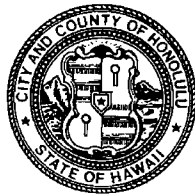


Solicitation No. RFP-DCS-1886707

REQUEST
FOR PROPOSALS



To Lease City Property
Mezzanine or
Mezzanine and 2nd Floor
at Pūnāwai Hale

Carrie Castle

ANDREW T. KAWANO

Director, Department of Budget and Fiscal Services

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I. INTRODUCTION

The Department of Community Services (“DCS”) through the Department of Budget and Fiscal Services (“BFS”) Purchasing Division (“Purchasing” or “PUR”), is seeking proposals from qualified offerors to lease City property to provide housing and services for homeless individuals and/or families as defined in this Request for Proposals (“RFP”), pursuant to Section 38-3.4, Revised Ordinances of Honolulu 2021, as amended. The property offered for lease is a portion of the property located at 431 Kūwili Street, Honolulu, Hawai‘i.

Offeror may submit proposals to lease the Mezzanine space only or the Mezzanine and 2nd Floor Housing units.

The mezzanine area contains approximately 4,684 square feet of office and clinical space.

The Second Floor Housing space contains approximately 12,901 square feet with a total of twenty-one (21) studio units on the 2nd Floor, including one (1) for a resident manager. The facility contains a laundry room and a central living space with kitchen.

A. FUNDING

The property was assisted with funds from general obligation tax-exempt bond funds to provide facilities to relocate homeless individuals and families from parks, facilities, and other public areas to emergency, transitional, and/or permanent housing, with consideration to working homeless and homeless families with children

B. LEASE DURATION

1. Unless otherwise proposed by the Offeror, the duration of the lease will be for four (4) years and eleven (11) months. As outlined in ROH Section 38-4.1, the lease period shall not exceed five (5) years, unless the Honolulu City Council (City Council), by Resolution, deems a longer lease necessary in the public interest, and additional requirements under ROH Section 38-4.1 are met. These terms are:
 - a. The Lessee is required by the terms of the lease to expend the sum of \$25,000 or more for capital assets or to provide for the renovation or maintenance of any capital asset, or the Lessee's or tenant's expenditure is equal to or in excess of the sum of \$25,000 as determined by the City Council. The term “capital asset” includes not only the construction of improvements but the installation of furniture and fixtures, the cost of which would be depreciable over the period of the lease in excess of five years; or
 - b. When the property is devoted to the training and education of handicapped or blind persons and by the terms of the proposed contract, the Lessee or tenant is required to construct on such property any improvement, the estimated cost of which, including cost of labor and materials, is equal to, or in excess of, the sum of \$10,000, as determined by the City Council; or
 - c. When the real property is leased or rented for the use of the State or federal government or any agency thereof or the board of water supply; or
 - d. When the real property is leased to a housing or human services provider, in accordance with ROH Section 38-3.4 and the city agency proposing the lease

certifies that the longer term is necessary to secure non-city financing.

2. Offerors proposing leases in excess of five years or more are subject to the Hawaii Conveyance Tax under Chapter 247, HAR. Offerors will be responsible for the remittance of any Conveyance taxes within 90 days of the lease transaction.
3. Under no circumstances may the lease exceed 19 years, or the estimated remaining useful life of the property.

C. SITE VISITS

Appendix A-1 and A-2 attached provide the most current floor plans the City has on file for the Mezzanine and 2nd Floor. However site visits are available to interested offerors to inspect the space for lease upon approved request. The dates and times of approved site visits will be arranged with requesting Offerors. Approval for site visit requests shall depend upon the availability of appropriate City staff, use and privacy concerns of the current Lessee/tenants, all applicable laws and regulations, and other criteria as determined by the City. Should any Offeror wish a site visit, a request shall be submitted to bfs purchasing@honolulu.gov, by the Last day to Submit Requests for Written Clarifications.

D. RFP SCHEDULE

<u>EVENT</u>	<u>DATE</u>
1) Site visits	To be arranged if requested.
2) Last day to Submit Requests for Written Clarifications	October 30, 2026
3) Last day for Addenda	November 6, 2026
4) Proposals due at 530 South King Street, Room 115, Honolulu, Hawai'i 96813	November 18, 2026 10:00 a.m. HST

E. SELECTION PROCESS

Evaluation Committee will review all proposals received by the deadline stated in the RFP Schedule and make their recommendations. Recommendations are then approved by DCS, BFS, and Managing Director. The proposal selected will be subject to a public hearing, as identified by a public notice, and City Council review and approval.

The selected organization and the lease are subject to the approval of the City Council.

II. PROJECT REQUIREMENTS

Proposals submitted in response to this RFP shall focus on the use of the Property to provide healthcare and/or housing for persons experiencing homelessness.

A. DEFINITIONS

1. “CES” or “Coordinated Entry System” “CES” means the Coordinated Entry System which is a fair, immediate, low barrier, person-centered process that help communities prioritize housing assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. CES provides information about service needs and gaps to help communities plan their assistance and identify needed resources. All CES locations and methods (phone, in-person, online, etc.) offer the same assessment approach and referrals using uniform decision-making processes.
2. “City” refers to the City and County of Honolulu.
3. “DCS” means the Department of Community Services, City and County of Honolulu.
4. “Homeless” is defined as:
 - i. an individual or family who lacks a fixed, regular, and adequate nighttime residence meaning:
 - (1) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (2) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); OR
 - (3) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
 - ii. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (1) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (2) No subsequent residence has been identified; AND
 - (3) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

- iii. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - (1) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - (2) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (3) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; AND
 - (4) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; OR
- iv. Any individual or family who:
 - (1) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (2) Has no other residence; AND
 - (3) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

- 5. "HUD" refers to the United States Department of Housing and Urban Development.
- 6. "Offeror" means proposer, person or entity submitting a Proposal.
- 7. "Property" means the property shown in Appendix A-1 or Appendix A-2.
- 8. "Respite Housing" is a facility that is intended to provide temporary residential accommodations for individuals and/or families experiencing

homelessness for a period of no longer than ninety (90) days and to facilitate their transition to independent living or permanent housing

9. "ROH" means the Revised Ordinances of Honolulu, 2021, as amended.
10. "Transitional Housing" means temporary housing with supportive services to prepare homeless individuals or families for self-sufficiency, with terms that typically do not exceed 24 months.

B. PROPOSAL REQUIREMENTS

1. Proposals shall benefit individuals and/or families experiencing homelessness and support their relocation from facilities and other public areas to emergency, transitional and/or permanent housing.
2. Proposals shall address the following healthcare and housing priorities by implementation of the proposed project:

A. For Offerors proposing to lease **both the Mezzanine and 2nd Floor:**

- (1) Outpatient clinic and health services for individuals and/or families experiencing homelessness that includes physical health services; and/or
- (2) A public facility to provide health and supportive services to individuals and/or families experiencing homelessness; and
- (3) Offer one of the following housing options on the 2nd Floor:
 - a. Permanent or transitional housing for individuals and/or families experiencing homelessness that earn no more than 60% of the Honolulu area median income as published by HUD, adjusted for family size, and shall be selected from the clinic referrals or from the CES maintained for all homeless persons assessed by providers within the City and County of Honolulu. Case management services should be provided to support long-term identification of appropriate alternative permanent housing or other resources for the individual to become and remain stably housed; or
 - b. Respite Housing for individuals and/or families experiencing homelessness that earn no more than 60% of the Honolulu area median income as published by HUD, adjusted for family size, and may be selected from the clinic referrals or referred from Federally Qualified Health Centers, Hospital discharge planners, or other agencies serving homeless populations. Medical respite should provide short-term clinical recovery support. Clinical care and housing navigation or other case management services shall be provided.

B. For Offerors proposing to lease **only** the Mezzanine:

- (1) Outpatient clinic and health services for the individuals and/or families experiencing homelessness that includes physical health services; and/or
- (2) A public facility to provide health and supportive services to the individuals and/or families experiencing homelessness.

3. The applicable income limits for the property are described below:

For 2026, 60% of the Honolulu area median income (AMI), as published by HUD, is defined in the following table (these are the current figures but are subject to change each year; it shall be the responsibility of the selected lessee to follow and apply the current published income levels):

	1 Person	2 Persons
60% area median income	\$64,680	\$73,920

4. Proposals must provide, as part of the operations of the proposed project, appropriate health and supportive services essential for assisting clients in achieving or maintaining independent living, as applicable.

C. SPECIAL CONDITIONS

1. Site information, special conditions and requirements for the Property is as follows:

The Property shall be utilized to provide housing, health, and supportive services to the individuals and/or families experiencing homelessness and support their relocation from facilities and other public areas to emergency, transitional and/or permanent housing.

The building at 431 Kūwili Street consists of three levels and a mezzanine level utilized as follows:

- The Ground Floor supports the operations of a Hygiene Center to serve persons experiencing homelessness that includes showers, restrooms, laundry equipment, storage area for carts and pets, and program offices to allow social service providers to provide outreach services with the goal of providing shelter or housing to homeless persons. ***Operation of the Hygiene Center has been contracted independently through a separate contractor.***
- Through this solicitation, the Mezzanine-level shall support the operations of an Outpatient Clinic, known and referred to as the Pūnāwai Clinic, that provides organized non-emergency services to individuals and/or families experiencing homelessness who are ambulatory and do not require hospitalization. The clinic shall, at

all times, operate in compliance with the State of Hawai'i, Department of Health regulations of an Outpatient Clinic.

If the 2nd Floor is included in the lease, it shall:

- (1) provide either permanent or transitional housing OR respite housing for individuals and/or families experiencing homelessness; and
 - (2) provide case management to support the housing type as appropriate.
- The 3rd Floor shall support permanent supportive housing and/or low to moderate income permanent supportive housing for individuals and/or families experiencing homelessness. There are a total of twenty-one (21) units on the 3rd Floor, including one (1) for a resident manager, plus a laundry room, and a central living space with kitchen. The third-floor property manager will also provide overall building property management. ***Third Floor operations are currently contracted through a separate contractor, with a solicitation anticipated late 2026/early 2027.***

D. DISCLAIMERS

The property is leased "as is". The winning offeror must secure their own equipment, furnishings, and resources to operate and manage their program. The City makes no warranty, guaranty, or representation whatsoever, expressed or implied that:

1. The real property is free from hazardous material as it is defined in any statute, law, ordinance, rule, or regulation passed, adopted, or promulgated by any governmental authority having jurisdiction over the subject matter;
2. The real property is classified under the State Land Use laws and regulations for the use for which the Offeror may propose;
3. The real property is classified under the City Land Use Ordinance and regulations for the use which the Offeror may propose;
4. Either the State or City Land Use classification or the zoning applicable to the real property will be amended or a variance granted by a governmental agency having jurisdiction over the subject matter for the use which the Offeror may propose;
5. The title to the real properties is free and clear of liens, encumbrances, easements, and restrictions including those which appear of record and those which are not shown on the record, which may have an adverse impact on the use the Offeror may propose; and
6. The City will exercise its power of eminent domain to acquire any other

real property by the initiation of condemnation action.

III. OFFEROR ELIGIBILITY AND OBLIGATIONS

A. ELIGIBILITY

The Offeror must meet the following minimum criteria in order to be considered:

1. Be an entity registered to do business in the State of Hawai'i and (at a minimum, current to within 60 days from the date of proposal submission) be in good standing as certified through a Hawai'i Compliance Express Certificate of Vendor Compliance;
2. Have at least three (3) years of experience in operating a health services facility or private practice;
3. If rent will be collected from residents for transitional or permanent supportive housing on the 2nd floor, the Offeror or its subcontractor shall have a minimum of three (3) years of experience in property management as a Hawai'i licensed real estate broker;
4. Have at least three (3) years of experience in operating a housing or supportive services program for individuals and/or families experiencing homelessness;
5. Not be in arrears in the payment of taxes, rents or other obligations owed to the City, and not be in arrears in the payment of any state or federal taxes; and
6. Not be debarred, suspended, or otherwise prohibited by any federal, state, or local agency.

B. OBLIGATIONS

The Offeror shall have the obligation to review and fully understand:

- i. All of the provisions of this RFP including the attachments and exhibits attached to it;
- ii. All amendments, clarifications and interpretations to the RFP;
- iii. All Federal, State, and City statutes, laws, ordinances, rules, regulations, and guidelines applicable to the Property and this RFP;
- iv. All environmental assessments and environmental impact statements applicable to the Property; and
- v. All other applicable published standards and requirements.

In addition, the Offeror shall have the obligation to decide whether or not to visit the site, to request any necessary clarifications or interpretations applicable to this RFP, to understand that the submission of a proposal by any Offeror is an acknowledgment of the Offeror's fulfillment of these obligations, and to respond fully and adequately in a timely manner to all reasonable requests for information by the City with respect to this RFP.

The awarded lessee shall:

1. Execute a lease with the City.
2. Pay the following:

If leasing the **Mezzanine and 2nd Floor**:

- a. A minimum of at least \$100 per floor per month **lease rent** to the City, and
- b. A prorated share of **Operating Expenses** to the Property Manager set at \$1/square foot. After the first year, the Property Manager may reconcile the Operating Expenses. (Approximately \$17,585.00 monthly), and
- c. **Building reserves** of \$3,854 to be paid monthly to the City via the Property Manager.

If leasing the **Mezzanine only**:

- a. A minimum of at least \$100 per month **lease rent** to the City, and
 - b. A prorated share of **Operating Expenses** to the Property Manager set at \$1/square foot. After the first year, the Property Manager may reconcile the Operating Expenses. (Approximately \$4,684.00 monthly), and
 - c. Building **reserves** of \$1,027 to be paid monthly to the City via the Property Manager.
3. Operate a program in accordance with the proposal and be responsible for all operating expenses and any capital improvement needs required to operate and support said program.
 4. Consult with representatives of affected communities for new uses if applicable. The lessee shall inform and discuss their proposed projects with the respective neighborhood boards and other concerned representatives of the community.
 5. Obtain all necessary governmental approvals to operate the project. Governmental approvals may include but not be limited to permits, medical licensure and clinical privileges.
 6. Maintain and submit current data on project status and accomplishments. Projects will be subject to periodic monitoring by the City. The lessee will be informed of all information requirements and shall be required to prepare and file all necessary status reports with the appropriate agency in a timely manner, which may include reporting in the Homeless Management Information System (HMIS) and/or City Kōkua Command Center.
 7. Participate in regular coordination meetings between the ground floor Hygiene Center Operator and the operators on the Mezzanine, 2nd and 3rd

floor to ensure collaboration of services, fluidity of programs, and resolution of any operating concerns. The City shall attend upon the prior written request of any of the parties named in this paragraph. The lessee shall make good faith, reasonable efforts to coordinate the occupancy of 2nd Floor units based upon the needs of patients of the Outpatient Clinic who require continued medical care, and the needs of persons experiencing homelessness for transitional or permanent supportive housing, and to place referrals from the Property Manager if there is space available.

8. Comply with Revised Ordinances of Honolulu ("ROH") Chapter 1, Article 18 relating to sexual harassment. Have a plan for language access to ensure compliance with Title VI of the Civil Rights Act of 1964.
9. If applicable, comply with Hawai'i Revised Statutes, as amended, Section 102-14 with respect to use of public buildings for visually handicapped persons.
10. Comply with and document compliance with all applicable Federal, State, and City laws, standards and other requirements relating to fair housing, equal opportunity, non-discrimination, non-proselytization, and affirmative marketing.
11. If leasing the **2nd Floor and Mezzanine**, also perform the following in relation to the 2nd floor housing:
 - a. Actively participate in Partners-in-Care ("PIC"), a planning, coordinating, and advocacy alliance that develops recommendations for programs and services to fill needs within Oahu's Continuum of Care for people experiencing homelessness.
 - b. Utilize CES and the CoC's agreed upon CE Assessment tool for all individuals experiencing homelessness. Participate in the HMIS for all clients experiencing homelessness, who are served in the project, including ensuring that all clients experiencing homelessness are entered into HMIS within 24 hours of services and providing ongoing and regular updates as appropriate and at the direction of the City.
 - c. Verify Homeless status of tenants/clientele served.
 - d. For permanent or transitional housing, perform income certification, on an annual basis, that shows its tenants earn no more than 60% of the Honolulu area median income as published by HUD, adjusted for family size.

Income certification is not required for those receiving health and/or supportive services on the Mezzanine floor or if the 2nd floor will be utilized for respite housing.
 - e. If charging rents to tenants, evaluate rental rates annually and ensure they do not exceed the current HUD Fair Market Rent according to unit size for the Urban Honolulu Metropolitan Statistical Area as provided by HUD plus any utility allowance.

- f. Attend annually the Fair Housing Training hosted by DCS and typically in partnership with HUD, Hawai'i Civil Rights Commission, Hawai'i Public Housing Authority, and Legal Aid Society of Hawai'i or other Fair Housing training approved by the City.

IV. REQUIREMENTS FOR SUBMISSION

A. PROPOSAL SUBMISSION

1. Submission Requirements

Proposals shall be submitted in the following manner:

- a. Two (2) printed originals, marked "ORIGINAL", 12-point font created by a typewriter or computer, single-side and bound in a 3-ring binder;
- b. Two (2) printed copies marked "COPY", 12-point font created by a typewriter or computer, single-side and bound in a 3-ring binder; AND
- c. One (1) electronic copy (Universal Serial Bus (USB) flash drive or CD) containing text-searchable files.

On or before the deadline for submitting proposals as indicated in the RFP Schedule, proposals shall be submitted to:

Department of Budget and Fiscal Services – Purchasing Division
Honolulu Hale
530 South King Street, Room 115
Honolulu, HI 96813

Late submittals **will not** be accepted.

Each Offeror must ensure that its proposal is submitted and date and time stamped by the Purchasing Division.

Each proposal must include all the information, forms and exhibits required by the terms of this RFP, as stated in the requirements below in this section. The proposal shall be accompanied by a letter containing the name and address of the Offeror and shall be signed in ink by a validly authorized individual who represents the Offeror.

2. Offerors may submit up to two (2) proposals in total:
 - One (1) to lease only the Mezzanine; and/or
 - One (1) to lease both the Mezzanine and 2nd Floor.

An Offeror shall be considered to have submitted more than two (2) eligible proposals if, an Offeror submits more than one (1) proposal for any one of the above bullet points, either:

- a. In the same name,
- b. By an agent of the Offeror,
- c. By a partnership or joint venture of which the Offeror is a member by ownership of more than twenty-five percent (25%) interest in the Offeror's name or in the name of others for the Offeror in any manner,
- d. By a corporation in which the Offeror owns more than twenty-five percent (25%) interest of the shares of stock in the Offeror's name or in the name of others for the Offeror in any manner, or
- e. By a combination of the entities described in (c) and (d) above in which the Offeror holds a total of more than twenty-five percent (25%) combined interest in the Offeror's name or in the name of others for the Offeror in any manner.

3. Proposal(s) must remain valid for a period of one hundred eighty (180) days subsequent to the proposal submission deadline.

B. CONTENTS OF PROPOSAL

To facilitate the ease of evaluation, the proposal should be organized in the following order:

1. PROJECT DESCRIPTION

- a. Project Goals and Objectives:
 - (1) Description of how the proposed project aids in moving individuals and/or families experiencing homelessness to emergency, transitional and/or permanent housing.
 - (2) Identification of the housing, health, and/or supportive service needs of this group and description of how the proposed project addresses those needs and increases or enhances the ability of the clientele to live independently and move to more stable housing.
 - (3) Description of how the proposed project will meet the minimum requirements specified in Section II. Project Requirements, Subsection B. Proposal Requirements, including how it will meet the requirements under Chapter 323D, Hawaii Revised Statutes, as amended (HRS), and whether the Outpatient Clinic is anticipated to meet the exemption requirements for a certificate of need as set forth in HRS Section 323D-54.
- b. Specify if the Offeror is proposing to lease the Mezzanine and 2nd floor units OR Mezzanine only.
- c. Description of program(s) for housing, health, and support services

that is expected to be put into place including, but not limited to:

- (1) Type of residency (i.e., permanent, transitional, limited duration, etc.) and number of units or beds to be provided.
 - (2) Number of individuals and/or families experiencing homelessness expected to receive health and supportive services from the Outpatient Clinic per year. If leasing the 2nd Floor, also identify the number of individuals and/or families experiencing homelessness clients expected to reside in the project per year.
 - (3) Anticipated outcomes for the project, such as percentage of exits to emergency, transitional, or permanent housing; increased employment income/self-sufficiency; average length of stay; etc.
 - (4) Number of full- and part-time staff required on-site.
 - (5) Description of partnerships to provide necessary health and housing services for targeted clientele.
- d. Lease Rent. All proposals shall include details of the proposed lease rent structure of at least \$100 per floor per month (i.e., Offeror must propose to pay the City at least \$100 per month for the Mezzanine, or at least \$200 per month for the Mezzanine and 2nd Floor).
- Proposals to lease both 2nd Floor and Mezzanine shall explain whether the 2nd floor units are to be rented to clients OR used for respite housing and other program needs of the Outpatient Clinic program.
- (1) If the housing units are used to support the respite housing and other program needs of the Outpatient Clinic, the Offeror shall describe how it will be responsible for all expenses related to the operation of the 2nd floor, including the expenses outlined in Section III.B.2. above.

2. OPERATION AND MANAGEMENT

- a. Management/Operations Team. List all organizations which will be participating in the development and operation of the program and provide the following for each organization:
 - (1) The functions and responsibilities expected to be performed with respect to the development of the program(s) and operation of the proposed project.
 - (2) Key management personnel and their job descriptions.
 - (3) Number of years of experience managing housing, health,

and/or supportive services for individuals and/or families experiencing homelessness.

- (4) Length of time in existence as an organization.
- (5) Description of typical clientele served.
- (6) Financial management capabilities.
- (7) Record of accomplishments (for participating organizations and contributors to the program and/or operation of the project).
- (8) Statements of experience and qualifications for staff members who will be involved with the program and project.
- (9) Organizational chart of the agency's management structure.
- (10) Experience with delivering health services including licensure and credentialing information of each team member.

b. Fees for Services. Describe all proposed fees or rent to be charged and services to be provided.

- (1) Proposed fee schedule indicating the fees or rents to be charged to the residents in the project and any other fees to be assessed for additional services, subject to the approval of the City.
- (2) Description of services included in the fees for the residents and clients.
- (3) The difference, if any, between this project's fees in comparison to other similar facilities. State reason(s) for the difference in fees.
- (4) If fees do not cover the total operating cost, what percentage does it cover and explain how will the difference be made up.
- (5) Commitments, if any, from other public or private organizations to cover the amount of the total costs not covered by the fees from the residents and clients.

c. Client Referrals/Selection:

- (1) Mezzanine Client Selection. Describe the referral process for clientele to be served in the clinic

- (2) 2nd Floor Housing Tenant/Client Selection. Explain the application and selection process that will be used for participation. Describe sources of referral to the program, outreach plan for clients, and the process and criteria used to select tenants/clients.

3. OPERATING BUDGET

Provide an itemized listing of the total estimated cost to operate the program.

- a. Explain any assumptions you have made that form the basis for all the data contained in your financial statements (fees, grants-in-aid, accounts payable, accounts receivable, overhead expenses, maintenance expenses, depreciation, etc.). If the projections have been professionally reviewed by an accountant, list by whom and what method was used.

- b. Provide the operating budget for the first year of operation using the following format:

(1) Fees and Revenues

- Contributions
- Grants
- Client Fees/Rents
- Other Income (list)
- TOTAL REVENUES

(2) Operating Expenses

- Personnel
 - Salaries
 - Fringe Benefits
 - Payroll taxes
- Contract Services
- Lease Rent to City
- Utilities, including water and electricity
- Operating Expenses, including, cleaning, security, elevator, and other maintenance requirements.
- Building Reserve costs
- Insurance
- Office Supplies
- Cleaning Supplies
- Kitchen & Food
- Transportation
- Repair & Maintenance
- Miscellaneous (Specify)
- TOTAL EXPENSES

(3) Net Operating Income

- (4) Capital Expenditures, if any
- Organization Costs
 - Capital Improvements
 - Fixtures and Furniture
 - Equipment
- TOTAL CAPITAL EXPENDITURES

4. ADMINISTRATION

- a. Identify the organizational structure to be used in the operation of the proposed project.
- b. Identify the type of public relations to handle community and Neighborhood Board concerns and inquiries.
- c. Identify the types of potential liabilities the Offeror may face for these types of services to the residents and/or clients.
- d. Identify insurance requirements needed to cover liabilities and provide evidence of insurance coverage to be available from the date of execution of the lease.
- e. Identify any public or private funding currently in place to support program operating costs and services as well as any anticipated funding.

5. CONTINGENCY PLAN

- a. Identify the potential problems, risks, and other negative factors that the operation of the proposed project might face in the areas listed below and what the organization's plans are to counteract these potential problems. For example (please list others as appropriate):
 - Rent/Fee schedule too low.
 - Operating costs are higher than projected.
 - Needed personnel are unavailable.
 - Additional capital expenditures required.
 - Needed capital is unavailable.
 - Problems with management or personnel arise.
 - Operating funds reduced or eliminated.
- b. List what can be salvaged or recovered if any of the above risks do materialize and the project is rendered to be unsuccessful.

6. PROJECT IMPLEMENTATION SCHEDULE

Provide a realistic schedule of when implementation activities are anticipated to be completed. State who is responsible for each step or event.

7. LEASE TERMS

State and justify the desired lease rent schedule and any other conditions required and proposed. If proposing a nominal (less than market rate) lease rent, e.g., the minimum lease rent of \$100 per floor per month, please describe the following:

- a. Your financial need which justifies the nominal lease rent.
- b. How a suitable and reasonably priced private facility is not available to accommodate the proposed project.

8. RELEVANT DOCUMENTS

- a. The Offeror shall provide the following documentation for each organization participating in the operation of the proposed project, as they may be applicable to the organization:
 - Certificate of non-profit status under Section 501(c)(3) of the U.S. Internal Revenue code (main Offeror)
 - By-laws
 - Articles/Charter of Incorporation
 - Current list of Board of Director members
 - Audited financial statement for most recently completed fiscal year.
 - Certificate of Good Standing from State Department of Commerce and Consumer Affairs (DCCA).
 - Tax Clearance Certificate or Certificate of Vendor Compliance current to within sixty (60) days from the date of submission.
- b. Provide the following documentation for each health services provider participating in the operation of the proposed project:
 - State of Hawai'i professional license.
 - Proof of General Liability and Malpractice insurance.
 - Proof of Clinical Privileges at a medical center within the City and County of Honolulu. Clinical Privileges shall mean permission to provide medical and other patient care services in the granting institution, within well-defined limits, based on the individual grantee's professional license, experience, competence, ability, and judgment.
 - Any other professional certificates or licenses that establish or demonstrate the individual or entity provider's qualifications to undertake proposed project.
- c. If the 2nd floor is to be used for housing, provide a copy of a current, valid license for the proposed Hawaii real estate broker.
- d. Evidence of commitments for resources, such as grants, donations or contracts to operate the proposed project.

C. REQUESTS FOR CLARIFICATIONS, INTERPRETATIONS, AND EXCEPTIONS

1. Requests for clarifications or interpretations of any provision in the RFP or lease may be submitted in writing and emailed to:

Email: bfspurchasing@honolulu.gov

no later than the deadline specified in the RFP Schedule. The City shall not be obligated to respond to a request that is submitted after the date and time stated the schedule, as amended.

2. PUR will respond to a request for clarification or interpretation in writing through an addendum posted on the same site as the RFP. Offerors are obligated to check periodically for any addenda that may have been posted up until the submission of their proposal.

D. WITHDRAWALS

Prior to the submission deadline, a request to withdraw a proposal must be in written form specifying the RFP, the name of the Offeror, and a definitive statement that the Offeror requests the withdrawal of the proposal. The request will be accepted and the proposal withdrawn if the request is received by PUR no later than the submission deadline. The Offeror may submit a new proposal provided it is resubmitted by the submission deadline. No proposal shall be accepted after the submission deadline.

E. CITY'S RIGHT TO AMEND OR SUPPLEMENT THE RFP

The City may amend any provision stated in this RFP at any time prior to the submission deadline.

F. UNAUTHORIZED COMMUNICATION

Except as otherwise authorized in this RFP, Offerors and/or their agents and representatives shall not make any contact or have communication with any City officer, employee, or agent with reference to this RFP. All forms of contact and/or communication shall be as stated in Section IV.C.1 above.

G. CANCELLATION OF REQUEST FOR PROPOSALS

The City may cancel the RFP at any time, if, in the City's judgment, such cancellation would be in the best interest of the City. When an RFP is cancelled prior to the submission deadline, notice of the cancellation shall be posted in written addendum.

When an RFP is cancelled after the submission deadline, notice of the cancellation shall be sent to all offerors who submitted proposals.

After cancellation, the City may issue a new RFP or defer the process.

V. EVALUATION AND SELECTION OF PROPOSALS

A. EVALUATION CRITERIA

- (1) Proposals to lease the Property submitted by qualified organizations will be evaluated on the basis of their effective contributions toward alleviating the needs of individuals and/or families experiencing homelessness, using the following criteria and the evaluation percentage of each criteria towards the total score. Award shall be made to the offeror with the highest scoring proposal. The maximum score is 100 points.

MINIMUM CRITERIA (See Section III.A)	
Evidence that the Offeror and Offeror's team (if applicable) are licensed to do business in the State of Hawaii. Provide a compliant Certificate of Vendor Compliance.	MANDATORY
Demonstrate three years of experience in operating a health services facility or private practice	MANDATORY
Demonstrate three years of experience in operating a housing or supportive services program for homeless clientele	MANDATORY
Demonstrate three years of experience in operating a health services facility or private practice	MANDATORY
Demonstrate three years of experience in property management as a Hawaii licensed real estate broker (if the 2 nd floor housing will be utilized for transitional or permanent supportive housing)	MANDATORY
Signed statement that the Offeror is not in arrears in the payment of taxes, rents, or other obligations owed to the City and is not debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency	MANDATORY
EVALUATION CRITERIA	
Project Plan. Meets healthcare (and housing, as applicable) priorities by implementation of the type of program(s) listed in Section II.B.1 and B.2	20 POINTS
Economic feasibility. Evaluation of proposals against this criterion will involve the determination of the reasonableness of project activities relative to their costs and the extent to which City resources will be leveraged with other public or private resources	20 POINTS
Anticipated accomplishments. Evaluation of project accomplishments will include the number of individuals and/or families experiencing homelessness households or clientele whose housing, health, and/or supportive services needs would be met by the project	20 POINTS
Project readiness. Preliminary operating plans for projects for which assistance is requested should be sufficiently prepared such that the projects can continue or begin implementation within six (6) months after execution of a lease with the City.	15 POINTS
Experience. Offeror experience and professional qualifications in administering housing, health, and/or supportive services projects. Offerors must demonstrate previous relevant experience and/or ability to successfully administer the programs required in Sections II and have the experience as required in Section III.	25 POINTS

B. EVALUATION AND SELECTION PROCESS

1. DCS estimates that a maximum of sixty (60) calendar days will be required to evaluate the proposals and select the lessee.
2. During the evaluation period, Offerors may be requested to make oral presentations or submit additional written information that may be required to complete an evaluation. The City is not obligated to provide the Offeror with an opportunity to provide written submittals to enhance their proposal.
3. The City shall determine the top three (3) ranked proposals and may negotiate with the top three (3) Offerors in order to make a final selection.
4. Upon notification of selection, the selected Offeror will be given thirty (30) days to finalize the elements of their proposed projects and the lease terms. If this deadline cannot be met, the City reserves the right to extend the deadline or to rescind its selection of the proposal and make a selection from among the remaining proposals.
5. The City is required to seek City Council authorization of the lease. The approval process is estimated to take sixty (60) days. Regardless of whether City Council approval takes a longer or shorter time, the selected Offeror should be prepared to execute the lease within thirty (30) days of City Council approval.

C. REJECTION OF PROPOSALS

The City reserves the right to reject any and all proposals, in whole or in part, or require amendments to the proposals without liability whatsoever. The issuance of this RFP does not obligate the City to pay any costs incurred by any organization in connection with this RFP, including but not limited to:

1. The preparation of a response to this request;
2. Any supplements or modifications of this RFP; or
3. Negotiations with the City or any other party arising out of or relating to this RFP or the subject matter of this RFP.

Attachments:

Appendix A-1: Floor Plan for 2nd Floor
Appendix A-2: Floor Plan for Mezzanine
Appendix B: Revised Ordinances of Honolulu Section 38-3.4 and 38-4.1
Appendix C: Sexual Harassment Policy
Appendix D: Sample Form of Lease: Mezzanine and 2nd Floor