

**Pre-Proposal Meeting on the
Request for Proposals for the
Purchase and Development of
Eight City-Owned Parcels Located
in the Sunnyslope/Village Center
Neighborhood
(NSD-RFP-FY25-02)**

December 20, 2024



**NEIGHBORHOOD
SERVICES
DEPARTMENT**



AGENDA

- RFP Process
- Desired Project
- Proposal Instructions
- Proposal Evaluation
- General Terms/Conditions
 - Solicitation Transparency Policy



RFP PROCESS

Questions and Answers (Q&A)

- Written questions only
 - Some answers available today
 - All answers published on RFP website
- Written answers supersede verbal answers
- Email notification when Q & A available



Key Dates to Remember

Deadline to Submit Questions is January 7, 2025

- 2 pm local Phoenix time
- Email chris.christensen@phoenix.gov
- Include the name of the RFP and number in the subject line

- January 17, 2025 – Posting Responses to Written Questions
 - <https://solicitations.phoenix.gov/Solicitations/Details/1981>

Intent to Submit Deadline

Friday, March 7, 2025
2 pm local Phoenix time

- Email Attachment F to chris.christensen@phoenix.gov
- Proposer will be provided unique upload link upon receipt

CITY OF PHOENIX
Neighborhood Services Department
8 CITY-OWNED LOTS RFP (NSD-RFP-FY25-02)

ATTACHMENT F
INTENT TO SUBMIT

Submittal of this form is notification to the City of Phoenix of your intention to submit a proposal for the Purchase and Development of 8 City-Owned Parcels under Solicitation Number NSD-RFP-FY25-02. 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 chris.christensen@phoenix.gov by no later than March 7, 2025, 2:00 p.m. The upload link will remain active until 2:00 p.m. Phoenix local time on March 14, 2025.

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	

Printed Name and Title of Authorized Representative

Authorized Representative's Signature

Date

Proposer's Legal Name (and DBA, if applicable)

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Attachment Correction



City of Phoenix

**Request for Proposals (RFP) for the
Purchase and Development of Eight (8) City-Owned Lots
Located in Sunnyslope/Village Center Neighborhoods (NSD-RFP-FY25-02)**

SCHEDULE

ACTIVITY	DATE (All times are local Phoenix time)
Issue RFP	December 6, 2024
Pre-Proposal Meeting	December 20, 2024 @ 11 a.m.
Submittal of Written Questions Deadline	January 7, 2025 by 2:00 p.m.
Responses to Written Questions	January 17, 2025
Intent to Submit (Attachment E) Deadline	March 7, 2025 by 2:00 p.m.
Proposal Deadline	March 14, 2025 by 2:00 p.m.
Short Listing and Proposers Interviews, if applicable	March/April 2025
Award Recommendation to Phoenix City Council	May 2025

- Incorrectly stated on page 1 of the RFP
- Attachment should be F
- Correction will be made in Addendum for responses to written questions

Proposal Deadline

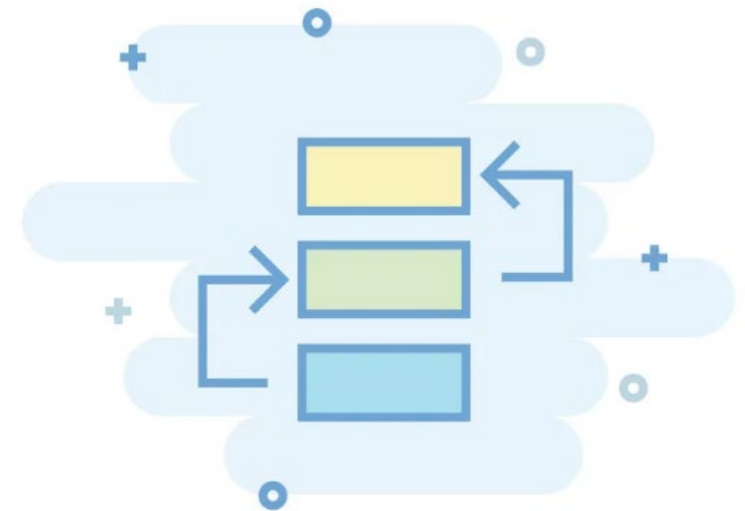
Friday
March 14, 2025
2 pm local Phoenix time

- Submit proposal via unique upload link
- Proposals received after deadline will be deemed non-responsive



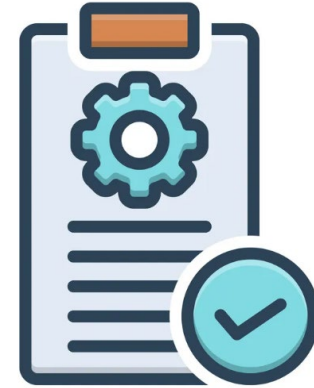
Proposal Requirements

- Proposer may choose to propose on either of the two packages of Lots or may propose on both packages of Lots
- If proposing on more than one package of Lots, the Proposer is required to submit separate proposals
- City intends to award and execute separate contracts for each package of Lots



Minimum Qualifications

- Purchase Price (minimum)
 - Package #1 Lots is \$625,000
 - Package #2 Lots is \$470,000
- Any proposal offering a cash payment less than the minimum purchase price 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



Minimum Qualifications - continued

- At minimum, 50% of the residential and multifamily units will be made available to households with income levels not to exceed 80% AMI, as defined annually by HUD
- Affordability requirements will be secured through a Declaration of Affirmative Land Use Restrictive Covenant for a minimum of 20 years



Minimum Qualifications - continued

- A member of the proposing team to have completed and managed at least one residential and/or multifamily development project in the last five years
- Any proposal that does not include the minimum qualifications will be deemed non-responsive and disqualified



SUBJECT LOTS

Package #1



SUBJECT LOTS

Package #2



DESIRED PROJECT

- Desired Project should:
 - Create single family and/or multifamily infill properties
 - 50% of units available to households with income levels not to exceed 80% AMI
 - Aligns with the goals of the surrounding neighborhood
 - Incorporate elements of sustainability and be consistent with all applicable regulations, guidelines, adopted plans
 - Create a design that supports the neighborhood with future participation in the Gated Alley Program
- Details in Section II. C. (page 10)



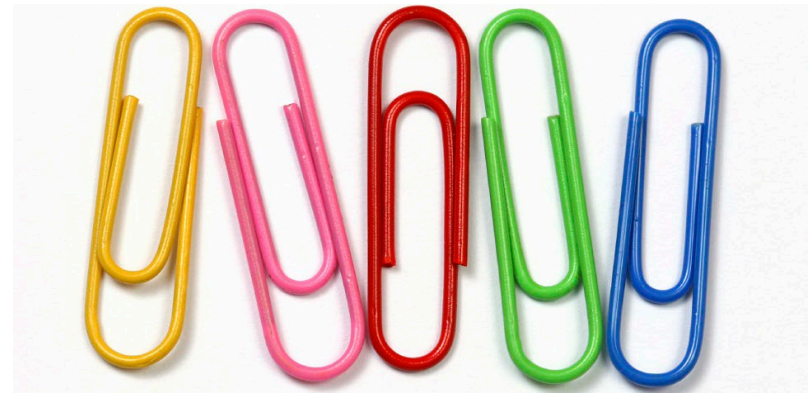
PROPOSAL INSTRUCTIONS

- All timely proposals will be reviewed to determine whether the minimum qualification requirements have been met
 - If only one proposal is received, the City may proceed without convening an Evaluation Committee
- Conform to format as described in Section III. A (page 11)



Tab 1 – General Information

- Executed Affidavit (Attachment A)
- Signed Conflict of Interest & Solicitation Transparency Disclosure (Attachment B)
- Executive Summary (maximum 2 pages)
 - Concise summary and narrative of the overall proposal
 - Primary Contact
 - Lead Developer



Tab 2 – Concept to Activate Site

- Development Details (Attachment C)
- Narrative description of proposed project
- Proposed development's feasibility
 - Market demand data
 - Method of property control
 - Project budget
 - Project pro forma

CITY OF PHOENIX
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8 CITY-OWNED LOTS RFP (NSD-RFP-FY25-02)
ATTACHMENT C
DEVELOPMENT DETAILS

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

Name of proposer: _____

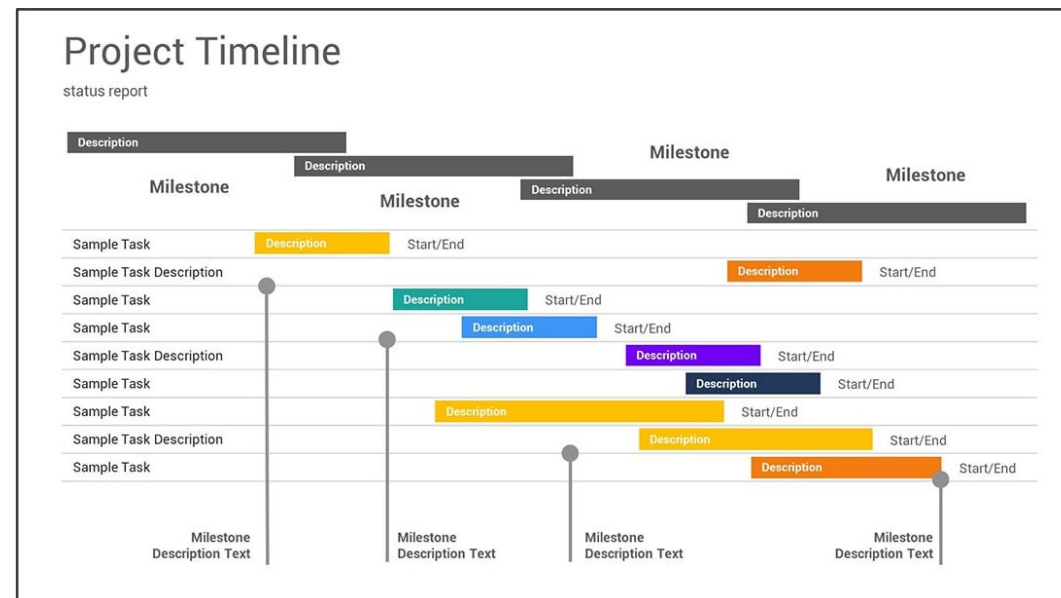
Development details for Package # ____.

- Residential SF: _____
- Other SF (detail): _____
- Number of Residential Units: _____
- Number of Units by Residential Type:
 - Rental Units: _____
 - For Sale Units: _____
- Number of Units by Market Type:
 - Affordable/Income-Restricted: _____
 - Market Rate: _____
 - Mixed-Income: _____
- Number of Parking Spaces: _____
- Building Height (feet and stories): _____
- Estimated Number of Construction Jobs: _____
- Estimated Number of Permanent Jobs: _____
- Estimated Value of Project: \$ _____

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Tab 2 – Concept to Activate Site (continued)

- Conceptual building elevations and/or site plans
- Circulation plans
- Project timeline
 - Reasonable assumptions
- Construction mitigation plan



Tab 3 – Return to the City

- Offered Purchase Price (Attachment E)
- Description of tangible public benefits
 - Must be quantified if part of the offered purchase price
- Requested City assistance
 - **No identified or guaranteed City assistance**

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Neighborhood Services Department
8 CITY-OWNED LOTS RFP (NSD-RFP-FY25-02)

ATTACHMENT E

OFFERED PURCHASE PRICE

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

Name of proposer: _____

Offered purchase price for Package # ____

Offered Purchase Price \$ _____

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

* - Any proposal offering a payment less than the minimum purchase price listed in Attachment E must include the quantifiable value for each additional tangible public benefit under Tab 3 – Return to the City, to demonstrate the total proposed purchase price meets or exceeds the minimum purchase price.

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Tab 4 – Qualifications & Experience (Q & E)

- Proposed development team's Q & E
 - Track record of similar scale and complexity
 - Key individuals, companies, and organization structure of the proposer
 - Roles and responsibilities
 - Similar projects successfully completed



Tab 5 – Financial Capacity

- Demonstrate financial capacity to execute and complete proposal successfully
 - Clear funding strategy
 - Identify all financing sources
 - Documentation from potential lenders of interest
 - Cite other successful projects completed with proposed financing entities, if applicable
 - Evidence of financing for prior projects



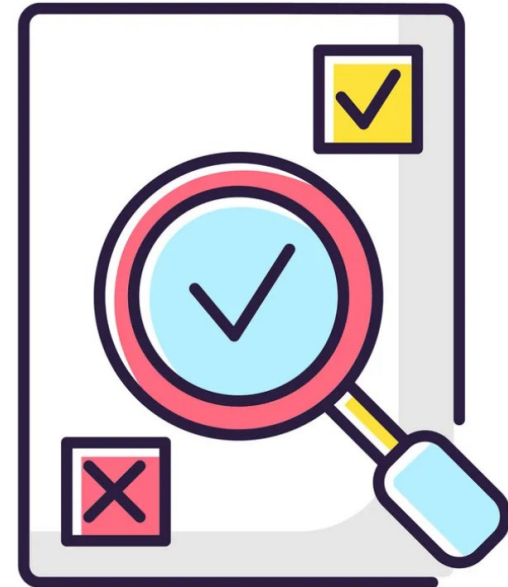
Exceptions Not Allowed

- **Proposer must not take any exceptions to any terms, conditions, or material requirements of this solicitation**
- **Proposals submitted with exceptions may be deemed non-responsive and disqualified from further consideration, in the City's sole discretion**
- **Proposers must conform to all requirements specified in this RFP**

PROPOSAL EVALUATION

Evaluation Panel

- Review and evaluate written proposals
 - Determine a consensus score for each criterion
 - Recommend proposer to be awarded the contract
 - Panel may interview all proposers or a short list of proposers
- Details in Section IV. A. (page 14)



Evaluation Criteria

- Proposals evaluated based on the following criteria:
 - Concept to Activate the Site (0 - 400 points)
 - Return to the City (0 - 150 points)
 - Qualifications & Experience of Proposer (0 - 200 points)
 - Financial Capacity of Proposer (0 - 250 points)



GENERAL TERMS & CONDITIONS

Solicitation Transparency Policy

- All proposers and their representatives, under penalty of disqualification, will **only** discuss this business opportunity and their proposals with the procurement officer identified on page 1
- **Proposers that violate this policy will be disqualified**
- Full policy in Section V. A. (page 15)



- ✓ **Submit Written Questions Deadline**
January 7, 2025, by 2 pm
- ✓ **Intent to Submit Deadline**
March 7, 2025, by 2 pm
- ✓ **Proposal Deadline**
March 14, 2025, by 2 pm

**Thank you for
your participation!**



Request for Proposals for the Purchase and Development of Eight City-Owned Parcels
 Located in the Sunnyslope/Village Center Neighborhood (NSD-RFP-FY25-02)
 Pre-Proposal Meeting Attendee List
 December 20, 2024

Company Name	First Name	Last Name	Email
A New Leaf	Craig	Tribken	ctribken@yahoo.com
Basurto General Contractor	Jorge	Basurto	jorge@basurtogc.com
Catholic Charities Community Services	Stephen	Capobres	scapobres@cc-az.org
Kingdom Builder Group LLC	Patrick	Smythe	patrick@kingdombuildergroup.com
LosNidosHomes, LLC	Lou	Marrero	loumar@nidoshomes.com
NA	Patrick	McNamara	patmacis@gmail.com
Pennrose Development	Brad	Weinig	bweinig@pennrose.com
Rehoboth Community Development Corporation	Maya	Henley	mhenley@rehobothphx-cdc.org
Trellis	Glenn	Karlson	gkarlson@trellisaz.org
Trellis	Joel	McCabe	jmccabe@trellisaz.org