

North Fifth Avenue Request for Proposals (RFP) Pre-Proposal Meeting

October 15, 2020
Phoenix City Hall

City of Phoenix
COMMUNITY & ECONOMIC
DEVELOPMENT DEPARTMENT

Agenda

- RFP Basics
- Business Opportunity
- Proposer Instructions
- Evaluation Criteria
- Questions & Answers Session
- Transparency Policy


Questions & Answers (Q&A)

- Written questions only
 - Some answers available today
 - All answers published on web
- Written answers supersede verbal answers
- Email alerts when Q&A available online

Q&A Deadline

- Submit questions by October 29, 2020
11:00 a.m. local Phoenix time
 - Email: procurement.request.ced@phoenix.gov
- Answers available by November 6, 2020
<https://solicitations.phoenix.gov/Solicitations/Details/829>

Proposal Deadline




**Friday
December 4, 2020
11:00 a.m.
local Phoenix time**

Late proposals will be rejected.

Minimum Qualification


- Minimum purchase price: \$345,000
 - **Any proposal with a purchase price less than this minimum will be disqualified.**
- Appraisal posted on website

 **Proposal Guarantee**

- \$10,000 cashier's check (1 check)
 - ***Any proposal without this proposal guarantee will be disqualified.***

 **Business Opportunity Site**




 **Encroachment Issue**


- Section II (A)
- Adjacent property owner secured 3 bids
 - Posted on RFP webpage
 - \$5,500 in escrow for successful proposer

 **Business Opportunity**


- Sale for Redevelopment
- Historic Preservation Context
- Desired Project Details
 - Section II (E)

 **Proposer Instructions**


- Proposal Packet
 - 1 original, signed & notarized proposal
 - 7 copies of proposal
 - 1 e-copy in native format
 - Flash drive or CD
 - Sealed package marked with:
 - Proposer's name
 - Name of this RFP

 **Proposer Instructions**


- Form of Proposal
 - Tabbed as described in Section III (B)
 - Loose-leaf ringed binder
 - Numbered pages
- Encouraged Page Limit
 - 25 double-sided

 **Tab 1 – General Info**


- Affidavit (Attachment A)
- Conflict of Interest & Solicitation Transparency Disclosure Form (Attachment B)
- Executive Summary (Max 2 pages)
 - Primary Contact
 - Lead Developer

 **Tab 2 – Concept to Activate Site**


- Development Details Form (Attachment C)
- Narrative describing proposed development
- Proposed development’s feasibility
- Conceptual building elevations & site plan
- Timeline
- Construction mitigation plan

 **Tab 3 – Return to the City**


- Proposed Purchase Price (Attachment D)
- Tangible public benefits description
- Any requested City assistance
 - **No identified or guaranteed City assistance**

 **Tab 4 – Proposer’s Qualifications and Experience**

- Key individuals and companies on proposed development team
- Proposed Development Team’s Q&E
 - Track record of similar scale and complexity
 - Key individuals, companies and organization structure of proposer
 - Roles/responsibilities
 - Similar projects successfully completed

 **Tab 4 – Proposer’s Qualifications and Experience (Part 2)**

- Proposer’s Financial Capacity
 - Clear funding strategy
 - Potential lenders of interest
 - Documentation of successfully working for the proposed equity/financing/granting entities
 - Tax credit info, if applicable

 **Evaluation Criteria**

Evaluation Criteria	Points
Concept to Activate the Site	0-400
Return to the City	0-350
Proposer’s Qualifications and Experience	0-250



Q&A Session

- All written questions



Transparency Policy

- All proposers and their representatives, under penalty of disqualification, will refrain from contacting any City staff or officials to discuss this solicitation.
- All questions must be directed to the procurement officer.
- Full policy in **Section V (A)** of the RFP

