



**OFFICE OF COUNCIL SERVICES
COUNTY OF MAUI**

RELEASE DATE: JULY 10, 2020

**REQUEST FOR PROPOSALS
RFP No. 21-001OCS**

**SEALED PROPOSALS
FOR**

**A COMPREHENSIVE AFFORDABLE
HOUSING PLAN**

**WILL BE RECEIVED UP TO 4:30 PM HST ON
AUGUST 14, 2020**

IN THE OFFICE OF COUNCIL SERVICES, 200 SOUTH HIGH STREET, ROOM 703, WAILUKU, HAWAII 96793. SEND QUESTIONS RELATING TO THIS SOLICITATION TO TRACI FUJITA, DIRECTOR, OFFICE OF COUNCIL SERVICES, AT COUNTY.COUNCIL@MAUICOUNTY.US.

Alice L. Lee
Chief Procurement Officer

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1) INTRODUCTION

On behalf of the Maui County Council, the Office of Council Services (“OCS”) seeks to engage the services of a qualified Contractor to develop a comprehensive affordable housing plan. The purpose of the Request for Proposals (“RFP”) is to solicit sealed proposals to establish a contract through competitive procurement for the services described in these specifications. These specifications provide information concerning the objectives, scope, general methodology, conduct of the services, and instructions for submitting a proposal. All provisions of these specifications and instructions will be part of the contract executed by the Contractor selected and the Chief Procurement Officer (“CPO”), unless otherwise expressly provided in the contract. The CPO may delegate the CPO’s authority under the contract to the extent permitted by law.

Time is of the essence. Once the highest-ranked proposal is determined, OCS will verify with the Hawaii Compliance Express (“HCE”) online system to determine whether the Contractor is compliant with State-required certificates. In accordance with Hawaii Revised Statutes (“HRS”) Section 103D-310(c), upon award of the contract, the Contractor must be registered with HCE to demonstrate compliance with applicable State laws. **There can be significant delays in attaining HCE compliance. Offerors should verify HCE compliance as soon as possible. DO NOT WAIT UNTIL AWARD OF THE CONTRACT.**

2) CANCELLATION

This RFP may be cancelled and any or all proposals rejected in whole or in part, without liability to the County, when it is in the best interest of the County, as determined by the CPO.

3) TERMS

Unless the context requires otherwise, terms used in this document have the following definitions:

- a) “Contractor” means the Offeror who has been awarded the contract.
- b) “Council” means the Maui County Council.

- c) “Chief Procurement Officer” or “CPO” means the Chair of the Maui County Council or the Chair’s designated representative.
- d) “County” means the County of Maui.
- e) “Offeror” means any individual, partnership, firm, corporation, joint venture, or representative (or agent) actually or potentially responding to the RFP. The term encompasses both specific Offerors and all Offerors generally.
- f) “AMI” means area median income as determined by the U.S. Department of Housing and Urban Development (“HUD”).

4) RFP SCHEDULE AND SIGNIFICANT DATES

The schedule represents OCS’s best estimate of the schedule that will be followed. All times indicated are Hawaii Standard Time (“HST”). If a component of this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Any change to the RFP Schedule and Significant Dates will be reflected in an addendum. The approximate schedule is as follows, and dates are subject to change:

Release of RFP	July 10, 2020
Due Date to Submit Questions	July 17, 2020
OCS’s Response to Questions	July 24, 2020
Proposals Due	August 14, 2020
Proposal Evaluation	As soon as practicable
Notice of Award	August 28, 2020
Contract Start	September 25, 2020
Work Plan Due	October 16, 2020
Draft Report Due	February 12, 2021
Final Report Due	March 12, 2021

5) OVERVIEW

- a) Maui County is facing a critical shortage in affordable housing for its residents. This has been an increasing problem for decades and is projected to escalate in the years to come. The County has implemented several measures and incentives to promote the availability of affordable housing, with varying levels of effectiveness. Several studies and reports have also been conducted analyzing the problem and offering possible approaches to addressing it. However, a comprehensive plan of actions,

strategies, and timelines towards specific goals is needed to provide a year by year framework for increasing the County's long-term affordable housing inventory.

- b) A Comprehensive Affordable Housing Plan ("Plan") could review existing and pending projects; propose new housing and infrastructure projects, including on County-owned or acquired land; identify potential funding options; revise existing housing regulations; and provide an assessment of proposed ideas such as bifurcating the Department of Housing and Human Concerns ("DHHC"); expanding current affordable housing programs and appropriations; expediting zoning and permitting; and establishing a housing development corporation or similar entity.
- c) The overall goal of the Plan should be making affordable housing a reality for Maui County residents.

6) BACKGROUND

- a) The 2019 Hawaii Housing Planning Study ("Planning Study"), prepared for the Hawaii Housing Finance and Development Corporation, suggests the State is in an affordable housing crisis due to current and projected lack of affordable housing units for its residents. The available housing stock for residents grew by only 1.1 percent statewide from 2014 to 2017.
- b) The Planning Study estimates that by 2025 Maui County will require an additional 10,404 housing units, of which 5,002 (or 48%), will be needed for households below 120% AMI. And of those 5,002 units, 4,262 (or 85%) will be needed for households below 80% AMI. As of May 2020, the AMI in Maui County is \$97,500.
- c) The Planning Study also reports over 34% of Maui County household are cost-burdened, spending over 30% of their income on housing costs. In addition, over 22% of households are crowded or "doubled up" due to financial reasons. The 2019 median rent in Maui County was \$2,334 and the median home sale price was \$819,500.
- d) The Planning Study further reports over 37% of Maui County home sales are to out-of-state buyers as investments or vacation homes. About half of these homes are left vacant when not in use. There are also more than 16,000 units allowed to operate as short-term rentals without requiring a permit, and others that operate with

permits or illegally, furthering reducing the supply of long-term housing for residents.

- e) Based on the projections for 2025, over 2,000 units per year must be produced to meet demand. The impediments to new housing construction in Maui County are well-documented in numerous sources, and include geographic limitations; high cost of construction, materials, and infrastructure; and complexities of government regulations, including land use designations, zoning, and permitting.
- f) The DHHC oversees the development of affordable housing under the Residential Workforce Housing Policy, Chapter 2.96, Maui County Code (“MCC”). This inclusionary housing policy requires most residential housing developers of 10 or more units to provide a percentage of those units to households at or below 140% AMI. During the period of 2006 through 2014, only one workforce housing agreement was executed and three workforce homes built and sold. The policy was revised in 2014 to decrease the requirement of workforce housing units from 50% to 25%, and since then, more than a dozen workforce housing agreements have been executed.
- g) The DHHC also executes workforce housing agreements for projects developed under Section 201H-38, HRS, which provides exemptions and incentives for residential housing developments that dedicate more than 50% of total units to workforce housing.
- h) The DHHC reports 1,560 units for households at or below 140% AMI are completed or under construction. Many if not most of these units revert to market rate once the deed-restricted affordability period expires; effectively removing them from the affordable housing inventory.
- i) The DHHC anticipates an additional 2,987 units will be created from pending projects, for a total of 4,547 housing units by 2025. Even meeting these expectations, the County will still face a critical housing shortage, especially for households at lower AMI levels.
- j) Relevant laws include:
 - i) Chapter 2.86, MCC, County Housing Policies.
 - ii) Chapter 2.96, MCC, Residential Workforce Housing Policy.

- iii) Chapter 2.97, MCC, Residential Workforce Housing Policy Incentives and Exemptions.
 - iv) Chapter 3.32, MCC, Housing Interim Financing and Buy-Back Revolving Fund.
 - v) Chapter 3.35, MCC, Affordable Housing Fund.
 - vi) Chapter 14.12, MCC, Water Availability (“Show Me the Water” provision).
 - vii) Chapter 16.28, MCC, Experimental and Demonstration Housing Projects.
 - viii) Title 18, MCC, Subdivisions.
 - ix) Title 19, MCC, Zoning.
 - x) Chapter 201H, HRS, Hawaii Housing Finance and Development Corporation.
 - xi) Chapter 205, HRS, State Land Use Law.
- k) Reference materials include:
- i) Resolution 20-61, adopted by the Council on April 3, 2020.
 - ii) Affordable Housing Projects Status Update, DHHC, 2020.
 - iii) Strategic Plan for Housing, DHHC, 2019.
 - iv) Hawaii Housing Planning Study, 2019 and 2016.
 - v) Economic Development and Budget Committee Temporary Investigative Group Report on Tax Reform, 2019.
 - vi) Maui County Affordable Housing Policy Plan, SMS, 2018.
 - vii) Maui County Affordable Housing Implementation Plan, SMS, 2018.
 - viii) Title 19 Zoning Code Audit Report, 2018.
 - ix) Maui County Affordable Housing Summit Executive Summary, 2017.

- x) Planning Committee Temporary Investigative Group Report on Increasing Inventory of Available Housing, 2016.
- xi) Measuring Housing Demand in Hawaii, 2015-2025, Department of Business, Economic Development & Tourism.
- xii) Department of Planning List of Apartment District Properties Allowed to Be Used for Short Term Occupancy.
- xiii) General Plan 2030, including the Countywide Policy Plan, Maui Island Plan, and community plans.

7) SPECIFICATIONS

- a) Objective. The objective of the Plan is to provide a roadmap for Maui County to increase its long-term affordable housing inventory to meet projected demand.
- b) Scope. At a minimum, the Contractor will:
 - i) Collaborate with public and private stakeholders, including County departments, housing providers and advocates, social service agencies, developers, development consultants, licensed contractors, financial institutions, and community groups, including environmental, cultural, and formally or informally organized groups with expertise or interest in housing.
 - ii) Develop a robust public outreach program to solicit input from the community and promote community engagement throughout the process of developing the Plan.
 - iii) Conduct at least one community workshop in each community plan area of Maui County, except Kahoolawe, for a total of at least eight public meetings with opportunities for direct participation. Regular community interaction is critical to the Plan's success.
 - iv) Use, but do not repeat, available research and studies to prioritize which measures, strategies, and actions would be the most effective for Maui County to pursue.
 - v) Incorporate the following into the Plan's central framework: existing community plans and updates; access to services and infrastructure, including water supply, wastewater treatment, roads, and transportation; future impacts of climate change,

including sea level rise, coastal erosion, and extreme weather events; and best practices in planning and design, including complete streets, transit-oriented development, and low impact construction.

- vi) Present a range of housing options and types, including ownership and rental units, single-family and multi-family units, mixed-use communities, farm worker housing in agricultural districts, transitional and permanent supportive housing for unsheltered persons and others with special needs, and housing on Hawaiian homelands. When practicable, also include accessory dwelling units (“ADUs”), modular, mobile and tiny homes, experimental and demonstration projects, commercial property conversions, transient accommodation conversions, and State public housing expansions.

c) Plan components must include:

- i) A detailed map of existing and pending projects, along with proposed new housing projects, that over the next five years will provide at least 5,000 units affordable to households below 120% AMI. The map and accompanying narrative and reference materials must include:
 - 1) Designation of housing by type and number of units, AMI category to be served, location, tax map key, and current status.
 - 2) Description of methodology in selecting parcels, including any requirements for land acquisition or pro-active rezoning.
 - 3) For pending or delayed projects, an outline of steps required to start, accelerate, or complete construction, and a survey of impediments and possible solutions as identified in consultation with the developer.
 - 4) For new or proposed projects, an outline of costs, including land and infrastructure, possible funding sources, and visual examples or descriptions.
 - 5) Timelines for the production or availability of the housing units.
 - 6) Projected total costs to the County of each housing project, including estimated land and infrastructure costs. For

capital costs financed by County bonds, include the annual costs of payments on principal and interest.

- 7) Projected financing for each housing project from County, State, and Federal sources, including HUD grants and Opportunity Zone investments, where applicable.
- ii) Recommendations for an independent housing development corporation, agency, or similar entity to implement the Plan. The entity should have the power to purchase, sell, lease, and develop land; contract for housing development and management; and generate revenue and access capital through County, State, Federal, and private sources. Recommendations should be based on an included matrix comparing up to 10 existing models across various features, including:
- 1) Type of authority or corporation and the legislation required for its establishment.
 - 2) Organization governance, structure, and relationship to municipal government.
 - 3) Primary functions and powers.
 - 4) Budget and sources of funding.
 - 5) Access to development capital.
 - 6) Housing inventory and land assets.
 - 7) Demonstrated record of success.
 - 8) Relevance of selected municipality in comparison to Maui County's housing market, economy, population, geographic limitations, form of government, tax structure, and other key characteristics.
- iii) Recommendations in priority order for revisions to the Residential Workforce Housing Policy, with an analysis of the economic feasibility and expected impact on development resulting from:
- 1) Changing deed restricted affordability periods, including extending to in perpetuity.

- 2) Changing the percentage of affordable units required under the policy.
 - 3) Setting a new maximum AMI level served by the policy.
 - 4) Changing the percentage of units distributed to each AMI level or category.
 - 5) Changing the calculation and usage of credits.
 - 6) Changing the shared equity formula.
 - 7) Applying the policy to commercial developments.
 - 8) Adding new options such as rent-to-own, cooperative ownership, and vacant land sales.
 - 9) Developing and maintaining a countywide waiting list of qualified applicants for ownership and rental units developed under the policy.
- iv) Analysis of legally permissible ways to give preference to County or area residents in affordable housing applications.
- v) Recommendations in priority order for revisions to County legislation and policies relating to:
- 1) Zoning and land use, including ADUs, transient accommodations, and phasing out apartment district properties allowed to be used for short-term occupancy; standards for subdivision approvals and building permits; and other related reforms.
 - 2) Permitting and other processes for County review of affordable housing projects.
 - 3) Real property tax, including incentives for long-term affordable housing.
 - 4) Affordable Housing Fund, First Time Homebuyers' Program, Rental Assistance Program, and other existing or new housing assistance programs or services.
- vi) Recommendations in priority order for ways to increase developer responses to housing project solicitations, and to expand the pool and capacity of non-profit and for-profit

developers, both locally and mainland-based, to produce more affordable housing in Maui County.

8) BUDGET LIMITATIONS AND PAYMENT SCHEDULE

- a) The total sum to be allocated for this procurement will be limited to the extent of funds appropriated for this purpose and the continued availability of such funds during the course of the project.
- b) The County processes payments based on written invoices. Payments will be made in increments subject to acceptance of progress reports or reports delivered, as set forth in the proposal. With each invoice, the Contractor will submit a signed statement of actual costs incurred and the type of work performed.

9) PROPOSAL

- a) Offeror's Authority to Submit an Offer. OCS will not participate in determinations regarding an Offeror's authority to sell a product or service. If there is a question or doubt regarding an Offeror's right or ability to obtain and sell a product or service, the Offeror must resolve that question prior to submitting an offer.
- b) Required Review.
 - i) Before submitting a proposal, each Offeror must thoroughly and carefully examine this RFP and any attachment, addendum, and other relevant documents to ensure the Offeror understands the requirements of the RFP. The Offeror must also become familiar with County, State, and Federal laws, statutes, ordinances, rules, and regulations that may in any manner affect cost, progress, or performance of the work required.
 - ii) Should the Offeror find defects and questionable or objectionable items in the RFP, the Offeror must notify OCS in writing prior to the deadline for written questions as stated in the RFP Schedule and Significant Dates. This will allow the issuance of any necessary corrections or amendments to the RFP by addendum and mitigate reliance on a defective solicitation and exposure of proposals upon which an award could not be made.

- c) Proposal Preparation Costs. Any and all costs incurred by the Offeror in preparing or submitting a proposal will be the Offeror's sole responsibility whether or not any award results from this RFP. OCS will not reimburse such costs.

- d) Tax Liability.
 - i) Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and if applicable, taxable under Chapter 238, HRS. The Offeror is advised that they are liable for the Hawaii General Excise Tax ("GET") at the current rate of 4.5 percent for sales made on Oahu, and a 4 percent rate for Maui County. If, however, an Offeror is a person exempt by the HRS from paying the GET and, therefore, not liable for the taxes on this solicitation, the Offeror must state its tax-exempt status and cite the HRS chapter or section allowing the exemption.
 - ii) The Offeror must submit its current Federal Tax ID and Hawaii GET license numbers in the space provided on the Offer Form, OF-1, attesting that the Offeror is doing business in the State and that the Offeror will pay such taxes on all sales made to the State.

- e) Property of the County. All proposals become the property of the County.

- f) Proposal Forms. To be considered responsive, the Offeror's proposal must respond to and include all items specified in this RFP and any subsequent addendum. Any proposal offering any other set of terms and conditions that conflict with the terms and conditions provided in the RFP or in any subsequent addendum may be rejected without further consideration.
 - i) Offer Form, OF-1. Offer Form, OF-1, is required to be completed using the Offeror's exact legal name as registered with the State of Hawaii, Department of Commerce and Consumer Affairs, if applicable, in the appropriate space on the Offer Form, OF-1 (Exhibit "A"). Failure to do so may delay proper execution of the Contract.

The Offeror's authorized signature on the Offer Form, OF-1, must be an original signature in ink, which will be required before an award, if any, can be made. The submission of the proposal indicates the Offeror's intent to be bound.

- ii) Offer Form, OF-2. Pricing must be submitted on the Offer Form, OF-2 (Exhibit “B”). The price must be the all-inclusive cost, including the GET, to the Council. No other costs will be honored. Any unit prices must be inclusive.

- g) Proposal Content. In preparing the proposal, the Offeror must fully describe the following:
 - i) Methodology. Describe the approach, method, and procedure the Offeror intends to use, in implementing the contract. In addition, if the Offeror intends to hire outside consultants, the Offeror must identify who they are and how they will be used. Finally, the Offeror must explain how their methodology conforms to the objectives and scope as set forth in this RFP.

 - ii) Description of the Offeror.
 - 1) General. Describe the Offeror, including the nature of services and how the Offeror is organized to perform the services.

 - 2) Qualifications. Describe the experience of the Offeror and key personnel who will be assigned to the contract.

 - 3) Previous Work. Indicate work relating to the State of Hawaii and the counties of Hawaii done within the last three years.

 - 4) Independence. The Offeror must provide an affirmative statement that it is independent of the County. The Offeror must disclose any potential conflict of interest that may affect the performance of the contract. Examples of potential conflicts include having close ties to Department employees and having conducted previous studies on behalf of the Department. If there is a potential conflict of interest, the Offeror must indicate how it can be minimized to safeguard the independence of the contract work.

 - iii) Resources to Be Used. Identify the resources that the Offeror intends to commit to the work, including the qualifications, experience, and recent relevant training of the management and staff assigned.
 - 1) Indicate the number of hours to be worked by managers and other professional staff assigned to the engagement and their hourly rates.

- 2) Present a breakdown of other expenses such as supplies, travel, and taxes.
 - 3) Identify the individual who will represent the Offeror in all matters concerning the contract.
 - 4) Indicate how the quality of staff over the term of the contract will be assured.
 - 5) Subcontractors may be used by the Offeror in performing any portion of the services requested in this RFP; however, the Offeror will be the sole point of contact, including payment of any and all charges resulting from the contract, and will be responsible for all services whether or not the Offeror performs them. If subcontractors will be used, a statement from each subcontractor must be included in the proposal, signed by an individual authorized to legally bind the subcontractor, and stating the following:
 - a) The subcontractor's name, mailing address, telephone number, fax number, and contact person.
 - b) The general scope of work to be performed by the subcontractor.
 - c) The subcontractor's willingness to perform for the indicated.
 - 6) Note that the Offeror will be required to notify the CPO of any changes to the management and professional staff identified in the proposal. Furthermore, the CPO's approval will be required before assigning any other management or professional staff to this engagement.
- iv) Timetable and Compensation. Payment will be based on, and in proportion to, the work performed. The proposal must include a timetable of the dates for the delivery of the preliminary findings and recommendations, preliminary draft report, and final report, and the proposed compensation, including a payment schedule.
- v) Address Where Work Will Be Conducted. The proposal must specify the address of the office from which the Offeror will conduct and coordinate its activities. The proposal must specify facilities, equipment, or anything else the Offeror requires the County to provide. Available office space within the

County building and the Department is scarce and providing room to the Contractor may not be possible. However, the Council will make a good faith effort to accommodate the needs of the Contractor.

h) Submittal of Proposal.

- i) The original proposal for the work as outlined in this RFP, along with three copies, must be submitted in sealed envelopes or packages marked “Proposal for A Comprehensive Affordable Housing Plan RFP 21-001OCS,” and mailed or delivered to:

Chief Procurement Officer
Office of Council Services
County of Maui
200 South High Street, Room 703
Wailuku, Hawaii 96793

An electronic copy of the proposal must also be emailed to county.council@mauicounty.us.

- ii) The hard copy and electronic copy of the proposal must be received by the CPO no later than 4:30 pm HST on August 14, 2020. Timely receipt of offers will be evidenced by the date and time registered by an OCS time-stamp clock on the hard copy and the date and time of the email for the electronic copy. Proposals received after the deadline will be rejected.
- iii) If the Offeror chooses to deliver its proposal by United States Postal Services (“USPS”), please be aware that the USPS does not make deliveries to Room 703, but rather to a central County mailroom. This may cause a delay in receipt by the CPO, and the proposal may reach the CPO after the deadline, resulting in an automatic rejection.
- iv) Proposals will not be publicly opened but will be opened only in the presence of the CPO and two or more employees of OCS. Proposals will become public information after the posting of the award or rejection of all proposals in accordance with procurement laws.
- v) Proposals submitted via fax will not be accepted.
- vi) Performance and payment bonds are NOT required for responding to this RFP.

- vii) Multiple or alternate proposals will not be accepted.
- viii) Proposals may be accepted without discussion. However, if deemed necessary, discussions may occur with priority-listed Offerors who have submitted acceptable and potentially acceptable proposals. The priority list may be limited to a minimum of three responsible Offerors who submitted the highest-ranked proposals (under Section 3-122-53, Hawaii Administrative Rules).
- ix) Confidential Information. The contract file, which includes Offerors' proposals, are subject to public inspection under Section 3-122-58, Hawaii Administrative Rules. Offerors must designate in writing those portions of their proposal that contain trade secrets or other proprietary data that are to remain confidential. Material designated as confidential must be readily separable from the proposal to facilitate inspection of the nonconfidential portion of the proposal. Price is not considered confidential and will not be withheld.
- x) The Offeror is advised that to be awarded a contract under this solicitation, the Offeror will be required to be compliant with all laws governing entities doing business in the State, including the following HRS provisions:
 - 1) Chapter 237, GET Law
 - 2) Chapter 383, Hawaii Employment Security Law
 - 3) Chapter 386, Workers' Compensation Law
 - 4) Chapter 392, Temporary Disability Insurance
 - 5) Chapter 393, Prepaid Health Care Act
 - 6) Section 103D-310(c), compliance with all laws governing entities doing business in the State

OCS will verify compliance with the State HCE online system that allows contractors doing business with Hawaii government agencies to quickly and easily demonstrate compliance with acceptable laws. This online system eliminates the need for paper compliance certificates from the State Department of Taxation, the Federal Internal Revenue Service, the State Department of Labor and Industrial Relations, and the State Department of Commerce and Consumer Affairs.

Offerors should register with HCE prior to submitting an offer at <https://vendors.ehawaii.gov>. If the Offeror is not compliant on HCE at the time of award, the Offeror will not receive the award.

- xi) Failure to comply with the specified instructions and requirements may result in rejection of the proposal.
- xii) A statement by the contractor agreeing to abide by the terms of this RFP must be included in the proposal.
- xiii) No proposal security is required.

Official Contact Person. The official contact for all technical communication regarding this RFP is:

Traci Fujita, Esq., Director
Office of Council Services
200 South High Street
Wailuku, Hawaii 96793
county.council@mauicounty.us

10) EVALUATION CRITERIA AND AWARD

- a) Evaluation Criteria. Proposals submitted will be evaluated by the CPO on the following criteria:
 - i) Scope of services to be performed, including feasibility and suitability of proposed procedure for providing requested services and structuring of work to minimize the likelihood of cost overruns, project approach, methodology, and timeline. (40 points)
 - ii) Qualifications of the Offeror and key personnel (and any subcontractors, if applicable), including education and training, experience in performing similar projects, professional standing and credibility, available resources, and knowledge of long-range planning and affordable housing development best practices. (40 points)
 - iii) Price and suitability of compensation structure (i.e., fee accruals and payment schedule) that, together with status reports, allow the County to monitor progress. (20 points)

The total number of points used to score this proposal is 100.

b) Award of Contract.

- i) Award, if any, will be made to the responsive, responsible Offeror whose proposal is determined to be the most advantageous to the County, taking into consideration the evaluation criteria set forth in this RFP.
- ii) After the CPO has made a determination, the successful Offeror will be notified in writing by the CPO that it has been selected as the Contractor, and the contract will be awarded with reasonable promptness.

11) COMPLIANCE WITH COUNTY'S GENERAL TERMS AND CONDITIONS

The substance of the standard General Terms and Conditions for County contracts are incorporated into the contract to the extent pertinent. A copy of the standard General Terms and Conditions can be accessed at:

[https://www.mauicounty.gov/DocumentCenter/View/3186/Good-s-and-Services-?bidId=.](https://www.mauicounty.gov/DocumentCenter/View/3186/Good-s-and-Services-?bidId=)

12) SERVICES NOT EXCLUSIVE

During the contract term, OCS or the Council may or may not contract with other entities for services within the scope of this RFP.

ocs:proj:2019-20:affordable housing plan:final rfp

**OFFER FORM
OF-1**

A COMPREHENSIVE AFFORDABLE HOUSING PLAN
COUNTY OF MAUI, OFFICE OF COUNCIL SERVICES
RFP 21-001OCS

Chief Procurement Officer
Office of Council Services
County of Maui
200 South High Street, Room 703
Wailuku, Hawaii 96793

Dear Chief Procurement Officer:

The undersigned has carefully read and understands the terms and conditions specified in the Request for Proposals attached hereto, and in the County of Maui General Terms and Conditions, and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof. The undersigned further understands and agrees that by submitting this offer, 1) she or he is declaring her or his offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) she or he is certifying that the price or prices submitted were independently arrived at without collusion.

Offeror is:

- Sole Proprietor Partnership *Corporation Joint Venture
 Other _____
*State of incorporation: _____

Hawaii General Excise Tax License ID _____

Federal Tax ID _____

Payment address (other than street address below): _____
City, State, Zip Code: _____

Business address (street address): _____
City, State, Zip Code: _____

Respectfully submitted:

Date: _____

(x) _____
Authorized (Original) Signature

Telephone No.: _____

Name and Title (Please Type or Print)

Fax No.: _____

Email Address: _____

** _____
Exact Legal Name of Company (Offeror)

**If Offeror is a "dba" or a "division" of a corporation, furnish the exact legal name of the corporation under which the awarded contract will be executed:

**OFFER FORM
OF-2**

A COMPREHENSIVE AFFORDABLE HOUSING PLAN
COUNTY OF MAUI, OFFICE OF COUNCIL SERVICES
RFP 21-001OCS

Total contract cost for accomplishing the development and delivery of the services.

\$ _____

Note: Pricing shall include labor, materials, supplies, all applicable taxes, and any other costs incurred to provide the specified services.