



**KAUA'I PHILIPPINE
CULTURAL CENTER**
A Place for All

THE KAUA'I PHILIPPINE CULTURAL CENTER

**REQUEST FOR PROPOSALS FOR
A FEASIBILITY STUDY FOR THE 11-ACRE PARCEL ADJACENT TO
THE KAUA'I PHILIPPINE CULTURAL CENTER LOCATED AT
4475-F NUHOU STREET, LIHUE, HAWAII 96766**

RFP 2025-FS-KPCC

DECEMBER 2024

BACKGROUND

The Kaua'i Philippine Cultural Center (KPCC) was incorporated as a nonprofit organization in 2011 and received its 501(c)(3) designation the same year. Its purpose is to develop, own, and maintain a community center to promote and perpetuate Filipino culture, serve as a repository for historical documents and artifacts reflecting the history of Filipinos on Kaua'i, and provide a gathering place for community events and cultural celebrations.

The Center was completed in February 2020 but could not open to the community until mid-2022 due to the COVID-19 pandemic. During this time, no economic aid was received from federal or state governments. KPCC relied on its cash reserves and donations to sustain operations during this challenging period.

2023 marked KPCC's first full year of operation. The Center was warmly received by the community, including nonprofits, businesses, and individuals. It is located on a 3.5-acre parcel licensed from the County of Kaua'i. Additionally, KPCC holds a 50-year license agreement, with two 25-year renewal options, for an adjoining 11-acre agricultural property owned by Grove Farm. The plan is to utilize this 11-acre site to provide parking and conduct cultural activities that support KPCC's mission to promote and enhance cultural, educational, and social programs.

Over ten years have passed since Grove Farm Co. Inc. executed the license agreement for KPCC to utilize the 11-acre site. With 40 years remaining in the initial agreement, this presents a critical opportunity for KPCC to thoughtfully develop the site in a way that compliments its existing facilities and aligns with the values and priorities of the Kauai community. Guided by this feasibility study, potential ideas for the site should balance the original intent of its acquisition with innovative and sustainable concepts. While proposals that include revenue-generating opportunities to support KPCC's long-term sustainability are highly encouraged, they are not a requirement. Engaging community groups and stakeholders will be key to ensuring that future plans reflect shared aspirations while fostering development that is respectful of the land and culturally significant to the island.

A comprehensive and inclusive community planning process is essential to ensure that the proposed developments not only address the diverse needs and aspirations of the Kauai community but also reflect its cultural values, foster economic growth, and promote environmental sustainability. This collaborative approach will help create a vision for the site that honors the island's unique heritage while meeting present and future demands in a way that benefits all stakeholders.

ADMINISTRATIVE OVERVIEW

Eligible Applicants:

The RFP is open to public and private entities, including nonprofit organizations and industry associations or councils. Applicants must demonstrate the capacity to conduct the research and outreach necessary to meet performance targets and achieve project goals.

Equal Opportunity Statement

The Kaua'i Philippine Cultural Center (KPCC) is an Equal Opportunity organization and does not discriminate in the selection of awardees based on race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected under applicable federal, state, or local laws.

Schedule of Key Dates:

Date of Notice (RFP Issued)	December 16, 2024
Closing Date for Applicant Clarifying Questions	December 31, 2024
Closing Date for Responses to Questions	January 10, 2025
Closing Date for Receipt of Proposals	January 17, 2025
Proposal Review Period	January 18 - January 31, 2025
Anticipated Start Date	February 2025

Funding:

This project is funded by the State of Hawaii Grant-in-Aid (GIA) Program and is administered by KPCC in accordance with applicable funding requirements. Awardees must ensure full compliance with all relevant county, state, and federal laws, rules, and regulations, including those specific to GIA funding. Successful applicants will also be expected to actively collaborate with KPCC's Board of Directors and designated representatives to achieve the project's objectives.

Clarifying Questions by Applicants:

All questions must be submitted in writing via email to KPCC at **kpcc2020@gmail.com**. Use the subject line: **RFP 2025-FS-KPCC**. Questions must be received by 4:00 PM HST, December 31, 2024. Responses to applicants will be provided by January 10, 2025.

Submission of Proposals:

Complete Proposals must be received by 4:00 PM HST, January 17, 2025. Proposals must be submitted via email to **kpcc2020@gmail.com** with the subject line: **RFP 2025-FS-KPCC**. Applicants are responsible for confirming receipt of their proposals before the deadline. Proposals may be modified prior to the submission deadline.

Certification of Proposal:

By submitting a proposal, applicants certify that their submission is authorized by their governing body, and all information provided is true, accurate, and complete. False information will result in disqualification.

Grant Agreement:

Awardees will be required to execute an agreement with KPCC and provide proof of general liability insurance and IRS Form W-9 before execution.

STATEMENT OF WORK

KPCC seeks qualified applicants to conduct a comprehensive review of available data and develop a Feasibility Study for the 11-acre parcel adjacent to the KPCC facility.

Key Tasks

1. **Development Potential of the 11-Acre Parcel**
 - Assess optimal uses for the parcel over the remaining 40-year license agreement and potential 25-year renewal periods.
 - Provide phased recommendations for immediate and long-term developments that consider economic development opportunities and potential revenue generation to support KPCC's mission.
2. **Facilities and Land Use**
 - Evaluate infrastructure needs for the parcel, ensuring compatibility with the 40-year and potential 90-year timelines.
 - Address near-term and long-term facility designs and functions, with consideration for synergies that enhance the existing KPCC facility and property.
3. **Location Strategy**
 - Propose phased development scenarios aligned with the license agreement timeline.
4. **Partnerships**
 - Identify potential partnerships with key stakeholders and organizations on Kauai to collaboratively support initiatives that align with the community's needs and priorities.

PROPOSAL REQUIREMENTS

Proposals must adhere to the following format and page limits:

1. **Project Summary** (1 page)
 - Provide an overview of the proposal, highlighting the key objectives and deliverables.
2. **Qualifications, Expertise, and References** (3 pages)
 - Outline the qualifications and relevant experience of the individual or organization, including key personnel involved in the project and references from similar projects.
3. **Project Narrative** (10 pages)
 - Include an executive summary, organizational profile, detailed methodology, project timeline with key milestones, and qualifications of key personnel.
4. **Budget and Budget Narrative** (No page limit)
 - Submit a detailed budget, including a narrative that explains how the proposed funds will be allocated and how they support the project's goals.

EVALUATION OF PROPOSALS AND BASIS FOR AWARD

All proposals received by 4:00 PM HST, January 17, 2025, will be reviewed by a committee of at least three representatives. The committee's recommendations will be reviewed by KPCC's Board of Directors and Board President. One applicant will be awarded.

EVALUATION CRITERIA	POINTS
Understanding of Project Objectives: Demonstrates a clear understanding of the project goals, scope, and intended outcomes. Provides insights into the specific challenges and opportunities associated with the project.	20%
Methodology and Approach: Presents a well-defined and logical approach to conducting the feasibility study. Details the methodologies and tools to be used in assessing market, technical, financial, legal, and operational aspects. Shows creativity and innovation in approach, including problem-solving methods and techniques.	25%
Experience and Qualifications: Relevant experience in conducting feasibility studies, particularly in similar sectors or for similar projects. References and case studies from past projects that demonstrate capability and success.	20%
Project Timeline and Deliverables: Realistic and detailed project timeline with key milestones and deliverables. Ability to meet deadlines and manage project timelines effectively. Quality of proposed deliverables and mechanisms for ensuring accuracy and reliability.	15%
Cost Proposal: Detailed breakdown of costs, including labor, travel, materials, and any other expenses. Cost-effectiveness and value for money. Consideration of budget constraints and overall financial reasonableness.	15%
Overall Presentation and Communication: Clarity, and professionalism in the proposal documentation. Ability to communicate complex ideas effectively in written form. Engagement through presentations or interviews, if applicable.	5%

AWARDING OF CONTRACT AND NOTIFICATION

The successful applicant will be selected based on the evaluation criteria outlined in this RFP. Upon selection, the applicant will be notified in writing, and a formal contract agreement will be executed. KPCC reserves the right to negotiate the terms of the contract, including scope of work, budget, and timeline, prior to finalizing the agreement.

All applicants will be notified of the outcome of their proposal submission. Unsuccessful applicants will be informed via email or written notice. KPCC may, at its sole discretion, cancel this RFP or issue a new request for proposals if it is determined that no suitable proposals have been received.