Ilalo Street or through the ground floor of the low rise building.



### III. Design Guidelines

The purpose of these guidelines is to establish minimum criteria for the design for the Sandbox component.

These guidelines are not intended to supersede other rules or regulations by the HCDA or other agencies having jurisdiction. Proposals should follow development parameters consistent with the Makai Area Plan and Makai Area Rules, and any other legal or administrative requirements.

- **Sandbox Room Data Sheets:** See Appendix H.1
- **Sandbox Floor Area Summaries:** See Appendix H.

Parking:

Existing surface parking in the KCDD will accommodate required off-street parking until subsequent development phase of this Lot C redevelopment.

### IV. Financing

As previously noted the Sandbox will be funded in part by a \$3.0 million grant from the EDA. The HTDC and HCDA will be responsible for administration of the grant, whereas the Respondent shall be cognizant of compliance requirements of the EDA grant program and factor this into the overall implementation and management of the development Project, including but not limited to compliance with Davis Bacon wage schedules.

#### **Assemble Financing:**

The Respondent shall provide in their Proposal clear indications for sources of construction and permanent financing, whether by loan(s) or grant(s), etc.

The Respondent shall secure necessary construction and permanent financing, provide guarantees if required, and meet any other terms and conditions as required by the HCDA, other lenders, and/or investors.

#### **Private Financing:**

If Respondent is proposing private financing, a letter of interest from lenders must be included. Letters must be dated no earlier than three months from the date of submission of the Respondent's Proposal. The letters should indicate a willingness to provide construction and permanent financing in an amount and with terms consistent with the Proposal.

#### **Public Financing:**

If Respondent is proposing public financing then it should be clearly described what funds will be sought and any incumbent requirements for that funding.

## **Competitive Sources:**

Any Proposal that includes funding or financing which is awarded on a separate competitive basis must submit an alternate scenario using non-competitively awarded sources and must provide appropriate letters of interest from those sources.

### V. Due Diligence

While compliance with the applicable laws and regulations may occur after the selection of a Proposal, the Respondent should take into consideration these requirements and indicate if they expect them to have any influence on their Proposal. The preparation of supporting documents, as well as the review and approval by other agencies, should be factored into the Proposal development timeline as necessary.

**Obtain Permits and Approvals.** The Respondent will be required to obtain all valid permits and approvals, as required by City, State, and Federal agencies, prior to commencing work.

**Hawaii Revised Statutes (“HRS”) Chapter 6E.** The Respondent will be responsible for complying with all applicable provisions of HRS Chapter 6E.

**Traffic Impact Assessment.** The Respondent may be responsible for preparing a Traffic Impact Assessment Report (TIAR).

**HRS Chapter 343.** The HCDA has prepared a Draft Environmental Assessment for Innovation Block at Lot C Master Plan which was published in September 2015 (Appendix F). HCDA anticipates a Final EA and FONSI to follow, however Respondent will be responsible for complying with any provisions of Chapter 343, HRS as applicable. Prior environmental reports for the Makai Area include the Makai Area Plan Amended FEA, 2005, reference Appendix D.

**HAR Chapter 15-150.** Respondent shall comply with applicable Rules Governing Special Management Areas and Shoreline Areas within Community Development Districts and Practice and Procedures before the Office of Planning. Pending the FEA FONSI for the Innovation Block at Lot C Master Plan, the HCDA will prepare an SMA Permit Application for the **Sandbox**. Any other HAR Chapter 15-150 requirements for the **Innovation Hale**, must be addressed by the Respondent.

**Participate in Public Hearings.** The Respondent may be required to participate in one or more public hearings, at which the Respondent will present the Proposal to the community or the Authority.

Additionally, in the course of processing a Development Permit, the HCDA may request clarification, correction, or supplemental information and additional public hearings may be required.

## **SECTION D: RESPONSE TO THIS REQUEST**

### I. Conditions

- a. Respondent shall prepare its Proposal at its own expense.

- b. A Proposal may be organized in any manner that the Respondent believes will best present the information required in Section D.3 below.
- c. Before submitting a Proposal, a prospective Respondent shall submit a “notice of intent to submit proposal” by the date and time specified herein, by fax or e-mail. The notice is for informational purposes only. Failure to submit the notice will not preclude a prospective Respondent from submitting a Proposal.
- d. All changes to this RFP will be made by the HCDA in the form of written addenda, which the HCDA will send to prospective Respondents that have submitted the notice of intent to submit proposals or registered using the web form.
- e. The HCDA will make available to prospective Respondents at its office, relevant materials on file, including previous plans, studies, rules, and environmental impact statements for the KCDD. Copies of materials if requested, may be made at the Respondents cost.
- f. If Respondent wishes the HCDA to keep confidential trade-secret or other proprietary material included in a Proposal, Respondent must indicate in writing those portions of the Proposal that contain such material. Pursuant to Hawaii Administrative Rules (“HAR”) §3-122-58, material designated for “confidential” treatment must be readily separable from the remainder of the Proposal to facilitate inspection of the remainder. Comingling of confidential and non-confidential information will result in all information’s being treated as non-confidential.
- g. Respondent and any subcontractor must comply with all applicable laws or regulations, including but not limited to, Federal Register 24 CFR, Part 85, and to all other pertinent Federal, State and County laws such as the following: Equal Employment Opportunity, Non-Discrimination in Employment, Anti-Kickback Act, Labor Standards, Work Hour, Women’s Business Enterprises, Non-Segregated Facilities, Environmental Protection, Conflicts of Interest, Access, Inspection and Retention of Work and Records, Consolidated List of Persons or Firms Currently Debarred, Violations of Various Public Contracts Acts Incorporating Labor Standard Provision, Unauthorized Lobbying, Affirmative Action, and Interest Exclusion.
- h. The HCDA may cancel this Request in whole or in part at any time without cause and without liability to any Respondent, prospective Respondent, or other party, if such action is determined to be in the best interest of the State. In submitting a Proposal, the Respondent expressly agrees that the HCDA shall not be liable for any loss of profit, predevelopment costs, lost opportunity, consequential damages, or other damages or claims of any kind relating to, in connection with, or in any way arising in connection with the Respondents preparation and submittal of the Proposal.
- i. Respondent shall certify in its Proposal that it is submitted without collusion or fraud, that Respondent has not offered or received any kickback or inducement from any developer, supplier, manufacturer, subcontractor, or any other party in connection with the Proposal, and that Respondent has not conferred upon or offered or promised to confer upon any past or present member, officer, or employee of the HCDA (or any other party related to or designated by such individual or any party on

behalf of or for such individual's benefit, such as a creditor of the individual) any payment, gift, loan, subscription, advance deposit, travel services or other compensation of any value, nominal or otherwise.

- j. The HCDA reserves the right to request clarification of any part of a Proposal or to request additional information required to evaluate the Proposal. Any incomplete or conditional Proposal or Proposal not in conformity with this Request will be rejected. (A conditional Proposal is one conditioned upon the satisfaction of any condition, such as Respondent's entering into a contract with a third party.)
- k. The Proposal must comply with Hawaii Administrative Rules §3-122-112. If Respondent's Proposal is accepted by the HCDA, Respondent must promptly furnish proof of compliance with §103D-310(c), HRS.
- l. No security is required to submit a Proposal.
- m. A Respondent may submit only one Proposal. Multiple or alternative Proposals from a Respondent will disqualify the Respondent.
- n. It is HCDA's intent to enter into a development agreement for the Project with the Respondent selected through this RFP. It is expressly made clear here that selection of the Respondent by the HCDA does not by itself vest any development rights to the Respondent until the Respondent successfully executes a development agreement with the HCDA.

## II. Respondent's Requirements

### **Responsibilities and Terms:**

The submission of a Proposal shall constitute representation by the Respondent of compliance with all requirements of the RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the Work.

Before submitting a Proposal, each Respondent must:

- a. Examine the solicitation documents thoroughly. Solicitation documents include this RFP, any attachments, plans referred to herein, addendum, and any other relevant documents. All necessary documents for this RFP will be made available on HCDA's website. It is the Respondents responsibility to obtain or download any Addenda that may be issued by HCDA.
- b. Become familiar with State, local, and Federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work.

The Respondent that is ultimately selected by the HCDA for this Project shall be responsible for all improvements, costs and expenses associated with and required for the design, development, construction, operations, and management of the Project including but not limited to the following:

- a. The selected Respondent shall accept the property in an “as is” condition, without any express or implied warranties or representations of any kind.
- b. All predevelopment duties, including site investigation and other due diligence activities, planning, design, and permitting the Project, preparing and processing any analyses, and obtaining all necessary entitlements and government approvals, preparation of environmental impact statement or environmental assessment documents, and the off-site and on-site improvement requirements for development of the site.
- c. Designing, constructing, and operating the facilities including leasing, management, maintenance, and security.
- d. Providing financing for the entire Project without subordinating the land.
- e. The HCDA can consider a ground lease of up to 65 years.
- f. The Proposal shall incorporate environmental sustainability measures into the Project in its design, demolition, construction, and management operations. The Respondent shall meet U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED®) ratings base standards, or another comparable, nationally recognized, and consensus-based guideline, standard or system.

### III. Proposal Requirements and Format

#### **Qualifications:**

Proposals shall include the following information at minimum to demonstrate Respondent’s experience, qualifications, and history of reliable, quality work:

- a. Identification of the Respondent. Provide the complete name and address of Respondent’s firm. Provide the name, mailing address, email address, telephone number, and fax number of the primary contact for the Proposal. Identify Development Team’s key personnel by position and expertise. Provide the associated resumes of the Development Team and key design consultants, joint ventures or limited partners, and number of years in business.
- b. Provide previous relevant project experience by Respondent and project team (including joint venture partners) with brief descriptions of previous projects, relevant photographs, dates, locations, concepts, land uses, sizes, construction costs, and role of the development entity, etc.
- c. Provide previous experience in commercial development projects by Respondent and project team of properties with uses similar to those described in this RFP including description of previous projects and role of consultants in the Proposal.
- d. Provide satisfactory evidence that the Respondent has the financial capability to develop the Project as described in this RFP. This can be in the form of audited financial statements of the company for the past two consecutive years.

- e. Provide at least four references for the Respondent identifying name, contact address, telephone number and email address for the contact person.

**Development Proposal:**

Development proposals shall include the following:

**a. Development Concept**

Provide a narrative description of the design concept, rationale, and development program. Include a summary of the uses and floor areas. The submittal should include statements indicating how the design concept satisfies the development objectives and conditions specified in the RFP.

**b. Design Program**

The design program should accommodate the programmatic uses required by the State and include at minimum the following:

- Building massing, elevations, sections and floor plans,
- Building orientation and build to lines,
- Construction method,
- Open space,
- Landscaping, and
- Parking and loading.

**c. Design Proposal**

Design proposals shall be developed to a level of detail appropriate to that of a schematic design phase of an architectural project. The following drawings shall be included in the proposal:

- Site plan at 1"=20' scale.
- Typical floor plans at 1/16"=1'-0" scale.
- Building cross and longitudinal sections and exterior elevations at 1/16"=1'-0" scale.
- Vignettes and/or 3 dimensional renderings of the proposed development illustrating its relationship to the surrounding areas, character and scale.

**d. Business Plan, Financing, and Benefit to the State**

Provide the following to support feasibility and key assumptions of the Proposal, including but not limited to items below. Those Respondents selected as Priority-Listed Respondents (“PLR”) may be required to generate more detailed information when requested by the HCDA for the Best and Final Offer (“BAFO”):

- Market and feasibility analysis, including market support, and assumptions. Proposed marketing and leasing plan, tenant concepts.
- Provide proforma development budget, cash flow, and income and operation analysis for the first thirty (30) years of the Project. Assumptions shall be clearly stated. Respondents shall transpose details of their proforma onto HCDA’s Development & Financial Summary sheet (Appendix I).
- Description of the Respondent’s proposed deal and lease structure to the State. This is intended to provide the HCDA the concept on lease terms and benefits to the State. Revenue to the State shall be clearly identified with the assumptions/qualifications relating to these estimates. Similarly any financial participation from the City, State or Federal government on development cost for any component of the Project shall be clearly identified.
- Financing concept and supporting documents should provide sufficient information for the HCDA to ascertain the Respondent’s ability to finance the proposed Project with equity and/or borrowed funds and the likely source of those funds. The Respondent shall submit any letters of interest and support from possible lender candidate(s) for this Project.
- Pre-development, design and permitting, and construction schedule in Gantt chart form beginning upon execution of a development agreement, lease documents, and ending with construction completion.

**e. Statement of Non-Collusion**

The Respondent shall certify in its Proposal that its response is made without collusion or fraud, that it has not offered or received any kickbacks or inducements from any other developer, supplier, manufacturer, or subcontractor in connection with the Proposal, and that it has not conferred on any HCDA officer or employee, past or present, any payment, loan, subscription, advance deposit, travel services or items even of nominal value.

**Submittal Format:**

**a. Original and Copies**

Respondent shall submit one (1) Original and six (6) copies of the Proposals. An Offer Form shall accompany the submittal and shall have an original, authorized signature of the Respondent (Appendix J, Offer Form).

**b. Sections**

Proposals shall be organized into sections, following the format below with tabs separating each section.

**(i) Respondent Qualifications**

- Identification of Respondent
  - Development Team
  - Resumes
- Previous Relevant Project Development
- Previous Relevant Project Management
- Financial Capacity
- References

**(ii) Development Proposal**

- Narrative
- Design Proposal
  - Plans, Sections and Elevations
  - Renderings
- Business Plan
  - Market Analysis
  - Budget and Proforma
  - Deal Structure and Benefit to State
  - Financing Concept
  - Schedules
- Statement of Non-Collusion

**SECTION E: RESPONDENT SELECTION PROCEDURE**

1. Only Proposals that are received on or before the required due date specified herein, and which comply with all applicable provisions of Section D above will be considered. Proposals shall not be opened publicly, but shall be opened in the presence of two (2) or more HCDA officials. All proposals and other material submitted by Respondents become the property of the State and may be returned at the State's option.
2. Proposals which do not fully comply with the applicable requirements of Section D above will not be further considered.
3. An Evaluation Committee ("Committee") formed by the HCDA will be utilized to screen the proposals. The Committee will evaluate the Proposals in accordance with the evaluation criteria in Section H of this RFP. The Proposals will be classified initially as acceptable, potentially acceptable, or unacceptable. The Committee will make a recommendation to



the Authority for the selection of the responsive, responsible Respondent whose Proposal is determined by the Committee to be the most advantageous to the State based on the evaluation criteria.

4. The Committee may, if it deems necessary or advisable to do so, conduct interviews and discussions with Respondents whose Proposals the Committee determines to be eligible for acceptance. Proposals may be accepted on evaluation without holding any discussions. However, if deemed necessary, prior to entering into discussions, a "priority list" of responsible Respondents (PLR) submitting acceptable and potentially acceptable Proposals will be generated. The PLR may be limited to a minimum of three responsible Respondents who submitted the highest-ranked proposals. The objective of these discussions is to clarify issues regarding the Respondent's Proposal before a BAFO is tendered.
5. If during discussions there is a need for any clarification or change in the RFP, the RFP will be amended by an addendum to incorporate such clarification. Addenda to the RFP will be distributed only to the PLR.
6. A Respondent may be asked to disclose potential conflicts of interest during the selection process.
7. The date and time for PLR to submit their BAFO, if any, is to be determined by the HCDA. PLR's will be notified by duly issued addendum of the due date and time. If the Respondent does not submit a notice of withdrawal or a BAFO, the Respondent's immediate previous offer shall be construed as its BAFO.
8. In accordance with the evaluation criteria in Section H for the BAFO, the Committee will make its final evaluations and recommendation for Respondent selection for the HCDA's approval.
9. Public hearings may be conducted in accordance with Act 61, Session Laws of Hawaii 2014 in the selection process. A presentation of the recommended Respondent's BAFO may be conducted at the public hearing before the Authority. When rendering a decision regarding the acceptance of a Proposal, the Authority will render its decision at a separate public hearing to provide the general public with the opportunity to testify at its decision-making hearing. The recommended Respondent may be required to present its development proposal at these public hearings. The Authority shall be the final decision makers in accepting the Respondent's Proposal, and shall not be bound solely by the recommendation of the Committee. If the Authority does not accept the selection of the recommended Respondent, the HCDA may request revisions to the recommended Respondent's Proposal and/or reconsider Proposals submitted by other Respondents at HCDA's sole discretion.
10. Upon approval of the selection of a Respondent by the Authority, the HCDA Executive Director may negotiate a lease and development agreement for the development of the Project, the term and conditions of which will be subject to approval by the Authority.
11. The HCDA may impose a deadline from the date of the HCDA's approval of the Respondent, for the negotiation and execution of a lease and development agreement. If the HCDA and the Respondent do not execute the development agreement by the end of

such deadline, the HCDA may terminate negotiations and thereafter consider Proposals submitted by the next highest-ranked Respondent.

12. The selected Respondent must complete a set of schematic site plans, floor plans, and elevations that include any modifications to the original plans included in the Proposal in response to this RFP, as agreed upon by the HCDA and the Respondent, and submit them to the HCDA for review and approval.

#### **SECTION F: DISCUSSIONS WITH RESPONDENTS**

1. Any discussions, if held after the Pre-Proposal Conference, will be held only with Respondents placed on a "priority" list prepared by the Committee.
2. To prepare the list, the Committee will first classify each Proposal as "acceptable," "potentially acceptable," or "unacceptable."
3. All "responsible" Respondents who submit acceptable or potentially acceptable Proposals are eligible to be placed on the list. A Respondent is "responsible" or "nonresponsible" in the sense of §103D-310(b), HRS, and HAR §§3-122-108 to 3-122-109.
4. If numerous acceptable or potentially acceptable Proposals are submitted, the Committee may rank the Proposals and limit the list to three or more responsible Respondents who submitted the highest-ranked Proposals.

#### **SECTION G: ISSUING OFFICER AND CONTACT PERSON**

This RFP is issued by the HCDA. The Issuing Officer's title, address, telephone number, and facsimile number are as follows:

**Executive Director**  
Hawaii Community Development Authority  
547 Queen Street  
Honolulu, Hawaii 96813  
Telephone: (808) 594-0300  
Facsimile: (808) 587-0299

All communications with the HCDA during this RFP solicitation by the Respondent, their officers, employees, consultants, and agents shall be directed to the Contact Person, whose name, address, telephone number, and facsimile number, are as follows:

**Deepak Neupane, P.E., AIA, Director of Planning & Development**  
Hawaii Community Development Authority  
547 Queen Street  
Honolulu, Hawaii 96813  
Telephone: (808) 594-0300  
Facsimile: (808) 587-0299

Please note that copies of documents transmitted by Respondents via fax shall be limited to Notification of Intention to Submit an Offer, confirmation of receipt of addenda, and to the modification or withdrawal of an offer.

## **SECTION H: EVALUATION CRITERIA**

The Committee will review and evaluate each Proposal and BAFO, if necessary, and assign points as provided below. Points will be assigned and prorated by weighted percentage according to the extent that a Proposal meets or exceeds evaluation criteria.

For criteria which are not readily measurable, such items shall be evaluated based on reasonableness, feasibility, benefit to the State, and congruence with the spirit and intent under the RFP.

### **Programming**

**Weight 30%**

Proposals will be evaluated based on compliance with the programmatic requirements of the RFP.

- Programming:
  - The Committee will consider how the Project complies with uses and floor area requirements.
  - The Committee will consider how the Project will provide for an intended occupancy and uses.

### **Quality of Design and Innovation**

**Weight 30%**

Proposals will be evaluated on overall quality of design and innovation. Proposals that exceed standards and provide the best quality possible while also introducing some innovation will be given preference.

- Quality of design:
  - The Committee will consider site planning, lot coverage, building orientation and massing, floor plate ratio, relationship to surrounding context, streetscape treatment, major architectural features, exterior elevations, interior layouts, building materials, etc.
  - The Committee will consider the incorporation of sustainable and accessible design features.
- Innovation:
  - The Committee will consider the design efficiency and floor plan layouts.
  - The Committee will consider the demonstration of flexible and economical construction methodologies. Construction innovation should demonstrate an improved ability to conform to urban design guidelines and requirements, and/or to reduce development costs.

### **Financial Feasibility**

**Weight 20%**

Proposals will be evaluated based on estimated development costs, proposed rents, demonstrated financial condition to complete the Project, the feasibility of the financing sources proposed to finance the Project, and the ability to support operating expenses, capital costs, and debt service. Proposals that minimize the amount of gap financing needed will be given preference.

- The Committee will consider the completeness and feasibility of the Proposal, the conformance with the RFP.
- The Committee will consider the Respondent's ability to finance the Proposal.
- The Committee will consider the total budget submitted and the competitiveness and reasonableness of the proposed pricing and development costs.

### **Development Experience, Management, and Capacity**

**Weight 20%**

The Committee will consider the Respondent's demonstrated ability to successfully carry out a quality Project of this type, size, and complexity in a timely manner.

- The Committee will consider the quality of construction and design in projects completed or currently being built by the Respondent.
- The Committee will consider the extent of the Respondent's development and/or management experience, in terms of number, size, type, and scale of projects completed within recent past years.
- The Committee will consider the Respondent's history of delivering quality projects on time and within budget.
- The Committee will consider the extent of the Respondent's sustainable design experience.
- The Committee will consider any adverse findings, or equally, lack thereof.

### **SECTION I: AMENDMENT OF THE RFP**

The HCDA reserves the right to amend the RFP at any time if deemed necessary and if it is in the best interest of the HCDA and the State.

### **SECTION J: MEETING TO ADDRESS QUESTIONS ABOUT THIS RFP (PRE-PROPOSAL CONFERENCE)**

A pre-proposal conference will take place at the date, time, and place specified herein. Prospective Respondents may submit written inquiries to the Contact Person to be answered at the Pre-Proposal Conference by the date specified. These inquiries, and new oral questions as time permits, will be answered at the Pre-Proposal Conference. Spontaneous answers to any

oral questions will be provided by the HCDA; however, Respondents are informed that responses to the oral questions will be provided for informational purposes only and will not be binding. If a Respondent wishes to receive a formal answer to oral questions arising from discussions at the Pre-Proposal Conference, the Respondent shall submit such questions to the Contact Person by the Final Deadline for Written Inquiries. All official responses will be provided in writing via addendum to the RFP.

**SECTION K: SCHEDULE AND SIGNIFICANT DATES**

The schedule set out herein represents HCDA’s best estimate of the schedule that will be followed. All times indicated are Hawaii Standard Time (HST).

<p><b>Deadline to Submit Written Inquiries to be Answered at the Pre-Proposal Conference</b></p> <p>Time: 4:00 P.M.</p> <p>Submit to: HCDA Executive Director Hawaii Community Development Authority 547 Queen Street Honolulu, Hawaii 96813</p>	<p>December 14, 2015</p>
<p><b>Pre-Proposal Conference</b></p> <p>Time: 10:00 A.M.</p> <p>Location: Hawaii Community Development Authority 547 Queen Street Honolulu, Hawaii 96813</p>	<p>December 18, 2015</p>
<p><b>Site Inspection ( If necessary)</b></p> <p>Time: Immediately following the Pre-Proposal Conference</p> <p>Location: Lot C</p>	
<p><b>Deadline to Submit Notice of Intent to Submit Proposal</b></p> <p>Time: 2:00 P.M.</p> <p>Submit to: Hawaii Community Development Authority 547 Queen Street Honolulu, Hawaii 96813</p>	<p>December 29, 2015</p>
<p><b>Final Deadline to Submit Written Questions to the HCDA</b></p> <p>Time: 2:00 P.M.</p>	<p>January 19, 2016</p>

Location: Hawaii Community Development Authority 547 Queen Street Honolulu, Hawaii 96813	
<b>Proposal Due Date</b>  Time: 2:00 P.M.  Location: Hawaii Community Development Authority 547 Queen Street Honolulu, Hawaii 96813	February 8, 2016

The HCDA will develop a schedule for BAFO, if necessary, after the initial evaluation of the Proposals, at which time the Respondents that are selected to provide a BAFO will be duly notified of the submittal deadlines.

For a Proposal to be considered, a signed original and six (6) copies must be delivered to the Authority at its principal office by the due date and time specified herein, and according to the time clock stamp at the HCDA office on the 5<sup>th</sup> floor.

**Questions and inquiries** concerning this RFP after the Pre-Proposal Conference must be submitted to the HCDA in writing as indicated and up until the date specified . Questions shall be directed to the Contact Person, and will be collectively responded to and issued by addenda.

**Interested Respondents shall submit a “Notice of Intent to Offer”** letter with a corporate resolution or “authorization to sign” no later than the date specified and addressed to the Contact Person. The Notice of Intent to Offer will form the official list of interested Respondents, and the recipient list of any future communication and/or addenda relating to this RFP.

**The terms and requirements of this RFP cannot be changed** prior to the date for receipt of Proposals except by duly issued and written addendum which will be posted on the HCDA website. Respondents on the list of interested Respondents will be notified of addenda that may be posted. Respondents will be responsible for obtaining any issued addenda from the HCDA website.

**One (1) original and six (6) copies of Respondent’s Proposals are due** by the date and time specified. Timely receipt of offers shall be evidenced by the date and time registered by the HCDA time stamp clock. Offers received after the deadline shall be returned unopened. Proposals shall be placed in a sealed envelope(s) or container(s). An “Offer Form” (See Appendix J, Offer Form) shall be enclosed in the Proposal package.

**A Respondent may modify or withdraw their Proposal** prior to the established due date in writing to the Contact Person. The modifications or withdrawal may be mailed, hand-delivered or transmitted by fax. Modifications or withdrawals must be accompanied by a duly executed certificate of resolution authorizing the signer to modify or withdraw the Proposal.

The RFP may be cancelled and any or all Proposals rejected in whole or in part, without liability, when it is determined to be in the best interest of the State. The State shall not be liable for any costs, expenses, loss of profits or damages whatsoever, incurred by the Respondent in the event this RFP is cancelled or a Proposal is rejected.

## **SECTION L: APPENDICES**

Respondents may access the Proposal documents made available on the HCDA website. It is recommended that Respondents access the Proposal packet before the Pre-Proposal Conference.

Appendices to this RFP include the following documents:

- A. Kakaako Makai Area Plan 2005
- B. Kakaako Makai Area Rules 2005
- C. Kakaako Makai Conceptual Master Plan Report 2011
- D. Makai Area Plan Amended FEA 2005
- E. RFP Site Plan Lot C
- E.1 Innovation Block Lot C Final Master Plan 7-29-15
- F. Draft Environmental Assessment Innovation Block at Lot C Master Plan September 2015
- G. Entrepreneurs Sandbox Schematic Design Plans 7-17-15
- H. Floor Area Requirements – Sandbox
- H.1 Room Data Sheets – Sandbox
- I. Development and Financial Summary Template
- J. Respondents Offer Form