

FOR ACTION

I. SUBJECT

Consider authorizing the Executive Director to (i) solicit a Statement of Qualifications (SOQ) from Developers for the Development of a Mixed-Use, Mixed-Income, affordable rental housing project (Project) on land owned by the Hawaii Community Development Authority (HCDA) in the Kakaako Community Development District (KCDD), located at 956/958 Queen Street and 955/957 Kawaihahao Street and further identified as Tax Map Key(s) (TMK) 2-3-003:022 and 2-3-003:094 (Block P); (ii) select a Developer for development of the Project; and (iii) enter into a Development Agreement and Ground Lease with the selected Developer for development of the Project.

II. BACKGROUND

In January 2025, Staff presented an update to the Authority on proposed initiatives for developing additional affordable housing projects within the KCDD.

In June 2024, the Authority established the Executive Director's new 1-, 3-, and 5-year goals and accordingly amended the Agency's Strategic Plan adopted by the Authority at its September 6, 2023, General Authority Meeting. The amended Strategic Plan includes several initiatives for developing affordable housing projects in the KCDD. These initiatives are: (1) Act 97 Ninety-Nine Year Leasehold Condominium Pilot Project; (2) Implementing innovative methods to develop more affordable housing in HCDA's community development districts; (3) Planning, design, and site acquisition for supportive housing in KCDD; and (4) Developing a plan for the development of currently-owned and future-acquired HCDA real property.

In September 2022, the Authority authorized the Executive Director to purchase Block P from Victoria Ward Limited (VWL) for the purpose of developing a mixed-use affordable housing project. Subsequently, the purchase of the land parcel was completed in March 2023.

During the January 2025 update, HCDA staff noted that a Request for Qualifications (RFQ) is being prepared for development of a mixed-use, mixed-income rental housing development project on Block P and anticipated presenting the RFQ to the Authority and request Authority approval to solicit RFQ from developers to select a developer for development of the project at the Authority's February 2024 meeting.

III. DISCUSSION

The HCDA has taken a leading role in developing affordable housing in the KCDD since its inception; particularly affordable rental housing at the lower end of affordability [affordable to households with a household income of 60% or below of the area median income (AMI)]. Several affordable rental housing projects were developed in the 1980s, 1990s, and the 2000s. These include: (1) Kamakee Vista (225-Unit rental housing at 60% or below of AMI, developed in partnership with Hawaii Housing Finance and Development Corporation (HHFDC)), (2) Kauhale Kakaako (267-Unit rental housing at 60% or below of AMI-developed in partnership with HHFDC), (3) Pohulani (262-Unit senior rental housing at 60%

or below of AMI), (4) Na Lei Hulu Kupuna (76-Unit senior rental housing at 60% or below of AMI), (5) Ola Ka Ilima Artspace Lofts (84-Unit rental housing at 60% or below of AMI), (6) Honuakaha (151-Unit senior rental housing at 60% or below of AMI), (7) Nohona Hale (111-Unit rental housing at 60% or below of AMI), (8) Hale Kewalo (128 Unit rental housing at 60% or below of AMI), (9) Halekauwila Place (204 Unit rental housing at 60% of AMI, in partnership with HHFDC. HCDA provided a \$5 million low-interest loan to the developer of the project).

All the rental housing projects were developed utilizing the Low-Income Housing Tax Credit (LIHTC) and Rental Housing Revolving Fund (RHRF) program administered by the HHFDC. For most projects, HCDA provided the land that was owned by the HCDA or facilitated purchase of land from private owners. Land for all of the projects was provided at a nominal lease payment cost of \$1/year. All of the rental projects are required to remain affordable for at least 65 years (for the reason that statutorily, HCDA can lease land owned by the HCDA for 65 years only; projects on land owned by HHFDC are required to remain affordable for 75 years).

Continuing with its historic initiatives of developing additional affordable housing project in the KCDD, HCDA adopted a set of policies in 2018 for encouraging development of affordable rental housing projects. A summary of that policy was provided to the Authority at the January 2025 General Authority Board meeting. Purchase of Block P by HCDA with the intent of developing a mixed-use affordable housing project was a continuance of that policy.

HCDA staff has prepared a Request for Qualifications (RFQ) for soliciting Statement of Qualifications (SOQ) from developers for developing a mixed-use, mixed-income rental project on Block P. The draft SOQ is provided as Exhibit A. A selection committee established by the Executive Director will be utilized to select a qualified developer based on the evaluation criteria included in the SOQ. Once a qualified developer is selected, HCDA staff will enter into a Development Agreement and Ground Lease with the developer for developing the Project. HCDA staff will closely work with the selected developer during development of the Project.


IV. RECOMMENDATION

Staff recommends that the Authority authorize the Executive Director to (i) solicit a Statement of Qualifications (SOQ) from Developers for the Development of a Mixed-Use, Mixed-Income, affordable rental housing project (Project) on land owned by the Hawaii Community Development Authority (HCDA) in the Kakaako Community Development District (KCDD), located at 956/958 Queen Street and 955/957 Kawaihau Street and further identified as Tax Map Key(s) (TMK) 2-3-003:022 and 2-3-003:094 (Block P); (ii) select a Developer for development of the Project; and (iii) enter into a Development Agreement and Ground Lease with the selected Developer for development of the Project, and (iv) take all actions necessary to effectuate the purposes of this For Action.

Attachments:

Exhibit A- Draft Request for Qualifications

Prepared By: Deepak Neupane, Program Specialist V 

Reviewed By: Craig K. Nakamoto, Executive Director 



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

REQUEST FOR QUALIFICATIONS (RFQ)

Solicitation # RFQ-HCDA-DEV-01-25

_____, 2025

SEALED QUALIFICATIONS
FOR

**Developing Affordable Mixed-Use, Mixed-Income
Rental Housing Project
On 956/958 Queen Street and 955/957 Kawaiahao Street
(Oahu TMKs 2-3-003:094 and 2-3-003-022)
Kakaako Mauka, Honolulu, Hawaii**

**ELECTRONIC SUBMISSION TO THE STATE OF HAWAII ePROCUREMENT SYSTEM
(HiePRO) ONLY**

QUESTIONS REGARDING THIS RFQ, ISSUES RELATING TO THE ACCESSIBILITY OF THIS RFQ (INCLUDING THE ATTACHMENTS AND EXHIBITS AND ANY OTHER DOCUMENT RELATED TO THIS RFQ) AND REQUESTS FOR ACCOMMODATIONS FOR PERSONS WITH DISABILITIES IN CONNECTION WITH THIS SHALL BE COMMUNICATED THROUGH HiePRO.

The Hawaii Community Development Authority
547 Queen Street
Honolulu, Hawaii 96813
Email: dbedt.hcda.contact@hawaii.gov

Phone: (808) 594-0300

REQUEST FOR QUALIFICATIONS

**For Developing Affordable Mixed-Use, Mixed-Income Rental Housing Project
On 956/958 Queen Street and 955/957 Kawaiahao Street
(Oahu TMKs 2-3-003:022 and 2-3-003:094)
Kakaako Mauka, Honolulu, Hawaii**

The Hawaii Community Development Authority (“HCDA”), a body corporate and a public instrumentality of the State of Hawaii, is soliciting qualifications from persons interested in developing an affordable mixed-use, mixed-income rental housing project on parcels (Oahu Tax Map Keys (“TMK”): 2-3-003:022 and 2-3-003:094) fronting Kawaiahao and Queen Streets in the Kakaako Community Development District Mauka Area on the island of Oahu.

Qualifications shall be submitted electronically via HlePRO. **The maximum file size that HlePRO can accept is 100MB. Files larger than 100MB must be reduced into two or more files.**

All documents related to this Request for Qualifications (“RFQ”) shall be submitted and received electronically by the date and time specified in Section 1.5, Solicitation Schedule. The electronically submitted RFQ documents shall be considered the original. Any documents received outside of the methods described herein, including faxed or e-mailed documents, will not be accepted, or considered for award. Any documents received after the due date and time will be rejected.

A notice of intent to submit qualifications for this RFQ is encouraged but not required.

This RFQ may be amended, postponed, or canceled at any time if it is determined to be in the best interest of the HCDA. The HCDA also reserves the right to reject any and all qualifications when it is in the best interest of the HCDA and the State.

Craig K. Nakamoto
Executive Director
Hawaii Community Development Authority

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REQUEST FOR QUALIFICATIONS
For Developing Affordable Mixed-Use, Mixed-Income Rental Housing Project
On 956/958 Queen Street and 955/957 Kawaiahao Street
(Oahu TMKs 2-3-003:022 and 2-3-003:094)
Kakaako Mauka, Honolulu, 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 has currently undergone major redevelopment, with several mixed-use, residential projects completed, and several under construction or approved for development. This redevelopment is incrementally realizing planned goals for Smart Growth through urban infill of mixed-use neighborhood in the KCDD.

The Kakaako Mauka Area Plan identifies the need for a mix of housing options in the district. These include mixed-use, mixed income residential developments that offer quality housing for households of varying incomes, ages, and family sizes. These mixed-use, mixed income housing developments will also provide necessary community facilities, such as open space, parks, community meeting places, childcare centers, and other services within and adjacent to the development to meet the needs of households moving into the district.

It is in the interest of the HCDA to be a leader in facilitating desirable mixed-use, mixed income housing developments in the district and to establish Kakaako as the most desirable and sustainable urban place in Hawaii in which to work, live, visit, learn and play.

SECTION B: PURPOSE AND OBJECTIVES

The purpose of the HCDA issuing this RFQ is to solicit qualifications from interested developers in order to select a developer to enter into a development agreement for the planning, design, construction, financing, and operation of an affordable mixed-use, mixed-income rental residential project to be located on State-owned land parcels at 956/958 Queen Street and 955/957 Kawaiahao Street in Kakaako, Oahu TMKs: 2-3-003:022 and 2-3-003:094.). The HCDA intends to enter into a development agreement and ground lease with the selected developer for the State-owned land parcels.

SECTION C: SOLICITATION SCHEDULE

EVENT	DATE/TIME
Release of Request for Qualifications	February 10, 2025

Deadline to Submit Written Questions Prior to Pre-Submittal Conference	February 24, 2025
Pre-Submittal Conference Location: Hawaii Community Development Authority 547 Queen Street Honolulu, HI 96813	February 28, 2025 10:00 AM HST
Notice of Intent to Submit Qualifications Deadline Notice of Intent to Submit Qualifications should be emailed to deepak.neupane@hawaii.gov by 2:00 PM HST.	March 10, 2025
Deadline to Submit Written Questions after Pre-Submittal Conference	March 10, 2025
The HCDA's Response to Written Questions	March 17, 2025
Deadline to Submit Qualifications	April 10, 2025
Final Selection	May 12, 2025

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). Unless a time is specified above, the time to submit or respond shall be by the end of business day.

The Pre-Submittal Conference will take place at the date, time, and place specified above. Prospective Developers may submit written inquiries to the Point of Contact (as listed below) to be answered at the Pre-Submittal Conference on the date specified. These inquiries, and new oral questions as time permits, will be answered at the Pre-Submittal Conference. Spontaneous answers to any oral questions will be provided by the HCDA; however, Developers are informed that responses to the oral questions will be provided for informational purposes only and will not be binding. If a Developer wishes to receive a formal answer to oral questions arising from discussions at the Pre-Submittal Conference, the Developer shall submit the questions through the HlePRO website. All official responses will be provided in writing via addendum to the RFQ which will be posted on HlePRO website. The only official position of the HCDA is that which is stated in writing and issued as an Addendum on the HlePRO website. No other means of communication, whether oral or written, will be construed as a formal or official response statement, and may not be relied upon as such.

Interested Developers are encouraged to submit a "Notice of Intent to Submit" letter with a corporate resolution or "authorization to sign" no later than the date specified above addressed to the Point of Contact as specified in Section D. The Developers who submit

a Notice of Intent to Submit will form the official list of interested Developers and the recipient list of any future communication and/or addenda relating to this RFQ.

The terms and requirements of this RFQ cannot be changed prior to the date for receipt of Qualifications except by duly issued and written addendum issued by the HCDA which will be posted on the HlePRO website. Developers on the official list of interested Developers will be notified of addenda that may be posted on HlePro website however, Developers will be solely responsible for checking the HlePro website to obtain any newly issued addenda or information.

SECTION D: POINT OF CONTACT

The HCDA Staff identified below is the single point of contact (“Point of Contact”) during this solicitation process. Developers and interested persons shall direct to the Point of Contact all questions concerning the solicitation process, technical requirements of this RFQ, contractual requirements, changes, clarification, the award process, and any other questions that may arise related to this solicitation and the resulting contract. The HCDA Staff designated as the point of contact for this solicitation is:

Deepak Neupane, HCDA Program Specialist V
Hawaii Community Development Authority
547 Queen Street
Honolulu, Hawaii 96813
Email: deepak.neupane@hawaii.gov
Phone: (808) 594-0353
Fax: (808) 594-0299

The designated Project Manager identified below is the single Point of Contact **post-award** and is responsible for monitoring the activities performed under the Development Agreement. The selected Developer shall direct all questions concerning the post-award process and any other questions that may arise related to the resulting Development Agreement to the Project Manager designated by the HCDA. The Project Manager designated by the HCDA is:

Deepak Neupane, HCDA Program Specialist V
Hawaii Community Development Authority
547 Queen Street
Honolulu, Hawaii 96813
Email: deepak.neupane@hawaii.gov
Phone: (808) 594-0353
Fax: (808) 594-0299

The HCDA reserves the right to make changes to the point of contact at any time.

SECTION E: ELECTRONIC SOLICITATION

Developers interested in responding to this solicitation must be registered on HlePRO. Registration information is available at the State Procurement Office (“SPO”) website: <https://hiepro.ehawaii.gov/welcome.html> (select HlePRO Vendor Registration and then Vendor Registration Guide).

The HCDA will use HlePRO to issue the RFQ, receive Submittals (as defined below), and issue Addenda to the RFQ. Addenda and other information and materials will be provided by the HCDA through HlePRO, including additions or changes with respect to the dates in Section C Solicitation Schedule. It is the responsibility of the Developer to monitor HlePRO to obtain Addenda or other information relating to the RFQ. The HCDA is not responsible for any delay or failure of any Developer to receive any materials updated through the RFQ process on a timely basis.

As part of this solicitation process, Developers are informed that awards made for this solicitation, if any, shall be done through the HlePRO and shall, therefore, be subject to a mandatory 0.75% (.0075) transaction fee, not to exceed \$5,000 for the total contract term, paid by the selected Developer directly to Hawaii Consortium, LLC dba NIC Hawaii.

Developers shall review all special instructions located on HlePRO. Developers are responsible for ensuring that all necessary files are attached to their Submittal prior to the Submittal deadline.

All documents related to this RFQ shall be submitted and received electronically by the date and time specified in Section C, Solicitation Schedule. The electronically submitted RFQ documents shall be considered the original. Any documents received outside of the methods described herein, including faxed or e-mailed documents, will not be accepted or considered for award. Any documents received after the due date and time will be rejected.

Qualifications shall be submitted electronically via HlePRO. **The maximum file size that HlePRO can accept is 100MB. Files larger than 100MB must be reduced into two or more files.**

Developers are advised that they should not wait until the last minute to submit their documents. Developers should allow ample time to review their submitted documents, including attachments, prior to the listed deadline.

SECTION F: SCOPE OF WORK

The Developer selected by the HCDA will provide the following principal services as set forth in this section and other such services as specified in a Development Agreement to be entered into between the HCDA and the Developer (collectively the “Work”).

The Project shall conform to requirements set out in the current Mauka Area Rules, and shall be in support of the vision established in the current Mauka Area Plan. (See

Exhibit A, Kakaako Community Development District- Mauka Area Plan, September 2011, Exhibit B, Kakaako Community Development District-Mauka Area Rules)

The Developer will be responsible for assembling a Development Team, including at minimum a contractor, architect/planner, marketing agent, and managing agent. The Development Team will design, construct, manage and lease the completed rental housing units.

I. Site Description

The proposed development site ("Site") comprises of two 10,000 square foot parcels (Oahu TMKs: 2-3-003:022 and 2-3-003:094) located between Kawaiahao and Queen Streets. on the island of Oahu, in the State of Hawaii (see Exhibit C, Plot Plan).

The Site is positioned to be transit-oriented, benefitting from good accessibility to local transit systems including bus and rail. The Site is adjacent to the planned "Kakaako" rail station. The proposed elevated rail guideway will pass by the Site along Queen Street.

II. Project Requirements

The HCDA is issuing this RFQ to find a developer to develop affordable mixed-use, mixed-income rental housing on the Site (the "Project"). The HCDA's goal for the Project is to provide rental housing for larger household sizes and to meet the housing needs for a diverse group of residents of varying incomes, ages, and household sizes . In order to achieve this, it is expected that the Project will include a mix of unit types and sizes.

Additionally, it is expected that the Project will provide space for community-based facilities which may be designed as flexible space to be determined after a better understanding of the expected use of the space.

The HCDA expects the Project to follow the development parameters set forth in the current Mauka Area Plan and Mauka Area Rules.

III. Affordability

Rent for the housing units should be affordable for a household income at 140% or below of the Area Median Income.

IV. Financing

The Developer will be required to assemble construction and permanent financing, whether by loan(s) or grant(s), etc. Examples of how the Developer has assembled financing for similar projects in the past shall be submitted with the Qualifications.

V. Due Diligence

The Developer will be expected to comply with all applicable laws and regulations. The Developer submitting Qualifications should take into consideration these requirements and indicate if they expect them to have any influence on their ability to undertake the Project. The following requirements should be factored into the development timeline but do not represent a comprehensive list of all applicable laws and regulations that the Developer will need to comply with.

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

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

HRS Chapter 343. The Developer will be responsible for complying with all applicable provisions of HRS Chapter 343.

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

Adequate Infrastructure. Construction of off-site infrastructure may be necessary to develop the Project.

HRS Chapter 201H Application. If necessary, the Developer will be responsible for pursuing an exemption process provided by Chapter 201H, HRS, if seeking HRS Chapter 201H exemptions.

Participate in Public Hearings. The Developer may be required to participate in one or more public hearings, at which the Developer will present the Project to the community.

Additionally, in the course of processing a Development Permit, the HCDA may request clarification, correction, or supplemental information, or impose conditions.

SECTION G: RESPONSE TO THIS REQUEST

I. Conditions

- a. Developer shall prepare and submit its Qualifications solely at its own expense. The HCDA shall not provide reimbursement for any costs related to the Submittal.

- b. The Qualifications may be organized in any manner that the Developer believes will best present the information required in paragraph III. Qualification Requirements and Format below.
- c. Before submitting the Qualifications, a prospective Developer is encouraged to submit a “notice of intent to submit qualifications” by 2PM HST, _____, 2025. The notice is for informational purposes only. Failure to submit the notice will not preclude a prospective Developer from submitting Qualifications.
- d. All changes to this RFQ will be made by the HCDA in the form of written addenda, which will be available on HlePro website. HCDA will notify the availability of addenda to prospective Developers that have submitted the notice of intent to submit qualification however, it is the responsibility of the Developers to promptly check for the availability of the addenda on HlePro website.
- e. The HCDA will make available to prospective Developers at its office copies of relevant materials on file, including previous plans, studies, rules, and environmental impact statements for the KCDD.
- f. If the Developer wishes the HCDA to keep confidential trade-secret or other proprietary material included in the Qualifications, Developer must indicate in writing those portions of the Qualifications 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 Qualifications to facilitate inspection of the remainder. Comingling of confidential and non-confidential information will result in all information being treated as non-confidential.
- g. Developer and any subcontractor(s) of the Developer must comply with all applicable laws or regulations, including but not limited to, Federal Register 24 CFR, Part 85, and to all other applicable Federal, State and County laws such as, but not limited to, 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 RFQ in whole or in part at any time without cause and without liability to any Developer, prospective Developer, or other party, if such action is determined to be in the best interest of the State. In submitting Qualifications, the Developer expressly agrees that the HCDA shall not be

liable for any loss of profit, preparations 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 Developer's preparation and submittal of Qualifications.

- i. Developer shall certify in its Submittal that its Qualifications is submitted without collusion or fraud, that Developer has not offered or received any kickback or inducement from any other developer, supplier, manufacturer, subcontractor, or any other party in connection with the Submittal, and that Developer 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 the Submittal or to request additional information required to evaluate the Qualifications .
- k. The Developer selected by the HCDA to undertake the Project must comply with Hawaii Administrative Rules §3-122-112 and must promptly furnish proof of compliance with §103D-310(c), HRS.
- l. The HCDA intends to enter into a development agreement and a ground lease for the Project with the Developer selected through this RFQ. It is expressly made clear here that selection of the Developer by the HCDA does not by itself invest any development rights to the Developer until the Developer successfully executes a development agreement and ground lease with the HCDA.
- m. The Developer shall accept the Site in an "as is" condition, without any express or implied warranties or representations of any kind as further set forth in the ground lease. The HCDA can consider a ground lease of up to 65 years.
- n. The Project and associated parking is intended to be developed as a for rental project.

II. Developer's Requirements

Responsibilities and Terms:

The submission of Qualifications shall constitute representation by the Developer of compliance with all requirements of the RFQ, and that the RFQ 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 Qualifications, each Developer must:

- a. Examine the solicitation documents thoroughly. Solicitation documents include this RFQ, any attachments, plans referred to herein, addendum, and any other relevant documents identified by the HCDA. All necessary documents for this RFQ will be made available on HlePro website.
- b. Become familiar with State, local, and Federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance in development of the Project.

The Developer who is ultimately selected by the HCDA for this Project shall be solely 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. 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.
- b. Designing, constructing, and operating the Project including leasing, management, maintenance, and security.
- c. Providing financing for the entire Project without subordinating the land.

III. Qualifications Requirements and Format

Qualifications:

Qualification submittal (the "Submittal") shall include the following information at a minimum to demonstrate Developer's experience, qualifications, and history of reliable, quality project execution and management:

- a. The complete name and address of Developer's firm, including the name, mailing address, email address, telephone number, and fax number of the primary contact for the Submittal.

- b. Identify Development Team's key personnel by position and expertise. Provide resumes of the Development Team that will be working on the Project.
- c. Relevant project experience (including joint venture projects) with brief descriptions of each project, relevant photographs, dates, locations, concepts, land uses, sizes, construction costs, and role of the Developer.
- d. Experience in ongoing management and operation of affordable mixed-use, mixed income rental housing projects developed and managed by the Developer.
- e. Satisfactory evidence that the Developer has the ability to assemble financing to develop the Project as described in this RFQ. This can be in the form of audited financial statements of the company for the past three consecutive years.
- f. At least four references for the Respondent identifying name, contact address, telephone number and email address for the contact person.

Submittal Format:

a. Original and Copies

Developers shall submit the Submittal through HlePRO.

b. Sections

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

Developer Qualifications

- Identification of Developer
 - Introductory letter from the person who is legally authorized to enter into a contractual relationship in the name of the Developer. The letter should be signed and dated. The letter should include a brief statement summarizing the Developer's company and relevant experience and qualifications.
 - Development Team, and operation/management team
 - Resumes
- Previous Relevant Project Development
- Previous Relevant Project Operation/Management
- Financial Capacity
- References
- Statement of Non-Collusion

SECTION H: SELECTION PROCEDURE

1. Only Submittals that are received on or before the required due date in Section C and that comply with applicable provision of Section G above will be considered. Submittals will not be opened publicly but will be opened in the presence of two (2) or more HCDA officials. All Submittals and other material submitted by Developers become the property of the State and may be returned at the State's option.
2. Submittals that do not fully comply with the applicable requirements of Section G above will not be further considered.
3. An Evaluation Committee ("Committee") formed by the HCDA Executive Director will be utilized to screen the Submittals. The Committee will evaluate Submittals in accordance with the evaluation criteria in Section I of this RFQ. The Committee will make a recommendation to the HCDA Executive Director for the selection of the Developer based on the evaluation criteria.
4. The Committee may, if it deems necessary or advisable to do so, conduct interviews and discussions (collectively, "Discussions") with Developers who have provided Submittals.
5. If during Discussions there is a need for any clarification or change in the RFQ, the RFQ will be amended by an addendum to incorporate such clarification.
6. Developers may be asked to disclose potential conflicts of interest during the selection process.
7. Upon approval of the selection of a Developer by the Executive Director, a development agreement and a ground lease for the Project will be negotiated and executed by the Developer and the HCDA.
8. The HCDA may impose a deadline from the date of selection of the Developer for negotiating and executing a development agreement and the ground lease. If the HCDA and the Developer do not execute the development agreement and the ground lease by the end of such deadline, the HCDA may terminate negotiations with no remaining obligations to the Developer or the HCDA.

SECTION I: EVALUATION CRITERIA

Qualifications

The Committee will review and evaluate the Qualifications submittal and assign points provided below.

1. Qualification and experience of Developer and key personnel that will be assigned to the Project. **(15 Points)**

2. Ability to successfully complete a project of this type, size, and complexity in a timely manner and within budget. **(20 Points)**
3. Quality of construction and design in similar projects completed or currently being completed by the Developer. **(15 Points)**
4. Ability to assemble financing for a project of this type, size, and complexity. **(50 points)**

SECTION J: AMENDMENT OF THE RFQ

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

SECTION K: EXHIBITS

Exhibits to this RFQ include the following documents:

- A. Kakaako Community Development District-Mauka Area Plan, September 2011
- B. Kakaako Community Development District-Mauka Area Rules
- C. Plot Plan