

REQUEST FOR PROPOSALS

Ke Aka Ho'ona Homeowners Association Board

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1. GENERAL

Objective/Purpose:

Ke Aka Ho'ona Homeowners Association Board (KAHA) represents the 75 households in the Ke Aka Ho'ona Self-Help Housing Project located at 85-1019 Ho'oku'ikahi Street, Wai'anae, HI 96792. KAHA is currently working with Consuelo Foundation (CF) to transition legal ownership and governance to itself. KAHA is currently accepting proposals from organizations with similar values to creatively utilize all or part of its 5,000 square foot community center and the 34,900 square foot surrounding grounds (e.g. parking lot, playground, basketball court, and garden area) for the twofold purpose of generating and/or defraying rental income as well as providing programs that benefit the community members.

The purpose of this Request for Proposals is to solicit ideas and initial proposals from various candidate organizations. A fair and extensive evaluation of the proposals will be conducted based on the criteria listed herein in order to select the organization (or organizations) that best represents the direction KAHA wishes to go.

KEY DATES:

- Project Timeline: Period of use is open to candidate organizations
- Center Visit for Applicants: October 18, 2018
- Question Period: October 1-18, 2018
- Proposal Due Date: October 31, 2018 at 5 PM HST
- Proposal Evaluation: November 1--21, 2018
- Board Presentation: November 15, 2018
- Winner Selection Announcement: November 21, 2018
- Contract Negotiations: November 21- December 6, 2018
- Notification To Those Not Selected: December 7, 2018

2. BACKGROUND

In 1991, CF purchased 14 acres of land in Waianae to be used for building affordable self-help housing. The idea was to create a pathway for lower income families to purchase affordable housing through a combination of sweat equity and fair long-term financing in order to build a safe and vibrant community. This community lives its values by striving to allow families to maintain good houses; reside in a healthy, secure neighborhood where they will be free from physical, drug, and alcohol abuse; develop their talents; build positive futures for their children; and undertake the challenges of being productive, responsible community citizens and leaders. In 1992, CF started building the infrastructure and the community center, and in 1993, the first group of qualified low-income families began the self-build construction of their homes. Between 1993 and 2001 there were eight increments of construction

that resulted in 75 homes being built to complement the community center. Each of the owners signed a 30-year lease agreement with CF and must purchase the lease fee interest by the end of the lease term. Over 95% of the original families are still living in the community and are meeting their financial obligations. There is a sense of pride and community in Ke Aka Ho'ona. CF has been assisting with the formation of KAHA to have a resident-based governance structure that will assume leadership of the community center and oversight of resident covenants. It is anticipated that the legal transition for KAHA leadership will occur in the near future, and this will include management of the community center. The total annual cost to maintain the community center and the surrounding grounds is about \$74,000, which includes property management fees, repairs, maintenance, janitorial services, landscaping/gardening, insurance, security, utilities, etc. Currently, Partners in Development operates a preschool several days a week for residents, and KUPU rents space for parking a vehicle in the community center parking lot. Looking to the future, KAHA seeks to explore through this Request for Proposals opportunities to generate rental income to help defray operating expenses while simultaneously being able to offer programs that benefit the wider community.

3. PROPOSAL GUIDELINES & SERVICE REQUIREMENTS

KAHA seeks proposals on the creative utilization of its community center and surrounding space for the dual purpose of offsetting association expenses and providing expanded services to the community. Once proposals are received, they will be evaluated by a review committee, and then shortlisted organizations will be asked to do an open forum presentation to the community to answer questions. After this, one or more organizations will be contacted to move forward with developing the plan and related contracts with the KAHA Board. At this stage, KAHA remains open to how the space might be used and for how long, and as such, the specifications are broad. In presenting their proposals, applicants should use the following as a template and consider the following:

Section 1: Applicant Organizational Profile (2 pages maximum excluding attachments)

The proposal should elaborate the organization's profile including history, experience, and current programs/budget as well as identify relevant management, administrative, and financial capabilities. Proposal should describe the organization's technical skills, qualifications and experience that they consider appropriate for the evaluation of their ability to both rent/utilize the space long term and successfully undertake the proposed community projects.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, costs stated in the proposal must be all-inclusive and cover amounts for any outsourced or contracted work. Any proposals that call for outsourced or contracted work must include the name and description of the organization being contracted.

Section 2: Applicant Use of Community Center (5 pages maximum excluding attachments)

- **Clearly articulate how much space and which parts of the community center will be utilized.** KAHA is open to uses of all or part of the 5,000 square feet of the property as well as the adjacent 34,900 square foot outside space. Ideally, KAHA would like to have a workstation in the center to maintain files and have a staff person manage relations with the tenants, so applicants should include an articulation of how this might be possible. There are currently 12 parking spaces at the community center, and there is no street parking available. Proposals should elaborate how many parking spaces are needed, and if the current available parking is

not enough, what the plan is for handling vehicles of staff and visitors who use the center. Additionally, residents have historically had the ability to use the inside and outside spaces of the community center for private parties, and applicants should discuss if this is possible and how it fits into their use of the facility. For zoning purposes, the entire community received an AG-2 use exemption and is classified as R-5 residential with allowances for the construction of a community center/meeting space designated for use by the residents. Bidders should state whether a zoning change will be required to facilitate their proposal. KAHA is willing to work with winning bidder[s] to secure any required zonal changes. A floorplan drawing of the space is attached to the RFP, and all potential bidders are invited to the space on October 18 to inspect and ask questions.

- **Describe any planned changes to the space that may be required and the related timeframe and budget for these changes.** KAHA is open to applicants' desire to change the space as it is presently configured. If an applicant's concept brief requires changes to how the space is currently configured, the changes and the rationale for them along with a projected budget and timeline for changing the space should be clearly articulated and it will be approved by KAHA. Any planned changes to the space as well as related costs (e.g. permits, insurance, etc.) will be at the expense of the applicant and should be itemized in the proposal.
- **State the amounts of monthly income (e.g. cash and/or in-kind) that will be provided to and/or saved by KAHA.** One reason KAHA is attempting to rent this space is to creatively minimize association dues passed on to residents. The current operating cost of the center is about \$60,000 per year, and the rental income is seen as a way to defray some of this expense in order to set a monthly association fee that is more reasonable for residents. Besides cash income, KAHA is also open to ideas that minimize costs by providing in-kind services (e.g. landscaping, repairs and maintenance, management of tenant services, etc.). Both cash and in-kind income should also be clearly presented in the proposal.

Section 3: Applicant Provision of Programs for Community (5 pages maximum without attachments)

- **Describe clearly the additional programs, if any, that you envision providing for the KAHA residents.** As a self-help housing community, Ke Aka Ho'ona has a strong sense of family and community ownership along with values that come from that. KAHA would like to invite applicants who respect and reflect those values and potentially offer programs for residents that can help the community continue to flourish. KAHA would look for applicants to ideally offer programs to the community that provide new services or activities but also clearly help the applicant live out its organizational mission. For example, these could be educational, cultural, or social programs, such as a preschool, hula lessons, exercise and skill development classes for youth and adults, etc. Applicants should clearly articulate the programs they plan to offer – both now and possibly in the future -- and the rationale for them along with the timeframe as well as the cost, if any, to residents. The plans to engage and mobilize the community should be articulated as well as how data on the community demographics and the program activities will be collected and reported to the KAHA Board and community.

4. REQUEST FOR PROPOSALS AND PROJECT TIMELINE

Request for Proposals Timeline:

All proposals in response to this Request for Proposals are due by hand-delivery or email no later than 5 PM HST on October 24, 2018. It is planned that applicants will have time to visit the center on

October 18, 2018 to review the physical space to help with their proposal development. Questions can be sent from October 1-18, 2018 to the following email KAHARFP@consuelo.org. Question can be asked in person during the optional October 18, 2018 site visit opportunity. Evaluation by the community will be conducted from November 1-21, 2018. As part of the evaluation process, it is anticipated that shortlisted organizations will be contacted to give a Board presentation on their submission on November 15, 2018. This date may change depending on Board availability.

The selection decision for the winning bid or bidders will be made no later than November 21, 2018. Depending on what is proposed, there could be one or more successful bids.

Upon notification, KAHA and CF will meet with and begin the process of elaborating the proposal to help develop a contract. The contract will be signed between KAHA and the winning bidder[s]. However, the transfer of legal ownership of the community center from CF to KAHA is not yet completed then CF will also sign the contract. It is anticipated that this will take approximately 15 days.

Notification to the bidders who were not selected will be completed by December 7, 2018.

Project Timeline:

The preparation phase for the rental space and community activities will be from December 7-31, 2018.

The project timeline – both rental and community projects – is open but each applicant should specify the ideal rental period and the rationale for it.

5. BIDDER QUALIFICATIONS

- Description of experience in Wai'anae and with the programs being proposed.
- List of how many full time, part time, and contractor staff will be using the space.
- Testimonials from past program participants or institutional partners working with you and your programs.
- Timeframe for your use of the space and programs.
- Management plan for engaging with KAHA and residents.

6. PROPOSAL EVALUATION CRITERIA

KAHA and CF will evaluate proposals based on the following criteria. To ensure that your organization is considered, your proposal should be complete and include all the following criteria:

- Overall proposal suitability. Proposed use of rental space, rental income, and programs offered are included and presented in a clear and organized manner.
- Organizational experience. Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Income and community value: Bidders will be evaluated on the rental income able to be provided as well as the current and future value programs being brought to the community.

Each bidder must hand-deliver or email their proposal by 5 PM HNL on October 31, 2018 to either Consuelo Foundation, 110 North Hotel Street, Honolulu, HI 96817, if hand-delivery, or to KAHARFP@consuelo.org if emailed. Questions or comments should be sent to KAHARFP@consuelo.org before October 18, 2018.

