



City of Phoenix

2017-2018 Downtown Development Request for Proposals (RFP) RFP-CED17-DD

Schedule

ACTIVITY (All times are local Phoenix time)	DATE
Issue RFP	July 3, 2017
Final Proposal Deadline (11:00 a.m.)	June 29, 2018

Submit proposals and requests for alternate formats to:

Gretchen Wolfe, Procurement Officer
City of Phoenix Community and Economic Development Department
200 West Washington Street, 20th Floor
Phoenix, Arizona 85003-1611
Telephone: 602-495-0747 (7-1-1 Friendly)
procurement.request.ced@phoenix.gov
phoenix.gov/solicitations/1116

This RFP does not commit the City to award any contract. All dates subject to change.

CITY OF PHOENIX
Community and Economic Development Department
DOWNTOWN DEVELOPMENT RFP – RFP-CED17-DD

<u>SECTION</u>	<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
I. RFP PROCESS		
A. Introduction		3
B. Proposer Questions and Notification		3
C. Changes to the RFP		3
II. BUSINESS OPPORTUNITY		
A. Downtown Phoenix		3
B. Desired Projects		4
C. Return to the City		5
D. Government Property Lease Excise Tax		5
III. PROPOSAL INSTRUCTIONS		
A. Delivery of Proposals		5
B. Form of Proposals		5
IV. PROPOSAL EVALUATION		
A. Evaluation Panel		8
B. Evaluation Criteria		8
V. GENERAL TERMS AND CONDITIONS OF THE PROPOSAL		
A. Solicitation Transparency Policy		9
B. Materials Submitted		10
C. Award Recommendation		10
D. Negotiations		10
E. Community Involvement		11
F. City's Reservation of Rights		11
G. City's Right to Disqualify for Conflict of Interest		11
H. Preparation Costs		11
I. Additional Investigations		12
J. Proposer Certification and Affidavit		12
K. Covenant Against Contingent Fees Paid to Proposer		12
L. No Gratuities		12
M. Protests		12
VI. STANDARD CONTRACT PROVISIONS		
A. Indemnification		13
B. Insurance Requirements		14
C. Legal Worker Requirements		14
D. Applicable Law		14
E. Organization Employment Disclaimer		14
VII. ATTACHMENTS		
Attachment A	Affidavit	
Attachment B	Conflict of Interest and Solicitation Transparency Disclosure Form	
Attachment C	Development Details Form	

I. RFP PROCESS

A. Introduction

The City of Phoenix (City) Community and Economic Development Department (CEDD) invites proposals for the opportunity to privately develop, finance, construct, and manage urban and mixed-use development and redevelopment projects on private property within the [Downtown Redevelopment Area](#). Located within the City's single Central Business District, the Downtown Redevelopment Area is generally bounded by 7th Avenue and 7th Street from McDowell Road to Lincoln Street.

This RFP is intended to reduce the time needed for the private sector to present realistic, buildable, and appropriate urban and mixed-use development and streamline the request for City assistance on these proposals. Therefore, a proposer may submit its proposal at any time prior to the final deadline listed on page one.

B. Proposer Questions and Notification

Proposers are advised to read this RFP in its entirety. Failure to read and/or understand any portion of this RFP shall not be cause for waiver of any portion of the RFP or subsequent agreement. All questions about this RFP must be submitted in writing to procurement.request.ced@phoenix.gov. Please list the name of this RFP in the subject line when submitting questions. All written questions will be responded to in writing and posted at phoenix.gov/solicitations/1116.

C. Changes to the RFP

Changes to this RFP will be in writing as an addendum and posted at phoenix.gov/solicitations/1116. The City shall not be responsible for any oral instructions given by any City employee, consultant, or official regarding RFP specifications, instructions, or documents. Proposers are responsible for obtaining all information posted on the website regarding this RFP.

II. BUSINESS OPPORTUNITY

A. Downtown Phoenix

Downtown Phoenix is the financial, government and legal center of Arizona and home to the three largest banks in the state, as well as the Arizona State University Downtown Campus. The Downtown Core has more than eight million square feet (SF) of private office space, most of which is located a few short blocks from Valley Metro light rail stations. Currently, approximately 4,000 businesses employ 61,500 employees in the Downtown area. The Downtown Core has experienced significant renewal, including a multifamily market that has expanded significantly as people seek to live in urban environments and more than \$5 billion in public and

private capital investments over the past decade. A broader description of Phoenix and Downtown Phoenix, including major employment, government, biomedical research, retail, entertainment, hospitality and residential uses, as well as recent development activity, is posted on the [City's website](#).

Proposers should research applicable [Planning and Zoning Information](#) as well as [Codes, Ordinances, Standards and Interpretations](#) prior to submitting their proposals.

B. Desired Projects

This Section details the “Desired Projects” that will result from successful proposals to this RFP and lists specific considerations that should be addressed in each proposal. Proposers should review all referenced materials.

The Desired Project should:

1. Create an appropriately dense, mixed-use redevelopment project that capitalizes on a prominent urban location. The innovative, high-quality design should create functional and appropriate transitions to adjacent buildings.
2. Create enhanced pedestrian-oriented amenities promoting walkability as well as pedestrian and bicycle paths and, if applicable, direct connections to adjacent bus and light rail transit stops. Transit-oriented development (TOD) concepts should be a focus, assuring the proposed development provides a mix of compatible and complementary land uses that facilitate urban living and are supportive of transit. These uses may include office, commercial/retail, restaurant, residential, structured parking, civic space or other compatible urban uses.
3. Be consistent with the City Council-approved [Downtown Phoenix: A Strategic Vision and Blue Print for the Future](#) and [Progress Update](#), the [Downtown Code](#), and all other applicable regulations, guidelines and adopted plans, including the [Complete Streets Program](#), the [Comprehensive Bicycle Master Plan](#), the [Tree and Shade Master Plan](#), and the [Accessibility Requirements for Residential Occupancies Guideline](#).
4. Incorporate sustainability elements into the design, construction, and maintenance of the proposed development. A wide range of sustainability programs and concepts can be found at phoenix.gov/sustainability and new development sustainability-related design elements are outlined in the [Downtown Code](#), Sections 1223-1224.
5. Be completed within the shortest time frame possible with as little adverse impact as possible to residents and nearby businesses during the construction stage of the development.

6. Be supported by the community and adjacent neighborhood(s). There are several neighborhood and community organizations in downtown Phoenix. A list of active neighborhood and community groups is available online at <http://jphxprd.phoenix.gov/NSDAssoc/search-alpha-init.do>.

C. Return to the City

In its proposal, each proposer shall detail its proposed return to the City. The return to the City is the combined value of proposed payments to the City (financial return) and other tangible public benefits, which may include one or more of the following: net new jobs, business opportunities, civic space, community amenities, bicycle facilities, shared public parking, workforce housing, pet friendly spaces, and/or public art.

Proposals should request minimal City assistance and provide maximum return to the City. Although the City reserves the right to participate in projects that create a significant amount of public benefit, such as public infrastructure beyond what would be necessary for the proposed development, there is currently no guaranteed City funding for any development resulting from this RFP.

D. Government Property Lease Excise Tax

Any proposer requesting assistance in the form of Government Property Lease Excise Tax (GPLET) treatment should reference [Arizona Revised Statutes Title 42](#) (§42-6201 through 42-6210) and include elements such as structured parking, maximum lot coverage, and if residential, high density, in its proposal.

III. PROPOSAL INSTRUCTIONS

A. Delivery of Proposals

Each proposer must submit the following in a **sealed package** marked with the proposer's name and the name of this RFP:

- 1 original proposal,
- 5 color copies of the proposal, and
- 1 e-copy of the proposal in native format on a flash drive or CD.

Proposals must be submitted to the address listed on page 1. **Proposals received after the final deadline will be disqualified as non-responsive.**

B. Form of Proposals

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

Each proposal must be compiled and tabbed as described below in a loose-leaf three-ring binder and each page of the proposal must be numbered. Proposers are encouraged to limit their proposals to no more than 25 double-sided letter-size pages, excluding the items listed for Tab 1.

1. Tab 1 – General Information

- a. Executed Affidavit (**Attachment A**)
- b. Conflict of Interest and Solicitation Transparency Disclosure Form (**Attachment B**)
- c. Executive Summary (maximum 2 pages)

The Executive Summary is a concise narrative of the overall proposal. Each proposer must note in its Executive Summary if someone other than the person listed on **Attachment A** will serve as the proposer’s contact person for the proposal. If the proposer is a joint venture, the Executive Summary must identify the lead developer.

2. Tab 2 – Concept to Activate the Site

In this section, each proposer shall provide the following items.

- a. Completed Downtown Redevelopment Area Development Details Form (**Attachment C**)
- b. A narrative description of the proposed development, including an explanation of how the proposed development is consistent with the Desired Projects described in **Section II (B)** and details for the operation and management of the proposed development after completion of construction.

This section should also include a description of community outreach conducted by the proposer as well as a summary of community input and details on whether the input was incorporated into the project, and if not, an explanation why it was not incorporated.

- c. Conceptual building elevations and a conceptual site plan, depicting any applicable phasing.
- d. A comprehensive timeline with major milestones and all stages of the proposed development including site acquisition, planning and design, entitlements, plan review, permits, construction, occupancy and/or lease-up. This timeline should detail any phasing for the proposed development. Proposers shall include reasonable assumptions for the proposed timeline.

- e. A construction mitigation plan that identifies potential impacts to residential and commercial neighbors, as well as traffic on the streets and alleys surrounding the Site, and outlines viable mitigation strategies.

3. Tab 3 – Proposer’s Qualifications, Experience, and Financial Capacity

In this section, each proposer shall provide the following items.

- a. Clearly identify the key individuals and companies comprising the proposed development team and each proposed development team member’s roles and responsibilities for the proposed development.
- b. Describe the proposed development team’s experience successfully financing, developing, completing, and managing other projects of similar scale and complexity, including the roles and responsibilities of each proposed development team member for those projects. For each project included, the proposer shall include contact information for at least one reference.
- c. Provide clear and compelling information to demonstrate the proposer’s financial capacity to successfully develop and complete the proposed development, including:
 - A clear strategy to fund all proposed development costs, including specific details on all funding sources as well as the types and amounts of equity, financing, grants and other funding sources for the proposed development.
 - Documentation from potential lenders of interest in the proposed development.
 - Documentation of other projects for which the proposer has successfully worked with the proposed funding sources.
 - If tax credits are part of the proposed financing plan, evidence of proposer’s successful tax credits proposals.

4. Tab 4 – Proposer’s Business Plan

In this section, each proposer shall provide the following items.

- a. Documentation of the proposed development’s feasibility, including:
 - Research/market demand data that supports the proposed development.
 - Method of property control or acquisition for the Site and, if applicable, any adjacent property.
 - Letters of interest from potential tenants/buyers/operators for the proposed development.

- b. A project budget clearly detailing and defining the proposed development's costs, including construction costs, soft costs, contingencies, and assumptions.
- c. An operating pro forma for the proposed development, including all revenues, expenses, debt service, taxes, and other assessments for at least 10 years, and assumptions. If City assistance is requested for a period longer than 10 years, the pro forma must match the duration of the requested assistance.

5. Tab 5 – Level of Return and Benefit to the City

In this section, each proposer shall provide the following items.

- a. Describe the economic, fiscal, employment and other tangible public benefits generated by the proposed development.
- b. Specify any requested City assistance, including details such as the type of assistance, length of agreement term, commencement and completion dates, etc. Any requests for City assistance must:
 - Be limited to assistance the City can reasonably accommodate,
 - Be clearly and quantitatively demonstrated to be less than the public benefit generated by the proposed development, and
 - Fill a clearly described financial gap.

IV. PROPOSAL EVALUATION

CEDD will perform an administrative review of proposals for responsiveness. This review will focus on accurate and complete submission of proposals based on the RFP requirements. CEDD reserves the sole right to determine the responsiveness of proposals.

A. Evaluation Panel

The CEDD Director will appoint an evaluation panel to review the proposals and recommend whether the City should negotiate with a proposer. The CEDD Director may accept this recommendation or reject it.

The evaluation panel may interview any or all proposers or the evaluation panel may evaluate a proposal solely on the materials submitted by the proposal deadline.

B. Evaluation Criteria

The evaluation panel will review the information submitted in the proposals to address the requirements listed in the corresponding tabs of **Section III (B)**. All responsive and responsible proposals will be evaluated based on the following

CITY OF PHOENIX
Community and Economic Development Department
DOWNTOWN DEVELOPMENT RFP – RFP-CED17-DD

criteria. This is a best-value-to-the-City procurement, which means the evaluation panel will look at all factors, not just financial return to the City, in making a recommendation.

- | | |
|--|-----------------------|
| 1. Concept to Activate the Site | (0-300 points) |
| 2. Proposer’s Qualifications, Experience and Financial Capacity | (0-250 points) |
| 3. Proposer’s Business Plan | (0-250 points) |
| 4. Level of Return and Benefit to the City | (0-200 points) |

V. GENERAL TERMS AND CONDITIONS OF PROPOSAL

A. Solicitation Transparency Policy

Upon the submission of a proposal and until the CEDD Director has accepted or rejected the evaluation panel’s recommendation, or this RFP is withdrawn, all persons or entities that respond to this RFP, including their employees, agents, representatives, proposed partners, subcontractors , joint venturers, members, or any of their lobbyists and attorneys (collectively for this **Section V (A)** only, the proposer), will refrain from any direct or indirect contact with any person (other than the designated procurement officer) who may play a part in the selection process, including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads, the Mayor and other members of the Phoenix City Council. As long as this RFP is not discussed, proposers may continue to conduct business with the City and discuss business that is unrelated to this RFP.

While the Transparency Policy is in effect, a proposer may discuss its proposal or this RFP with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Procurement Officer identified on page one, conducted in person at 200 West Washington, Phoenix, Arizona, 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 evaluation 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 agreements are awarded in public, and protect the integrity of the selection process.

“To discuss” means any contact by a proposer, regardless of whether the City responds to the contact. The City interprets the policy as continuing through a cancellation of a solicitation until City Council award of the contract, as long as the City cancels with a statement that the City will reissue the solicitation. **Proposers that violate this policy shall be disqualified.**

B. Materials Submitted

All materials submitted by proposers shall become the property of the City and become a matter of public record available for review pursuant to Arizona law. Each proposer shall mark any information submitted as part of its proposal that the proposer deems confidential or proprietary (collectively Confidential Information). If the City receives a request to review or disclose such Confidential Information, the City will provide the proposer written notice of the request to allow the proposer the opportunity to obtain a court order to prevent the disclosure or review of such Confidential Information. The proposer must obtain and deliver to the Procurement Officer a court order within seven calendar days of the date of the City’s written notice. If no court order is issued and received by the Procurement Officer within the seven-day period, the City may disclose or allow the review of such Confidential Information. If a proposer intends to seek a Court Order to shield its Confidential Information, the protest period will be extended the same number of calendar days to allow for this process.

C. Award Recommendation

On the day the City posts the award recommendation at phoenix.gov/finance/businessopportunities/bid-awards-and-recommendations, the procurement file for this RFP will be available for proposers and the public to review. The procurement file consists of all proposals, the RFP and all addenda, advertising documents, agendas, meeting minutes, presentations (if any), signed conflict of interest statements by evaluation panel members, and evaluation panel consensus scoring.

D. Negotiations

Once the award recommendation has been posted, the City may negotiate business terms with a proposer. **The commencement of negotiations does not commit the City to accept all the terms of the proposal and negotiations may be terminated by the City at any time.** These negotiations may result in minor or material changes to the proposal, including both the business terms and the project. Successful negotiations will result in an award recommendation to the City Council and a “Letter of Intent” stating the City’s intent to enter a contract with the recommended proposer on specified business terms. Following required approvals, City-drafted contracts addressing business terms and performance benchmarks will be entered between the parties.

City staff alone shall be responsible for negotiating business terms with recommended proposers. The City reserves the right to reject, in whole or in part,

any or all proposals. **The terms and conditions of any contract resulting from this RFP process are subject to approval by the Phoenix City Council.**

E. Community Involvement

Proposers are encouraged to seek community input prior to submitting their proposals. Proposers recommended for negotiations will be directed to seek out additional community input as needed and make reasonable efforts to address, incorporate or respond to community input.

F. 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 proposing procedure;
2. Accepting or rejecting any or all proposals or any part of any or all proposals;
3. Canceling the RFP in part or in its entirety;
4. Reissuing the RFP with or without modification;
5. Negotiating with any qualified proposer;
6. Extending the deadline for proposals; and/or
7. Requesting additional information from any or all proposers.

G. City's Right to Disqualify for Conflict of Interest

The City reserves the right to disqualify any proposer that fails to provide information or data requested herein or that provides materially inaccurate or misleading information or data. The City reserves the right to disqualify any proposer on the basis of any real or apparent conflict of interest that is disclosed by the proposals submitted or any other data available to the City. This disqualification is at the sole discretion of the City. By submission of a proposal hereunder, the proposer waives any right to object now or at any future time, before any body or agency, including but not limited to, the City Council, or any court, as to the exercise by the City of such right to disqualify or as to any disqualification by reason of real or apparent conflict of interest determined by the City.

Additionally, any proposer or any member or affiliate of a proposing team that currently contracts with the City must be in good standing for its proposal to be considered responsive. For the purpose of this RFP, good standing refers to compliance with all contractual provisions, including payment of financial obligations.

H. Preparation Costs

Under no circumstance will the City be responsible for any costs incurred by anyone in: 1) responding to this RFP; 2) in any subsequent follow up to the proposal; or 3) in any subsequent negotiations of a contract.

I. Additional Investigations

The City reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any proposer submitting a proposal, including, without limitation, information provided by former employees and/or creditors.

J. Proposer Certification and Affidavit

By submitting a proposal, each proposer certifies it has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of the City. Any proposer unable to comply with any required certifications may be disqualified.

In compliance with Arizona Revised Statutes §§ 1-501 and -502, the City shall require any successful proposer that submits its proposal as a sole proprietorship or as an individual to complete the [Affidavit of Lawful Presence](#) prior to the award of any contract resulting from this process.

K. Covenant Against Contingent Fees Paid to Proposer

By submitting a proposal, the proposer certifies it has not employed or retained any person or company, other than a member of its proposed team or a bona fide employee working solely for the proposer, to solicit or secure the contract described in this RFP, and that no contract has been made to pay the proposer or any member of its team any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or execution of such contract. For breach or violation of this certification, the City shall have the right to annul any contract entered into with a proposer as result of this RFP without liability, or in its discretion to deduct the contract price or consideration, or otherwise, recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

L. No Gratuities

Proposers shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City nor its advisors for the purposes of influencing this selection. Any attempt to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

M. Protests

A proposer that submits a proposal that is disqualified may challenge the disqualification by filing a protest within seven calendar days of the date of the City's notice of disqualification.

CITY OF PHOENIX
Community and Economic Development Department
DOWNTOWN DEVELOPMENT RFP – RFP-CED17-DD

An unsuccessful proposer may challenge an award recommendation by filing a protest within seven calendar days after the award recommendation has been posted at <https://www.phoenix.gov/finance/business-opportunities/bid-awards-and-recommendations>. Proposers that have had their proposals disqualified may not protest an award recommendation.

All protests must be in writing, filed with the Procurement Officer listed on page one, and include all of the following:

1. Name of the RFP challenged;
2. Name, address and telephone number of the protester;
3. Detailed statement of the legal and factual grounds of the protest including copies of relevant documents;
4. Form of relief requested; and
5. The signature of the protester or its legal representative.

The CEDD Director, or the Director's designee, will not review any supplements or amendments to a proposer's original protest or any additional protests submitted by the same proposer. The CEDD Director, or the Director's designee, will issue a written decision within a reasonable period of the protest filing. The Procurement Officer may provide copies of the protest and the written decision to the proposer recommended for contract award.

VI. STANDARD CONTRACT PROVISIONS

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

A. Indemnification

Proposers shall indemnify, defend, save and hold harmless the City and its officers, officials, agents, and employees (hereinafter referred to as "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) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in 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 shall, 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 resulting from this RFP will be the requirement that the proposer, at its sole cost and expense, shall and does hereby indemnify, defend and hold the City harmless from and against any challenge, whether administrative, judicial or otherwise, by any person or entity, to the City's execution or performance under said contract, which indemnification shall survive the expiration or earlier termination of said contract.

B. Insurance Requirements

The proposer shall procure and maintain until all of its obligations have been discharged, including any warranty periods under the future contracts are satisfied, insurance against claims for injury to persons or damage to property that may arise from or in connection with the performance of the work hereunder 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.

C. Legal Worker Requirements

The City is prohibited by A.R.S. § 41-4401 from awarding an agreement to any contractor that fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(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 § 23-214 (A).
2. A breach of a warranty under paragraph 1 shall be deemed a material breach of the agreement and is subject to penalties up to and including termination of the agreement.
3. The City retains the legal right to inspect the papers of the proposer or subcontractor employee(s) that work(s) on this agreement to ensure that contractor or subcontractor is complying with the warranty under paragraph 1.

D. Applicable Law

Any and all disputes arising under any contract to be negotiated hereunder or out of the proposals herein called for shall be governed according to the laws of the State of Arizona, and the proposer shall agree that the venue for any such action brought to enforce provisions of the contract shall be in the State of Arizona.

E. Organization Employment Disclaimer

Any contract resulting from this RFP will not constitute, create, give rise to or otherwise recognize an agreement or relationship, partnership or formal business

CITY OF PHOENIX
Community and Economic Development Department
DOWNTOWN DEVELOPMENT RFP – RFP-CED17-DD

organization of any kind between the City and the proposer as contractor, and the rights and obligations of the parties shall only be those expressly set forth therein. The recommended proposer will be required to agree as part of any contract resulting from this process 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 shall 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 shall save and hold the City harmless with respect thereto.

Attachment A
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 agreement.
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 any and all 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 120 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.

CITY OF PHOENIX
Community & Economic Development Department
DOWNTOWN DEVELOPMENT RFP – RFP-CED17-DD

Legal Status

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

- | | | | |
|--------------------------------|-----|----------------------|-----|
| Corporation* | () | Non-Profit 501(c)(3) | () |
| Government Entity | () | Partnership* | () |
| Limited Liability Corporation* | () | Sole Proprietorship | () |
| Other (Please describe: _____) | | | () |

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

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

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 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 in excess of \$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 current status of such suspension or debarment proceedings. **Yes () No ()**

**CITY OF PHOENIX
Community & Economic Development Department
DOWNTOWN DEVELOPMENT RFP – RFP-CED17-DD**

References

Proposer shall furnish the names and contact information for 3 clients 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: _____

2. Company and Reference Name: _____

Telephone and E-Mail: _____

3. Company and Reference Name: _____

Telephone and E-Mail: _____

Signature(s)

Proposer's Legal Name¹: _____

¹The proposer must be authorized to transact business in Arizona and be in good standing prior to submitting this proposal.

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 _____, _____

Notary Signature: _____ Affix Seal:

My Commission Expires: _____

Attachment B
**CONFLICT OF INTEREST AND SOLICITATION TRANSPARENCY DISCLOSURE
FORM**

Each proposer shall complete, sign, and submit this form with its proposal. Any proposal received without this completed and signed form will be disqualified as non-responsive.

1. First Name, Middle Initial, Last Name, Suffix of Proposer’s Authorized Representative (person submitting this disclosure form and submitting the proposal)

2. Contract Information

Downtown Development RFP-CED17-DD

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

4. List all individuals(s) or entity(ies) that are partners, parent companies, joint venturers, 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, list “N/A.”

5. List all individuals or entities that will be subcontractors on this Contract, including each business name and the owner’s name, or list “N/A” if no subcontractors will be used on this Contract or “TBD” if subcontractors have not yet been identified.

6. List all attorneys, lobbyists, or consultants retained by any individuals listed in the answers to Questions 3, 4, or 5, assisting with this proposal and/or with securing the contract resulting from this solicitation. If none, list “none.”

CITY OF PHOENIX
Community & Economic Development Department
DOWNTOWN DEVELOPMENT RFP – RFP-CED17-DD

7. Disclosure of Conflict of Interest:

Is the proposer or the proposer’s authorized representative aware of any fact(s) with regard to this solicitation or the resulting contract that would raise a “conflict of interest” issue under City Code Section 43-34? City Code Section 43-34 reads:

“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.”

- The proposer and the proposer’s authorized representative are not aware of any conflict(s) of interest under City Code Section 43-34.
 - The proposer or the proposer’s authorized representative is aware of the following potential or actual conflict(s) of interest:
-
-

8. Notice Regarding Prohibited Interest in Contracts:

[Arizona Revised Statutes \(A.R.S\)](#) Sections 38-501 through 38-511 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.

Although any contract in place at the time a person becomes a public officer or employee may remain in effect, 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.

CITY OF PHOENIX
Community & Economic Development Department
DOWNTOWN DEVELOPMENT RFP – RFP-CED17-DD

Is the proposer or the proposer’s authorized representative aware of any fact(s) with regard to this solicitation or the resulting contract that would raise a “conflict of interest” issue under A.R.S. Sections 38-501 through 38-511?

- The proposer and the proposer’s authorized representative are not aware of any conflict(s) of interest under A.R.S. Sections 38-501 through 38-511.
- The proposer or the proposer’s authorized representative are aware of the following conflict(s) of interest:

9. Solicitation Transparency Policy (No Contact with City Officials or Staff During RFP Process) Acknowledgements:

- The proposer and the proposer’s authorized representative understand that a person or entity seeking or applying for a city contract, or any other person acting on behalf of that person or entity, is prohibited from contacting City officials and employees, other than the listed Procurement Officer, regarding a business opportunity after a solicitation has been posted.
- This “no-contact” provision only concludes when the CEDD Director has accepted or rejected the evaluation panel’s recommendation. If contact is required with City official or employees, the contact will take place in accordance with procedures established by the City. Violation of this prohibited contacts provision, set out in Section V of this solicitation, by a proposer, or its agents, will lead to **disqualification**.

10. Fraud Prevention and Reporting Policy Acknowledgement:

- The proposer and the proposer’s authorized representative acknowledge that the City has a Fraud Prevention and Reporting Policy and takes fraud seriously. The proposer or the proposer’s authorized representative shall report fraud, suspicion of fraud, or any other inappropriate action to the Phoenix Integrity Line at 602-261-8999 or 602-534-5500 (TDD); or via email to 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 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.

OATH

CITY OF PHOENIX
Community & Economic Development Department
DOWNTOWN DEVELOPMENT RFP – RFP-CED17-DD

The proposer's authorized representative affirms 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 solicitation process or the resulting contract, particularly as it relates to any changes in ownership, the proposer agrees to update this form with the new information within 30 days of such changes. Failure to do so may result in the disqualification of a proposal or be deemed a breach of contract resulting from this solicitation.

Printed Name and Title of Authorized Representative

Authorized Representative's Signature

Date

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

Attachment C
DEVELOPMENT DETAILS

Name of proposer: _____

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

- Gross Square Footage (SF): _____
- Commercial SF: _____
- Office SF: _____
- 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/Workforce: _____
 - Market Rate: _____

- Number of Hotel Rooms: _____

- Number of Parking Spaces: _____

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

- Estimated Number of Construction Jobs: _____
- Estimated Number of Permanent Jobs: _____

- Estimated Value of Project: _____