



CITY OF PHOENIX
Housing Department, Affordable Housing Division
251 W. Washington, 4th floor
Phoenix, AZ 85003

REQUEST FOR PROPOSAL
RFP FY24-086-18 (MBT)

27th Avenue and Glendale Avenue Disposition and Development

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TABLE OF CONTENTS

TABLE OF CONTENTS

I. INTRODUCTION.....	3
II. SCOPE OF WORK.....	6
III. INSTRUCTIONS TO PROPOSERS.....	9
IV. PROPOSAL AND EVALUATION REQUIREMENTS.....	18
V. STANDARD TERMS AND CONDITIONS.....	23
VI. ATTACHMENTS	
<u>ATTACHMENT A – INTENT TO APPLY</u>	
<u>ATTACHMENT B – OFFER FORM</u>	
<u>ATTACHMENT C – AFFIDAVIT</u>	
<u>ATTACHMENT D – CONFLICT OF INTEREST AND SOLICITATION</u> <u>TRANSPARENCY DISCLOSURE FORM</u>	
<u>ATTACHMENT E – DEVELOPMENT DETAILS</u>	
<u>ATTACHMENT F – OFFERED PURCHASE PRICE</u>	
<u>EXHIBIT A - SITE MAP</u>	
<u>EXHIBIT B – WATER AND SEWER STIPULATIONS</u>	
<u>EXHIBIT C – APPRAISAL</u>	
<u>EXHIBIT D – CURRENT HUD INCOME LIMITS</u>	



INTRODUCTION

I. INTRODUCTION

The City of Phoenix (“City”) through its Housing Department (“HD”) invites electronic proposals from qualified organization(s) for the disposition and development of the vacant City-owned property generally located at 27th Avenue and Glendale Avenue, Phoenix, Arizona 85051 for affordable homeownership opportunities.

The City is seeking to address a critical need for affordable housing in Phoenix. The [Housing Phoenix Plan \(“HPP”\)](#) was adopted by the Mayor and City Council in June 2020, and it identifies the housing gaps and needs in our community. The HPP set the goal of creating or preserving 50,000 homes by 2030 and recommended nine policy initiatives to explore. Initiative 3 focuses on the redevelopment of City-owned land with mixed-income housing, and accordingly, Mayor and City Council approved a list of City-owned parcels for future affordable housing, including this Site.

A. Housing Department Overview

The HD provides quality affordable housing and a pathway to self-sufficiency for low-to-moderate income families, seniors, and persons with disabilities. The HD programs provide public housing, Section 8 housing vouchers, affordable rental apartments, and single-family homes to more than 35,000 area residents. This includes partnering with non-profit and for-profit community organizations on the preservation and development of affordable housing units. The HD’s plans and policies are described in its Annual Agency Plan at <https://www.phoenix.gov/housing/brochures-reports>.

B. Site Info

The Site consists of two vacant parcels that are approximately 0.6 net acres located at 7015 North 26th Drive and 2622 West Glendale Avenue, Phoenix, AZ 85051 (“Site”). See **Exhibit A**. The City of Phoenix is the current owner. The Lots are zoned [R1-6 Single-Family Residence District](#) (APN 157-32-066) and [Commercial C-2 District—Intermediate Commercial](#) (APN 157-32-068) (Chapter 6 Zoning Districts, Section 613 and Section 623 of the Phoenix Zoning Ordinance, posted at <https://phoenix.municipal.codes/ZO>). Any proposer proposing to rezone the Site will be required to file the required zoning applications and diligently pursue completion.

C. Infrastructure/Utilities

The Site is served by City water and sewer, Southwest Gas (natural gas) and Salt River Project (electric power). Information regarding utility infrastructure for City services is provided below and development requirements can be found in **Section IV (B)** of the City’s Design Standards Manual for Water and Wastewater Systems.



INTRODUCTION

An existing condition review of the water and sewer infrastructure by the Water Services Department (“WSD”) has been completed. See **Exhibit B** for the full list of water and sewer stipulations as provided by the WSD.

D. Request for Proposals

Qualified organizations (“Proposer”) may submit their proposal under this Request for Proposals (“RFP”) as a sole Proposer or as a team of Proposers providing the services set forth in the **Scope of Work** for this Site. The City intends to select the Proposer that best meets the City’s needs and requirements to perform the services as described in this RFP.

An appraisal of the Site has been completed and is attached for review. See **Exhibit D**.

Proposers will be evaluated based on their ability to carry out the requested services in a timely manner and must demonstrate the ability and experience to 1) implement a comprehensive development plan; and 2) implement housing development strategies, working in concert with the City, residents, and other local stakeholders.

The recommended proposal and business terms will be brought to the full City Council, and possibly subcommittee(s) for review.

E. Schedule of Events

Request for Proposals Issue Date	Friday, June 28, 2024
Pre-Submittal Conference	Wednesday, July 17, 2024, at 9:00 A.M. (Phoenix local time) Helen Drake Senior Center (WebEx option: registration link)
Site Tour	Immediately following Pre-Proposal Conference
Proposer’s Written Inquiries Due	Friday, July 26, 2024, by 2:00 P.M. (Phoenix local time)
Intent to Apply (Attachment A) Deadline	Monday, August 19, 2024, by 2:00 P.M. (Phoenix local time)
Proposal Due Date	Monday, August 26, 2024, by 2:00 P.M. (Phoenix local time)
City Council Approval (Estimated)	November/December 2024



INTRODUCTION

Pre-Proposal Conference Location:

Helen Drake Senior Center

7600 N 27th Avenue
Phoenix, AZ 85051

Site Tour Location:

Site Location

7015 N 26th Drive and
2622 W Glendale Avenue,
Phoenix, AZ 85051

The City reserves the right to change dates and/or locations as necessary.



SCOPE OF WORK

II. SCOPE OF WORK

The City is seeking a Developer for the disposition and development for affordable homeownership opportunities. Disposition of the vacant lots (Site) to the selected Proposer will be exchanged for creating affordable homeownership for homebuyers at 80% of the Area Median Income (“AMI”) or below.

A. Minimum Qualifications

The following minimum qualifications are non-negotiable.

1. Experience successfully completing at least one residential and/or multi-family development project in the last five years.
2. The minimum purchase price for the Site can be found in **Exhibit C**. The minimum purchase price is based on the appraised value of the Site as of November 9, 2023. Any proposal submitted with a proposed purchase price less than the minimum must clearly state what public benefit(s) will be generated to compensate for the less-than-appraised bid(s) and the estimated quantifiable value of those benefits as described in **Section II (G)**.
3. All units will offer affordable homeownership opportunities targeting households at 80% AMI and below. A strategy must be created to find qualifying low-income homebuyers. See **Section II (C)**.
4. Create a strategy to maintain homeownership of housing units and address affordability restrictions.

Each Proposer must demonstrate these minimum qualifications in its proposal, or its proposal will be deemed non-responsive and be disqualified.

B. Desired Project

In addition to the Minimum Requirements stated above, the RFP includes the following preferred parameters:

1. Development of single-family attached homeownership units.
2. Create functional and appropriate transitions to buildings adjacent and compatible with the surrounding neighborhood. Character shall be appropriate given context of adjacent neighborhood. Design should complement the adjacent park and provide a visual line-of-sight.
3. Design consistent with the [27th Avenue To Do List](#) and the [Alhambra Village Character Plan](#).



SCOPE OF WORK

4. Require minimal, if any, City assistance and provide maximum return to the City. The City may, in its sole discretion, elect to provide funding or other assistance to projects that create a significant amount of public benefit, such as affordability, down payment assistance or other accommodations above and beyond what would be minimally necessary for the proposed project.

There is no confirmed, identified, or guaranteed City funding or other assistance for this project.

Whether the requested assistance is financial, technical, or in any other form, the intended purpose and estimated cost to the City must be clearly stated in the proposal.

C. Affordability Requirements

All units will be made available to residents with income levels at or below 80% AMI, as defined annually by HUD. See **Exhibit D**.

Visit the following link for more info: <https://www.huduser.gov/portal/datasets/il.html>.

Affordability requirements will be secured through a Declaration of Affirmative Land Use Restrictive Covenants. A strategy must be created to maintain homeownership of housing units and address long-term affordability restrictions.

D. Sale

The City will execute a land sale with the successful Proposer. The City has procured a current appraisal of the Site. See **Exhibit C**. The minimum purchase price is based on the appraised value of the Site as of November 9, 2023.

Any proposal submitted with a proposed purchase price less than the minimum must clearly state what public benefit(s) will be generated to compensate for the less-than-appraised bid(s) and the estimated quantifiable value of those benefits as described in **Section II (G)**.

Proposal must identify the proposed terms for the sale. The Sale shall include a right of first refusal option for the City to acquire the improvements.

E. Requested City Assistance

If the Proposer is seeking assistance from the City, the proposal must include specific details such as the type of assistance (monetary or non-monetary), City role(s) or responsibility, length of participation or agreement contract term, commencement, and completion dates, etc. Any requests for City assistance must:

- Be limited to assistance the City can reasonably accommodate,



SCOPE OF WORK

- Be clearly and quantitatively demonstrated to be less than the public benefit generated by the proposed development, and
- Fill a clearly described financial gap, technical, or other gap in Proposer's capacities.

Although the City reserves the right to participate in projects that create significant public benefit, such as public infrastructure beyond what would be necessary for the proposed development, there is currently no identified City funding for pre-development or development costs resulting from this RFP.

F. City Roles and Responsibilities

The successful Proposer, approved by City Council, and the City will negotiate, in good faith, terms for the parties to move forward and will clarify respective roles and responsibilities.

The City anticipates responsibility for certain activities and will coordinate with the successful Proposer. Activities may include, but are not limited to, the following:

- a. Monitoring and assisting the successful Proposer in meeting Scope of Work requirements.
- b. Community Facilitation – assisting the successful Proposer with community facilitation and ensuring stakeholders understand and advise on all aspects of the project.
- c. Land – the City will provide the Site through a sale agreement for the proposed development.

G. Return to the City

The “Return to the City” evaluation criterion encompasses both the financial return (cash payment) and other tangible public benefits.

These other tangible public benefits may include one or more of the following: new jobs, small business opportunities, civic space, community amenities, bicycle facilities, outdoor green space, pet friendly spaces, and/or public art.

Although the City reserves the right to participate in projects that create significant public benefit, such as public infrastructure beyond what would be necessary for the proposed development, there is currently no confirmed, identified, or guaranteed City funding for redevelopment of the Site.



INSTRUCTIONS TO PROPOSERS

III. INSTRUCTIONS TO PROPOSERS

A. Solicitation:

Interested Proposers may download the complete solicitation and addenda from <https://www.phoenix.gov/solicitations>. Internet access is available at all public libraries.

Any interested Proposers without internet access may obtain this solicitation by picking up a copy during regular business hours at 251 West Washington Street, 4th Floor, Phoenix, AZ 85003. Please contact the Procurement Officer to coordinate.

Proposers are responsible for obtaining any and all amendments and/or addenda relevant to this RFP at <https://www.phoenix.gov/solicitations>.

Failure to submit addenda with the RFP response may be grounds for deeming a proposal non-responsive.

B. Submission of Proposal:

Proposals shall be submitted electronically by the file transfer site provided by the Procurement Officer. For instructions to upload a digital offer, Proposer must first indicate its intent to apply (and submit a completed “intent to apply” form **Attachment A**) by email to hcu.procurement@phoenix.gov and the following information should be noted in the email:

- Proposers Name
- Proposers Address (as shown on the Certification Page)
- Solicitation Number
- Solicitation Title
- Proposal Opening Date
- It is the responsibility of the Proposer to ensure that the proposal is timely and to confirm that there are no technical reasons that any offer submitted electronically may be delayed. The date and time on the upload as received/stamped by the City’s file transfer site will provide proof of submission and verification whether the Offer was received on or prior to the exact time and date indicated in the Schedule of Events.
- Any original documents (such as bonds, guaranties, powers of attorney), if required by the solicitation, must be separately delivered to and received by the City on or prior to the exact time and date indicated in the Schedule of Events, with a clear indication of the proposal for which it is attributed.



INSTRUCTIONS TO PROPOSERS

C. Withdrawal of Proposal:

At any time prior to the solicitation due date and time, a Proposer (or designated representative) may withdraw the proposal by submitting a request in writing and signed by a duly authorized representative. If Proposer withdraws the proposal electronically by email to the Procurement Officer, the request to withdraw must be in the form of a letter attached to the email that includes either an image of the duly authorized representative's signature or an electronic signature from a verifiable source, such as Adobe Sign, DocuSign or a similar verifiable software program.

D. City's Vendor Self-Registration and Notification:

Proposers shall be registered in the City's eProcurement Self-Registration System at <https://www.phoenix.gov/finance/business-opportunities/eprocurement>. The City may, in its sole discretion, reject any proposal from a Proposer who has not registered in the City's eProcurement system.

E. Pre-Proposal Conference:

Attendance is strongly encouraged. The purpose of this conference is to clarify contents of the RFP to prevent any misunderstanding. Any doubt as to the requirements of this RFP or any apparent omission or discrepancy should be presented to the City at that time. The City will then determine the appropriate action necessary, if any.

F. Proposer Inquiries:

All questions that arise relating to this RFP shall be directed in writing to the Procurement Officer, Melanie Bynoe Torzala, at hou.procurement@phoenix.gov.

To be considered, written inquiries shall be received by the date indicated in the [Schedule of Events](#) in **Section I (E)**. Inquiries received will then be answered by an addendum and published via the City's website at: <https://www.phoenix.gov/solicitations>.

No communication initiated by Proposers related to this RFP will be allowed with members of City's staff from the date of distribution of this RFP until after the closing date and time for the submission of proposals. All questions concerning or issues related to this RFP shall be presented in writing to the Procurement Officer, as stated above.

G. Solicitation Transparency Policy:

Commencing on the date and time a solicitation is published, potential or actual Proposers or respondents (including their representatives) shall only discuss matters associated with the solicitation with the Mayor, members of City Council, the City Manager, any Deputy City Managers, HD, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated Procurement Officer) at a public meeting, posted under Arizona Revised Statutes, until



INSTRUCTIONS TO PROPOSERS

the resulting contract(s) are awarded or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or a similar solicitation. If the solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to the solicitation with the City staff who is not involved in the selection process.

Proposers may discuss their proposal or the solicitation with the Mayor or one or more members of the City Council, provided such meetings are scheduled through the Procurement Officer, and are posted as open meetings with the City Clerk at least 24 hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

With respect to the selection of the successful Proposer, the City Manager and/or City Manager's Office will continue the past practice of exerting no undue influence on the process. In all solicitations of bids and proposals, any direction on the selection from the City Manager and/or City Manager's Office and Department Head (or representative) to the proposal review panel or selecting authority must be provided in writing to all prospective Proposers.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **PROPOSERS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED.** After the City issues an official notice of disqualification to a Proposer, the Proposer may follow the Protest process, unless the RFP is cancelled without notice of intent to re-issue.

To "discuss" means any contact by the Proposer, regardless of whether the City responds to the contact. Proposers that violate this policy shall be disqualified until the resulting contract is awarded, or all proposals or responses are rejected, and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or a similar solicitation. The City interprets the policy as continuing through a cancellation of a solicitation until Council awards a contract, if the City cancels with a statement that the City will rebid the solicitation.

H. Protest Process:

Proposers may protest the contents of a solicitation no later than seven days before the solicitation deadline when the protest is based on an alleged mistake, impropriety, or defect in the solicitation. Protests filed regarding the solicitation may be addressed by an amendment to the solicitation or denied by the City. If denied, the opening and award will proceed unless the City determines it is in the City's best interests to set new deadlines, amend the solicitation, cancel, or re-bid.

Therefore, unless otherwise notified by a formal amendment, the Protester must adhere to all solicitation dates and deadlines, including timely filing of a proposal, regardless of



INSTRUCTIONS TO PROPOSERS

filing a protest.

Proposers may protest an adverse determination issued by the City regarding responsibility and responsiveness, within seven days of the date the Proposer was notified of the adverse determination.

Proposers may protest an award recommendation if the Proposer can establish that it had a substantial chance of being awarded the contract and will be harmed by the recommended award. The City will post recommendations to award the contract to a particular Proposer on the City's website. Proposers must submit award protests within seven days after the posting of the award recommendation, with exceptions only for good cause shown, within the City's full and final discretion.

All protests shall be in writing, filed with the Procurement Officer identified in the solicitation, and include the following:

- Identification of the solicitation number;
- Name, address, and telephone number of the Protester;
- A detailed statement describing the legal and factual grounds for the protest, including copies of relevant documents;
- Form of relief requested; and
- Signature of the Protester or its authorized representative.

The Procurement Officer will render a written decision within a reasonable period after the protest is filed. The City will not request City Council authorization to award the contract until the protest process is complete. All protests and appeals must be submitted in accordance with the City's Procurement Code, (Phoenix City Code, Ch. 43), and administrative regulations and any protests or appeals not submitted within the time requirements will not be considered.

I. Public Record and Confidential Information:

All proposals submitted in response to this RFP shall become the property of the City and shall become a matter of public record available for review pursuant to Arizona state law after the award notification.

The City of Phoenix is obligated to abide by all public information laws.

If a Proposer believes a specific section of its proposal is confidential, the Proposer shall isolate the pages marked confidential in a specific and clearly labeled section of its proposal. The Proposer shall include a written basis for considering the marked pages confidential including the specific harm or prejudice if disclosed and the HD will review



INSTRUCTIONS TO PROPOSERS

the material and make a determination. To the extent necessary for the evaluation process, information marked as “confidential” will not be treated as confidential. Once the procurement file becomes available for public inspection, the Procurement Officer will not make any information identified by the Proposers as “confidential” available to the public unless necessary to support the evaluation process or if specifically requested in accordance with applicable public records law. When a public records request for such information is received, the Procurement Officer will notify a Proposer in writing of any request to view any portion of its proposal marked “confidential.” The Proposer will have the time set forth in the notice to obtain a court order enjoining such disclosure. If the Proposer does not provide the Procurement Officer with a court order enjoining the release of the information during the designated time, the Procurement Officer will make the information requested available for inspection.

J. Preparation of Proposal:

1. All proposals shall be on the forms and in the format set forth in this RFP. It is permissible to copy these forms as required.
2. The Offer Form, Proposer Certification and Affidavit Form, Conflict of Interest and Solicitation Transparency Disclosure Form, and any RFP amendments must be signed and returned with the proposal. See attachments.
3. The Proposer Certification and Affidavit Form shall be signed by a person authorized to submit a Proposal. An authorized signature on the Offer Form, Proposer Certification and Affidavit Form, Proposal Amendment(s), and Letter of Interest accompanying the proposal documents shall constitute an irrevocable offer to provide the service specified herein.
4. Erasures, interlineations, or other modifications of your proposal shall be initialed in original ink by the authorized person signing the proposal.
5. Periods of time, stated as a number of days, shall be in calendar days.
6. The City shall not reimburse the cost of developing, presenting, submitting, or providing any response to this solicitation. All materials and proposals submitted in response to this solicitation become the property of the City and will not be returned.

K. Non-Responsive Proposals:

Proposals deemed non-responsive will not be evaluated or considered for award.

1. The following proposals will be deemed non-responsive:
 - Proposals that do not conform to the minimum specifications stated in the Scope of Work (**Section II**).



INSTRUCTIONS TO PROPOSERS

- Proposals submitted without complete fee information.
 - Proposals that contain altered or conditional information.
 - Proposals submitted by a Proposer who does not have valid certifications and/or licenses required by state, federal, or local law or regulations to perform the service(s) requested at the time of the submittal.
 - Proposals not received by the designated due date, place, or time.
2. Proposals may be deemed non-responsive at any time in the evaluation process in the sole opinion of the City if the:
- Proposer does not meet the minimum required skill, experience or other conditions or terms set forth in this RFP.
 - Proposal does not comply with the submission requirements including any specified page limits.
 - Proposal contains false, inaccurate, or misleading statements that in the opinion of the City, are intended to mislead the City in its evaluation of the proposal.

L. Responsive Proposals:

Proposals must meet all requirements of this RFP. All required elements of a proposal will be evaluated on a pass/fail basis. Scoring or ranking will not be used to evaluate non-responsive proposals. Only those proposals determined to be responsive will be evaluated and scored by the Evaluation Committee in accordance with the criteria set forth in the Scope of Work, Proposal and Evaluation Requirements in this RFP.

In addition, the Evaluation Committee may request a formal presentation from the highest ranked Proposers before a final recommendation is made. If presentations are requested and presented, the Evaluation Committee will re-convene, review, and re-score the evaluation categories based on the information presented.

If interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria. The City shall not reimburse the Proposer for the costs associated with the interview process.

The Proposer's experiences with the City and entities the evaluation committee members represent may be taken into consideration when evaluating qualifications and experience.

M. Responsibility:

To obtain true economy, the City must conduct solicitations to minimize the possibility of



INSTRUCTIONS TO PROPOSERS

a subsequent default by the contractor, late deliveries, or other unsatisfactory performance that may result in additional administrative costs. It is important the Proposer be a responsible contractor. Responsibility includes the Proposer's integrity, skill, capacity, experience, and facilities for conducting the work to be performed.

The Procurement Officer, in consultation with legal counsel (if necessary), will review each proposal to determine if the Proposer is responsible. The City's determination as to whether a Proposer is responsible will be based on the information furnished by the Proposer, interviews (if any), any information at the City's request, information in any best and final offer, and information received from Proposer's references, including information about Proposer's past history, terminations for convenience or cause, contract breach lawsuits or notices of claim and any other sources the City deems appropriate. Award of the contract resulting from the RFP will not be made until any necessary investigation, which each Proposer agrees to permit by submitting its proposal, is made by the City as it deems necessary. A review of responsibility may occur up to contract award.

N. Compliance With Equal Employment Opportunity:

To do business with the City, Proposer must comply with Phoenix City Code, 1969, Chapter 18, Article V, as amended, Equal Employment Opportunity Requirements. Proposer will direct any questions regarding these requirements to the Equal Opportunity Department, (602) 262-6790.

O. Offer and Acceptance Period:

To allow for an adequate evaluation, the City requires a proposal in response to this RFP to be valid and irrevocable for 180 days after the proposal due date and time.

P. Discussions:

The City may notify each Proposer whose proposal is in the competitive range or made the 'short list' and provide in writing any questions or requests for clarification to the Proposer. Each Proposer so notified may be interviewed by the City and asked to discuss answers to written or oral questions or provide clarifications to any facet of its proposal. The Proposers in the competitive range may be required to provide a demonstration of their product.

If a Proposer in the competitive range contains conditions, exceptions, reservations, or understandings to or about any Contract or RFP Scope requirement, the City may discuss or negotiate the conditions, exceptions, reservations, or understandings during these meetings. The City in its sole discretion may reject any and all conditions, exceptions, reservations and understandings, and may instruct any Proposer to remove the conditions, exceptions, reservations or understandings. If the Proposer fails to do so, the City may determine the proposal is nonresponsive, and revoke its determination that the proposal is in the competitive range.



INSTRUCTIONS TO PROPOSERS

To the fullest extent permitted by law, the City will not provide any information, financial or otherwise, to any Proposer about other proposals received in response to this RFP. During discussions with Proposers in the competitive range, the City will not give Proposers specific prices or financial requirements that Proposer must meet to qualify for further consideration.

Q. Best and Final Offers (BAFO):

A BAFO is an option available for negotiations. Each Proposer in the competitive range, which is determined in the City's sole discretion, may be afforded the opportunity to amend its proposal and make one BAFO.

If a Proposer's BAFO modifies its initial proposal, the modifications must be identified in the BAFO. The City will evaluate BAFOs based on the same requirements and criteria applicable to initial proposals. The City will adjust appropriately the initial scores for criteria that have been affected by the Proposer's modifications made in a BAFO. Based on the criteria defined in the RFP as weighted, the City will then perform final scoring and prepare final rankings.

The Evaluation Panel will recommend the proposal that is the best value and most advantageous to the City based on the evaluation criteria.

The City reserves the right to make an award to a Proposer whose proposal is the highest rated, best value, and most advantageous to the City based on the evaluation criteria, without conducting written or oral discussions with any Proposer, without negotiations, and without soliciting BAFOs.

R. Proposal Results:

Proposals and other information received in response to this RFP shall be shown only to authorized City personnel with a legitimate interest or persons assisting the City in the evaluation. Proposals are not available for public inspection until after award recommendation has been posted on the City's website.

S. City's Right to Disqualify for Conflict of Interest:

The City reserves the right to disqualify any Proposer based on any real or apparent conflict of interest disclosed by a proposal or any other data available to the City. This disqualification is at the sole discretion of the City. Any Proposer submitting a proposal herein waives any right to object now or at any future time, before anybody or agency, including but not limited to, the City Council or any court.

Proposers must disclose any personal or professional relationships with the City including the City of Phoenix Housing Department.



INSTRUCTIONS TO PROPOSERS

T. Award:

The City intends to select the Proposer that best meets the City's needs and requirements to perform the services as described in this RFP, based upon qualifications, proven ability, and experience of performing similar work.

A response to this RFP is an offer to contract with the City based upon the terms, conditions, and specifications contained in the City's RFP. Such a proposal does not become a contract until it is executed by the HD Director. All terms, conditions, and specifications of the contract are contained in the RFP, unless any of the terms, conditions, or specifications are modified by an addendum or contract amendment.

U. City's Reservation of Rights

The City reserves the right to take any course of action the City deems appropriate at the City's sole and absolute discretion, which may include:

1. Waiving any defects or informalities in any proposal or proposed procedure;
2. Accepting or rejecting any or all proposals or any part of any or all proposals;
3. Canceling the RFP in whole or part;
4. Reissuing the RFP with or without modification;
5. Extending the deadline for proposals; and/or
6. Requesting additional information from any or all Proposers.



PROPOSAL AND EVALUATION REQUIREMENTS

IV. PROPOSAL AND EVALUATION REQUIREMENTS

All timely proposals will be reviewed to determine whether the minimum requirements have been met. Proposals that do not meet all requirements will be considered non-responsive and rejected.

All responsive proposals and responsible Proposers will be evaluated and scored by members of an evaluation committee in accordance with the below criteria.

Evaluation criteria and associated scoring:

Concept to Redevelop the Site	400
Return to the City/ Proposed Benefit to the City	300
Proposer's Qualifications and Experience	300
Total Points Available:	1,000

This is a best-value-to-the-City procurement, which means the Evaluation Committee will look at all factors, not just financial return to the City, in selecting the recommended Proposer.

In addition, the Evaluation Committee may request a formal presentation from the highest ranked Proposers before issuing a final recommendation.

If only one proposal is received, the City may proceed without convening an Evaluation Committee.

Proposers are encouraged to limit their proposals to no more than one hundred single-sided/electronic pages, excluding the items listed for Tab 1 and other required forms.

A. Form of Proposals:

Proposals must conform to the following format. Proposals that are incomplete; conditional; obscure; contain additions not requested; changes; exceptions to material provisions or requirements of this RFP; or irregularities of any kind, are subject to disqualification.

Each proposal shall include the following:

1. Tab 1 – General Information (not to exceed 9 pages including attachments)

a. Executed Offer Form (Attachment B)

Any proposal received without a completed, signed, and notarized **Attachment B** will be disqualified.

b. Executed Affidavit (Attachment C)



PROPOSAL AND EVALUATION REQUIREMENTS

Any proposal received without a completed, signed, and notarized **Attachment C** will be disqualified.

- c. Signed Conflict of Interest and Solicitation Transparency Disclosure Form (**Attachment D**)

Any proposal received without a completed and signed **Attachment D** will be disqualified.

- d. Executive Summary

Provide a concise summary of the overall proposal. If the Proposer is a joint venture, the Executive Summary should identify the lead developer. If someone other than the person listed on **Attachment D** will serve as the Proposer's contact person for the proposal, the Executive Summary must identify that person's name, telephone number, and email address. An Executive Summary of no more than two (2) pages is encouraged.

2. **Tab 2 – Concept to Redevelop the Site** (not to exceed 30 pages)

This Tab includes evaluation criteria related to the proposed development, maximizing the Site potential, and overall project feasibility.

- a. Completed Development Details Form (**Attachment E**)
- b. A narrative description of the proposed development that includes an explanation of how the proposed development addresses each element in **Section II**. This description should indicate affordability components. A successful proposal looks to balance opportunities for homeownership (units) while maintaining the character of the residential neighborhood.
- c. Conceptual building elevations and a conceptual site plan.
- d. A construction mitigation plan that identifies potential impacts to the adjacent neighbors, both commercial and residential, and outlines a viable mitigation strategy.
- e. Documentation of the proposed development's feasibility, including:
 - Research/market demand data supporting the proposed development.
 - Method of property control or acquisition for the Site.
 - An operating pro forma for the proposed project, including all revenues, expenses, debt service, taxes, and other assessments.



PROPOSAL AND EVALUATION REQUIREMENTS

f. A comprehensive timeline with major milestones and stages of the proposed development including site control, environmental clearance, planning and design, entitlements, plan review, permits, and construction of the proposed development.

g. Describe strategies to find low-income homebuyers at or below 80% AMI.

Proposers should use reasonable assumptions to propose a realistic timeline.

3. **Tab 3 – Return to the City/ Proposed Benefit to the City** (not to exceed 20 pages)

This Tab includes evaluation criteria related to the financial benefit to the City and public benefits for the community.

a. Offered Purchase Price (**Attachment F**).

b. Proposed sale terms, as described in **Section II (D)**.

c. A program or strategy must be created for maintaining homeownership of housing units and addressing affordability restrictions among the designated population. Projects that propose longer term affordability will receive more points.

d. A description of the economic, fiscal, employment and other tangible public benefits generated by the proposed development as it relates to neighborhood, community, and/or City redevelopment goals, if applicable.

e. A description of any requested City assistance, including specific details such as the type of assistance (monetary or non-monetary), City role(s) or responsibility, length of participation or agreement contract term, commencement, and completion dates, etc. Any requests for City assistance must:

- Be limited to assistance the City can reasonably accommodate,
- Clearly and quantitatively demonstrate the requested City assistance is less than the public benefit generated by the proposed development, and
- Fill a clearly described financial gap.

Any proposal offering a cash payment less than the minimum purchase price listed in **Exhibit C** must include the quantifiable value for each additional tangible public benefit to demonstrate the total proposed purchase price meets or exceeds the minimum purchase price. A proposal that requests City assistance may receive fewer points from the Evaluation Committee.



PROPOSAL AND EVALUATION REQUIREMENTS

4. Tab 4 – Proposer’s Qualifications and Experience (not to exceed 50 pages)

This Tab includes evaluation criteria related to the Proposer’s qualifications, experience, and financial capacity to execute and complete the proposed development successfully, which includes but not limited to the following:

- a. Sufficient documentation to demonstrate the Proposer meets the minimum qualifications listed in **Section II (A)**.
- b. Clearly identified key individuals and companies comprising the proposed development team and each proposed development team member’s roles and responsibilities for the proposed development. The identification of all related parties must be included. If related parties are proposed, cost reasonableness evaluations are required, and the additional cost must be factored into the final agreed upon development budget with the selected Proposer.
- c. Description of the proposed development team’s experience successfully financing, developing, completing, and managing other residential projects, including the roles and responsibilities of each proposed development team member for those projects. Experience in meeting proposed deadlines and budgets must be addressed. Proposers should include contact information for at least one reference for each project listed.
- d. Clear and compelling information to demonstrate Proposer’s financial capacity to successfully manage and complete the proposed development, including:
 - A clear strategy to fund all proposed development costs, including specific details on all sources, as well as the types and amounts of equity, financing, grants, and other sources for the development.
 - Specify and clearly describe all sources, types, and amounts of equity, financing, grants, and other funding sources for the proposed development.
 - Provide documentation of approval or pre-approval letters from potential lenders of interest in the proposed development.
 - Detail other projects in which the proposer has successfully worked with the proposed equity/financing/granting entities.
 - Provide evidence of financing for prior development projects.
- e. A project budget clearly detailing and defining the proposed development’s costs, including construction costs, soft costs, contingencies, and assumptions.



STANDARD TERMS AND CONDITIONS

V. STANDARD TERMS AND CONDITIONS

The submission of a proposal in response to this RFP constitutes the Proposer's agreement that any contract resulting from this RFP will be prepared by the City. The submission of a proposal further constitutes the Proposer's agreement that it will not insist on the use of standard contracts, documents, or forms, and that it waives any demand for the use of its standard contracts. Pursuant to the City Charter, the language of the contract to be executed will be drafted under the supervision of the City Attorney and will be the controlling document.

1. Indemnification:

Proposers must indemnify, defend, save and hold harmless the City and its officers, officials, agents, and employees ("Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) ("Claims") for bodily injury, personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or part, by the negligent or willful acts or omissions of Proposer or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee will, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Proposers from and against any and all Claims. It is agreed that the Proposer will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. Incorporated into any contract that is entered into with the City will be the requirement that the Proposer, at its sole cost and expense, will and does hereby indemnify, defend and hold the Indemnitee harmless from and against any challenge, whether administrative, judicial or otherwise, by any person or entity, to the Indemnitee's execution or performance under said contract, which indemnification shall survive the expiration or earlier termination of said contract.

2. Insurance Requirements:

The Proposer must procure and maintain, until all its obligations have been discharged, including any warranty periods under the future contracts are satisfied, insurance against claims that may arise from or in connection with the performance of the work herein by the Proposer, its agents, representatives, employees, or subcontractors. Insurance requirements will be outlined within the contract that results from the selection of a successful proposal.

3. Legal Worker Requirements:

The City is prohibited by Ariz. Rev. Stat. § 41-4401 from awarding a contract to any contractor that fails, or whose subcontractors fail, to comply with Ariz. Rev. Stat. § 23-



STANDARD TERMS AND CONDITIONS

214(A). Therefore, each Proposer agrees by submitting a proposal that:

1. The Proposer and each subcontractor it uses warrants their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with Ariz. Rev. Stat. § 23-214(A).
2. A breach of a warranty under paragraph 1 will be deemed a material breach of the contract and is subject to penalties up to and including termination of the contract.
3. The City retains the legal right to inspect the papers of the Proposer or subcontractor employee(s) that work(s) on the contract to ensure the Proposer or subcontractor is complying with the warranty under paragraph 1 herein.

4. Applicable Law

Any and all disputes arising under any contract to be negotiated hereunder or out of the proposals herein called for will be governed according to the laws of the State of Arizona, and the Proposer agrees the venue for any such action brought to enforce provisions of the contract will be in Maricopa County, Arizona.

5. Organization Employment Disclaimer

Any contract entered as the result of this RFP will not constitute, create, give rise to, or otherwise recognize an agreement or relationship, partnership, or formal business organization of any kind between the City and the Proposer as contractor, and the rights and obligations of the parties will only be those expressly set forth therein. The recommended Proposer will be required to agree as part of any contract entered as the result hereof, that no person supplied by it in the performance of the contract is an employee of the City, and further agree that no rights of the City's Civil Service, Retirement or Personnel Rules accrue to any such persons. Any contracting party will have the total responsibility for all salaries, wages, bonuses, retirement, withholdings, workmen's compensation and occupational disease compensation insurance unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by such party in the performance of the contract and will save and hold the City harmless with respect thereto.



ATTACHMENT A

INTENT TO APPLY

Submittal of this form is notification to the City of Phoenix of your intention to submit a proposal for homeownership development under Solicitation Number RFP FY24-086-18. The Procurement Officer will create a unique upload link for your proposal which will be used for submission of all materials. You will receive notification by email once this upload link has been created.

To participate in this solicitation, you are required to complete and submit this form to hou.procurement@phoenix.gov by no later than **August 19, 2024, 2:00 p.m.** The upload link will remain active until **2:00 p.m.** Phoenix local time on **August 26, 2024.**

Project Name	
Proposer	
Email Addresses (you may provide access to multiple email addresses to upload documents)	
Email 1	
Email 2	
Email 3	
Email 4	
Email 5	
Email 6	

PRINT NAME

TITLE

SIGNATURE

DATE



ATTACHMENT B

OFFER FORM

TO THE CITY OF PHOENIX - The Undersigned hereby offers and agrees to furnish the material and or service(s) in compliance with all terms, conditions, specifications, and addenda issued as a result of a solicitation.

Arizona Sales Tax No. _____

Use Tax No. for Out of State Suppliers _____

City of Phoenix Sales Tax No. _____

Arizona Corporation Commission File No. _____

Taxpayer's Federal Identification No.: If recommended for contract award, Proposer agrees to provide its federal taxpayer identification number or as applicable its social security number to the City of Phoenix for the purposes of reporting to appropriate taxing authorities, monies paid by the City of Phoenix under the awarded contract. If the Proposer provides its social security number, the City will only share this number with appropriate state and federal officials. This submission is mandatory under 26 U.S.C. § 6041(a).

Enter City's Registration System ID Number
 Located at City's eProcurement website (see
 SECTION I – INSTRUCTIONS - CITY'S
 REGISTRATION)

Proposer has read, understands, and will fully and faithfully comply with this Solicitation, its attachments, and any referenced documents. Proposer certifies the prices offered were independently developed without consultation with any other Proposer or potential Proposers.

Authorized Signature

Date

Printed Name and Title
(LLC, Inc., Sole Proprietor)

(Member, Manager, President)

Address _____

City, State and Zip Code _____

Telephone Number _____

Company's Fax Number _____

Company's Toll Free # _____

Email Address _____



ATTACHMENT C

AFFIDAVIT

Assurances

The undersigned Proposer hereby submits to the City of Phoenix (“City”) the enclosed proposal based upon all terms and conditions set forth in the City’s Request for Proposals (“RFP”) and referenced materials. Proposer further specifically agrees hereby to provide services in the manner set forth in the proposal submitted by the Proposer.

The undersigned Proposer acknowledges and states, under penalty of perjury, as follows:

1. The City is relying on Proposer’s submitted information and the representation that Proposer has the capability to successfully undertake and complete the responsibilities and obligations submitted in its proposal and in the resulting contract.
2. The City has the right to make any further inquiry it deems appropriate to substantiate or supplement information supplied by Proposer.
3. Proposer has read and fully understands all the provisions and conditions set forth in the RFP documents, upon which its proposal is based.
4. The forms and information requested in the RFP are complete and made part of the proposal. The City is not responsible for any Proposer errors or omissions.
5. This proposal may be withdrawn by requesting such withdrawal in writing at any time prior to the proposal deadline but may not be withdrawn after such date and time.
6. The City reserves the right to reject proposals and to accept the proposal that, in its judgment, will provide the best quality development to the City.
7. This proposal is valid for a minimum of 180 days after the RFP proposal deadline.
8. All costs incurred by Proposer in connection with this proposal shall be borne solely by Proposer. Under no circumstances shall the City be responsible for any costs associated with Proposer’s proposal or the RFP process.
9. Proposer has not in any manner, directly or indirectly, conspired with any person or party to unfairly compete or compromise the competitive nature of the RFP process.
10. The contents of this proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.
11. To the best of the Proposer’s knowledge, the information provided in its proposal is true and correct and neither the undersigned Proposer nor any partner, corporate officer or managing employee have ever been convicted of a felony or a crime involving moral turpitude.



ATTACHMENT C

Legal Status

1. Proposer intends to operate the business as (check one):

- | | | | |
|--------------------------------|--------------------------|----------------------|--------------------------|
| Corporation* | <input type="checkbox"/> | Non-Profit 501(c)(3) | <input type="checkbox"/> |
| Government Entity | <input type="checkbox"/> | Partnership* | <input type="checkbox"/> |
| Limited Liability Corporation* | <input type="checkbox"/> | Sole Proprietorship | <input type="checkbox"/> |
| Other (Please describe:) | _____ | | <input type="checkbox"/> |

Identify the members, if LLC, partners, if a partnership, or officers, if a corporation, of the Proposer (add lines as needed).

For this RFP, addenda and exhibits, any questions regarding the principals are referring to the officers, partners, and members.

2. In the past 10 years, have you personally, or any business with which you have been involved, been declared bankrupt, filed a petition in any bankruptcy court, filed for protection from creditors in bankruptcy court, or had involuntary proceedings filed in bankruptcy court? If "Yes," provide the date, court jurisdiction, case name, case number, amount of liabilities, amount of assets, and the status of each occurrence. **Yes () No ()**
3. Has the Proposer or any of its principals or its principal's affiliates been declared to be in default under any obligation to or contract with the City? If "Yes," please provide details concerning the nature of the default, including the City contract number. **Yes () No ()**
4. Are there any pending liens, claims or litigation above \$500,000 involving Proposer, or any corporation or other entity that has, directly or indirectly, a controlling interest in the Proposer, or any subsidiary of the Proposer or other entity in which the Proposer has a controlling interest or any of the Proposer's principals, officers, or directors? If "Yes," provide detailed information regarding complaints. **Yes () No ()**
5. Has the Proposer, or any corporation or other entity that has, directly or indirectly, a controlling interest in the Proposer, or any subsidiary of the Proposer or other entity in which the Proposer has a controlling interest or any of the Proposer's principals, officers, or directors, been involved in any lawsuits in the past 10 years? If "Yes," provide list. **Yes () No ()**
6. Has the Proposer's or any of its principals or its principals' affiliate's contracts been terminated prior to their expiration terms, voluntarily or involuntarily, within the last 10 years? If "Yes," provide name, location, and date of the contract(s). **Yes () No ()**
7. Has the Proposer, or any corporation or other entity that has, directly or indirectly, a controlling interest in the Proposer, or any subsidiary of the Proposer or other entity in which the Proposer has a controlling interest or any of the Proposer's principals, officers, or directors ever been barred from bidding on federal, state, or local government contracts? If "Yes," provide the status of such suspension or debarment proceedings. **Yes () No ()**



ATTACHMENT C

References

Proposer shall furnish the names and contact information of one client for whom the Proposer is furnishing or has furnished services similar to those described in this RFP. Do not list City of Phoenix employees or officials as references.

1. Company and Reference Name: _____
 Telephone and E-Mail: _____

Signature(s)

Proposer's Legal Name: _____

Printed Name of Authorized Representative*: _____

Title: _____

Business Mailing Address: _____

Telephone and Email Address: _____

Signature: _____

*Proposal must be signed by an individual authorized to contractually bind the Proposer.

Name of Joint Venture Partner (if applicable):

Printed Name of Authorized Representative*:

Title:

Business Mailing Address:

Telephone and Email Address:

Signature:

*Proposal must be signed by an individual authorized to contractually bind the joint venture partner.

NOTARIZED

Signed and sworn before me this _____, day of, _____, 2024.

Notary Signature: _____ Affix Seal:

My Commission Expires: _____



ATTACHMENT D

CONFLICT OF INTEREST AND SOLICITATION TRANSPARENCY DISCLOSURE FORM

This form must be signed and submitted to the City and all questions must be answered or your Proposal may be considered non-responsive.

1. Name of person submitting this disclosure form.

First	MI	Last	Suffix
-------	----	------	--------

2. Contract Information

Solicitation # or Name:

3. Name of individual(s) or entity(ies) seeking a contract with the City (i.e., parties to the Contract)

4. List any individuals(s) or entity(ies) that are partners, parent, joint venture, or subsidiaries of the individual or entity listed in Question 3. Please include all Board members, executive committee members and officers for each entry. If not applicable, indicate N/A.

5. List any individuals or entities that will be subcontractors on this contract or indicate N/A.

- Subcontractors may be retained, but not known as of the time of this submission.
- List of subcontracts, including the name of the owner(s) and business name:

6. List any attorney, lobbyist, or consultant retained by any individuals listed in Questions 3, 4, or 5 to assist in the proposal or seeking this the resulting contract. If none, indicate N/A.



ATTACHMENT D

7. Disclosure of conflict of interest:

Are you aware of any fact(s) regarding this solicitation or resulting contract that would raise a “conflict of interest” issue under City Code Section 43-34?

“An elected City official or a City employee shall not represent any person or business for compensation before the City regarding any part of a procurement, including any resulting contract, if during the time the elected official is or was in office or the employee is or was employed by the City such elected official or employee played a material or significant role in the development of the solicitation, any other part of the procurement, or the contract award.”

- I am not aware of any conflict(s) of interest under City Code Section 43-34.
- I am aware of the following potential or actual conflict(s) of interest:

Notice Regarding Prohibited Interest in Contracts

State law and the Phoenix City Charter and Code prohibit public officers or employees, their close relatives, and any businesses they, or their relatives, own from (1) representing before the City any person or business for compensation, (2) doing business with the City by any means other than through a formal procurement, and (3) doing business with the City without disclosing that the person has an interest in the contract. This prohibition extends to subcontracts on City contracts and also applies to parent, subsidiary, or partner businesses owned by a public officer or employee. See A.R.S. § 38-501 to 38-511, for more information (City Charter, Chapter 11, applies the state conflict-of-interest law to City employees).

Please note that any contract in place at the time a person becomes a public officer or employee may remain in effect. But the contract may not be amended, extended, modified, or changed in any manner during the officer’s or employee’s City service without following City administrative regulations.

Are you aware of any fact(s) regarding this contract that would raise a “conflict of interest” issue under A.R.S. § 38-501 to 38-511? (See Arizona Revised Statutes regarding conflict of interest at www.azleg.gov).

- I am not aware of any conflict(s) of interest under Arizona Revised Statutes Sections 38-501 to 38-511.
- I am aware of the following conflict(s) of interest:



ATTACHMENT D

Acknowledgements

Solicitation Transparency Policy – No Contact with City Officials or Staff During Evaluation

- I understand that a person or entity who seeks or applies for a City contract, or any other person acting on behalf of that person or entity, is prohibited from contacting City officials and employees regarding the contract after a solicitation has been posted.
- This “no-contact” provision only concludes when the contract is awarded at a City Council meeting. If contact is required with City official or employees, the contact will take place in accordance with procedures by the City. Violation of this prohibited contacts provision, set out in City Code **Sections 43-34 & 43-36**, by respondents, or their agents, will lead to **disqualification**.

Fraud Prevention and Reporting Policy

- I acknowledge that the City has a fraud prevention and reporting policy in Administrative Regulation 1.2, available on the City’s Phoenix.gov website. I will report fraud, suspicion of fraud, or any other inappropriate action to: telephone no. 602-261-8999 or 602-534- 5500 (TDD); or aud.integrity.line@phoenix.gov.

The purpose of the fraud policy is to maintain the City's high ethical standards. The policy includes a way for our business partners to report wrongdoing or bad behavior. Suspected fraud should be reported immediately to the Phoenix Integrity Line. The City has adopted a zero-tolerance policy regarding fraud and will investigate any suspected or actual fraud.

OATH

I affirm that the statements contained in this form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

Should any of the answers to the above questions change during the contract, particularly as it relates to any changes in ownership, applicant agrees to update this form with the new information within 30 days of such changes. Failure to do so may be deemed a breach of contract.

PRINT NAME

TITLE

SIGNATURE

DATE

COMPANY (CORPORATION, LLC, ETC.) NAME and DBA



ATTACHMENT E

DEVELOPMENT DETAILS

Name of Proposer: _____

Each Proposer must complete and submit this form with its proposal.

- Gross Square Footage (SF): _____
- Residential SF: _____
- Other SF (list): _____

- Number of Residential Units: _____
- Bedroom Count: _____

- Number of Buildings: _____
- Building Height(s) (feet and stories): _____

- Estimated Number of Construction Jobs: _____
- Estimated Number of Permanent Jobs: _____
- Estimated Value of Project: \$ _____

Authorized Signature

Date

(LLC, Inc., Sole Proprietor)

Printed Name and Title
(Member, Manager, President)



ATTACHMENT F

OFFERED PURCHASE PRICE

Each Proposer must complete and submit this form with its proposal for each Package proposer wishes to bid on.

Name of Proposer: _____

Offered Purchase Price \$ _____

The City will not be responsible for any Proposer errors or omissions.

***Any proposal offering a cash payment less than the minimum purchase price listed in Exhibit C must include the quantifiable value for each additional tangible public benefit under Tab 4 – Proposed City Commitment and Benefit to the City, to demonstrate the total proposed purchase price meets or exceeds the minimum purchase price. A proposal that requests City assistance may receive fewer points from the Evaluation Committee.**



EXHIBIT A

SITE MAP



Parcels:

157-32-066

157-32-068

Addresses:

7015 N 26th Drive

2622 W Glendale Avenue



EXHIBIT B

WATER AND SEWER STIPULATIONS

REVIEW PROVIDED BY THE WATER SERVICES DEPARTMENT

Domestic Water Stipulations:

- Existing System
pressure zone 2A

*12-inch ACP water main within Glendale Ave.
6-inch DIP water main within 26th Dr.*

- Main Extension and Upsizing Requirement
None

- Connection Points and Water Taps
*2-inch water tap off the 12-inch ACP water main within Glendale Ave. that may serve 2622 W Glendale Ave. parcel.
¾-inch water tap off the 6-inch DIP water main within 26th Dr. that may serve 7015 N 26th Dr.*

Field verification may be necessary to determine if services are still active.

- Easement Stipulation
None

- Other Stipulations
When multiple distribution mains in the same pressure zone are adjacent to a development, all service connections shall be taken from the largest diameter main or as approved by WSD through the Technical Appeal process.

Chapter Code 37-48 and 28-29(C) does not allow water or sewer services to cross through property lines.

Fire Flow Stipulations:

- Please provide fire flow requirements for the development according to the City of Phoenix Building/Fire code with the pre-app/preliminary site plan submittal.
- Fire flow Test Location
When requesting a fire flow test, please request that the 12-inch Zone 2A main within Glendale Ave. to be tested.
- Upsizing Requirement
If fire flow cannot be met, upsizing or looping shall be required.



EXHIBIT B

- Maximum Fire Hydrant Spacing

Fire hydrant spacing requirements apply to all new developments, including those that do not need to install new public water mains. The spacing and location of public fire hydrants shall meet the City's Fire Code requirements, or as approved by the Fire Department.

Sewer Stipulations:

- Existing System

8-inch VCP sewer main within Glendale Ave.

8-inch VCP sewer main within an easement located on the east property line of project site.

- Main Extension and Upsizing Requirement

None

No sewer capacity issues at this time. Please be advised that capacity is a dynamic condition that can change over time due to a variety of factors.

- Connection Points and Sewer Taps

Connection Point options:

- Connect to the 8-inch main within the PUE on the east side of the parcels, between manholes 23-23-109 and 23-23-113.
- Connect to the 8-inch main within Glendale Ave., between manholes 23-23-113 and 23-23-115.

4-inch sewer tap off the 8-inch VCP sewer main within an easement located on the east property line of project site. (Provided for information only – Can Not Use)

Commercial projects require a minimum 6-inch sewer tap.

- Easement Stipulation

A sewer main in an easement shall follow the Easement Requirements per WSD's Design Standards Manual (Pages 10-14). No permanent structures are allowed to be constructed within a water and/or sewer easement.

- Industrial Wastewater Pretreatment Requirement

None

- Other Stipulations

Chapter Code 37-48 and 28-29(C) does not allow water or sewer services to cross through property lines.



EXHIBIT B

Indicate sewer connection location on site plan at preliminary submittal.

Miscellaneous Stipulations:

- Repayment
None

General Stipulations:

Per City Code Chapter 37-33, all public streets bounding (along property frontage) and within a proposed development must have public water mains within them, if none exists, developer must install.

The information contained above is based on existing circumstances and conditions. Please be advised that available capacity is a dynamic condition that can change over time due to a variety of factors. For that reason, the City of Phoenix is only able to provide assurance of water and sewer capacity at the time of preliminary site plan approval and building permit approval. If you are in the City's service area, it is our intent to provide water and sewer service. However, the requirements for such water and sewer service are not determined until the time of application for site plan or building permit approval. These requirements will be based on the status of our water and sewer infrastructure at the time the application is submitted. For any given property, these requirements may vary over time to be less or more restrictive depending on the status of our infrastructure.



EXHIBIT C

APPRAISAL

- SEE FOLLOWING PAGES -



EXHIBIT D

CURRENT HUD INCOME LIMITS

2024 Income Limits – Effective April 1, 2024

	50% AMI	80% AMI
1-Person	\$36,000	\$57,600
2-Persons	\$41,150	\$65,800
3-Persons	\$46,300	\$74,050
4-Persons	\$51,400	\$82,250
5-Persons	\$55,550	\$88,850
6-Persons	\$59,650	\$95,450
7-Persons	\$63,750	\$102,000
8-Persons	\$67,850	\$108,600

Source/Methodology:

The Department of Housing and Urban Development (“HUD”) sets income limits that determine eligibility for assisted housing programs including the Section 8 project-based and Section 8 Housing Choice Voucher programs. HUD develops income limits for 30%, 50%, and 80% AMI based on Median Family Income estimates and Fair Market Rent area definitions for each metropolitan area. 100% and 120% AMI income limits are extrapolated from these limits.