



REQUEST FOR PROPOSALS
FOR
SALE & REDEVELOPMENT OF PRESCOTT CITY HALL
201 SOUTH CORTEZ STREET

Due Date: February 10, 2022

City Manager's Office
201 S. Cortez Street, Prescott, AZ 86303
Phone: (928) 777-1248 | TDD: (928) 777-1100 | Fax: (928) 777-1255

REQUEST FOR PROPOSALS (RFP)

SALE & REDEVELOPMENT OF PRESCOTT CITY HALL

201 SOUTH CORTEZ STREET

The City of Prescott is soliciting proposals from qualified persons or firms to provide proposals related to the sale and redevelopment of Prescott City Hall.

Proposals must be received **before 2:00 PM on Thursday, February 10, 2022**, at the City Clerk's Office, 201 S. Cortez Street, Prescott, AZ 86303, at which time all proposals will be publicly opened. Any proposals received at or after 2:00 PM on the above stated date will be returned unopened. Proposals must conform to this RFP. The City reserves the right to reject any and all proposals and assumes no liability for the cost of preparing a response to this request.

Request packets are available for public inspection at the City Manager's Office, 201 S. Cortez Street, Prescott, AZ 86303 (Phone: (928) 777-1248; TDD: (928) 777-1100), or may be downloaded free of charge on the City's website at <http://www.prescott-az.gov/business/bids/>.

Erika Laster, Contract and Purchasing Administrator
PUBLISHED: 2TC November 14, 21, & 28, 2021

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I. GENERAL INFORMATION

The City of Prescott is seeking proposals for the sale and redevelopment of City Hall located at 201 South Cortez Street (including adjacent parking lots and the building located at 221 South Cortez Street). This is a highly visible downtown corner location adjacent to the well-known Yavapai County Courthouse Plaza and Whiskey Row. The property is in the Downtown Business District.

In April 2021, the City Council approved the purchase of a new downtown City Hall location and City departments are in the process of moving to the new location. This process is estimated to be completed by June 30, 2022.

The City Council is seeking highly qualified applicants that specifically propose a purchase of the property and redevelopment to multi-story mixed-use (a combination of retail, dining, living, office or other uses). The City desires a project that builds upon the downtown redevelopment momentum, incorporates pedestrian-friendly features, and enhances the City's economic base.

The City desires to see the redevelopment completed within thirty-six (36) months of the notice to proceed issued by the City and such will be reflected in the sale and development agreement.

A. PROPERTY INFORMATION

The site consists of approximately 1.30 acres located at 201 and 221 South Cortez Street (parcel numbers: 109-01-068, 109-01-070, 109-01-072, and portions of parcels 109-01-075B, 109-01-076). The site includes frontage on both Cortez Street and Goodwin Street. Currently, the City uses these parcels for City Hall, the Legal Department, and parking. The property is generally flat and is serviced by municipal water and wastewater. All utilities are available to the site. An aerial view is included in the attachments.

B. SCOPE OF PROPOSAL

- Provide an offer to purchase the property.
- Provide the proposed redevelopment plan as well as a site plan, building elevations, and other information that would be beneficial for the City Council to consider in making a determination.

C. PROPOSED PROJECT SCHEDULE

Project milestones are estimated to be as follows:

- | | |
|-----------------------------------|-----------------------------|
| • Request for Proposal Advertised | November 14, 21, & 28, 2021 |
| • Mandatory Site Visit (Q&A) | December 16, 2021 at 3 p.m. |
| • Proposal Due Date/Opening | February 10, 2022 |
| • Interviews | February 21-25, 2022 |
| • Award of Contract | March 8, 2022 |

All milestones are the earliest dates for planning purposes only and shall not represent any contractual commitment whatsoever on the part of the City.

D. REQUESTS FOR INFORMATION

Firms who desire clarification of the procurement terms, selection criteria or submittal requirements shall restrict their inquiries to written communications only. All communications (other than delivery of the proposal as defined below) shall be addressed to the City project representative at the following:

Prescott City Hall Sale & Redevelopment
City Manager's Office
City of Prescott – City Manager's Office
201 S. Cortez Street, Prescott, Arizona 86303
Phone: (928) 777-1248
Fax: (928) 777-1255
citystaff@prescott-az.gov

Requests for information must be received by the project representative **prior to 5:00 PM on Thursday, January 27, 2022**. Responses, or addenda as required, will be issued no later than 5:00 PM on Friday, January 28, 2022. Receipt of addenda must be acknowledged on the required form in the firm's submission. It is the submitter's sole responsibility to check the City's website for periodic updates or addenda.

II. SUBMITTAL REQUIREMENTS

Firms must attend the mandatory site visit located in the Council Chambers at 201 South Cortez Street, Prescott, AZ 86303 on December 16, 2021 at 3 p.m.

Firms shall possess the qualifications and Arizona licenses as required by law, in addition to having all credentials required to conduct plan review and building inspection services under the International Codes. Responses to this Request must be in the form of a proposal, as outlined in this document. The City assumes no liability for the cost of preparing a response to this Request.

Any deviations from the provisions of this Request which are desired by the Offeror shall be specifically noted in the proposal submitted.

A. PROPOSAL REQUIREMENTS

Proposals must conform to this request and shall be submitted as one (1) original with five (5) additional copies, as well as a digital copy of the materials on one (1) USB. The proposal shall be limited to no more than twenty (20) pages, and include the following:

- Location of the firm
 - Identity, including legal name, address, type (i.e. partnership, corporation, joint venture, sole proprietorship) and date of establishment. If a corporation, identify the state of incorporation. If a joint venture, identify the members of the joint venture and provide all the information required under this section for each member. If your firm is a wholly owned subsidiary of a "parent company", identify the "parent company".
- Names of the team members proposed for the contract

- For each key team member proposed to perform professional services for this contract, include full name, title, professional registration/certification, address, telephone number, and relevant experience.
- Identify primary contract liaison.
- Summary of the current workload of key team members and list of their notable projects.
- List of all sub-consultants proposed to be utilized on the project and a description of their roles.
- List of similar developments in which the team has participated
 - Describe the firm's/team's experience in providing comparable projects and give specific examples of development or redevelopment similar to the one being proposed.
 - Describe the firm's/team's experience in public-private partnerships.
- Approach to the project
 - Provide a general narrative of the proposed development, including information on previous related projects.
 - Submit representative site plans and building elevations demonstrating your vision for development.
 - Describe unique design elements or features to be incorporated into development.
 - Describe how your planned design fits the historical nature of the surrounding properties.
 - Discuss your firm's understanding of the City's desired outcomes for development and how your plan meets those goals. If they deviate from those goals, please provide rationale.
 - Describe how the development will address market needs and demands.
 - Provide proof of financial viability required to complete the project and how the required resources will be obtained.
 - Describe any/all desired incentives anticipated by the developer.
 - Outline a plan for development including a scope of work, process, budget, and timeline for the project.
 - Identify your firm's plan to address issues including, but not limited to, development agreement, zoning, land acquisition, permitting, and improvements needed to proceed with construction.
- Tentative schedule for implementation of the contract
 - Summarize staffing accommodations and/or deployment, and progress milestones. Further include a brief description of other current workload of the firm which will be ongoing within life of the contract described herein.

Ten (10) additional pages of appendices are allowed and may include graphs, charts, photos, or resumes. The letter of transmittal shall not exceed two (2) pages and is exclusive of the other page limitations for the proposal. With exception to charts, maps and graphs, **all text shall be a minimum of single spaced, uncondensed, 12-point font.**

B. PURCHASE PRICE PROPOSAL

The purchase price proposal shall indicate the company name, date and signature of an authorized officer. The purchase price proposal submitted shall remain valid for a period of 120 calendar days from the opening date of the RFP.

The purchase price proposal **shall be submitted in a separate sealed envelope** with the Offeror's proposal. The outside of the purchase price proposal envelope shall indicate the name and address of the Offeror and shall be clearly marked "**Purchase Price Proposal**".

The selection is to be based primarily upon a qualifications-based procedure in general conformance to the evaluation criteria. The purchase price proposal will receive points to be added on to the other criteria as noted in Section III (C). The City Council reserves the ability to select a proposal based on several factors, including the highest and best use of the property and ability to demonstrate that a redevelopment project can be completed within thirty-six (36) months of the notice to proceed issued by the City.

C. DISCLOSURE

Offerors shall disclose any professional or personal financial interest, which could be considered a conflict of interest.

Identify any public or private disciplinary actions against your firm or individuals within your firm that occurred within the past fifteen (15) years and would be relevant to this contract. This includes action by professional organizations or oversight committees.

Report any significant material litigation information that would be relevant to this contract.

Disclose any investigation (involving your firm or individuals) conducted in the past fifteen (15) years any federal or state regulatory agency that might impact this contract.

D. PROPRIETARY INFORMATION

All materials submitted in response to the solicitation, including samples, site plans, and renderings shall become the property of the City and are therefore subject to public release, upon request, after the Contract award. Firms shall clearly mark any proprietary information contained in its submittal with the words "Proprietary Information". Firms shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a submittal as proprietary may result in rejection of the submittal.

Firms should be aware that the City is required by law to make its records available for public inspection. All firms, by submission of materials marked proprietary, acknowledge and agree that the City will have no obligation to advocate for non-disclosure in any form nor will the City assume any liability to the firms in the event that the City must legally disclose these materials.

E. DELIVERY OF SUBMITTALS

Sealed proposals will be received **before 2:00 PM on Thursday, February 10, 2022**, at the City Clerk’s Office, 201 S. Cortez Street, Prescott, Arizona 86303, at which time all submittals will be publicly opened.

Any submittals received at or after 2:00 PM on the above-stated date will be returned unopened. Firms are solely responsible for the delivery of their submittals to the above location by the time and date specified. The City is not responsible for lateness of mail, carrier, etc. The time and date stamp in the City Clerk’s Office shall be the official time of receipt. Electronic or facsimile submittals will not be considered. Modifications to submittals will not be considered after the 2:00 PM deadline.

The outside of the submittal envelope shall indicate the name and address of the Respondent; shall be addressed to the City Clerk, City of Prescott, at the above address; and shall be clearly marked:

**Request for Proposals:
Sale & Redevelopment of Prescott City Hall
201 South Cortez Street
Due before 2:00 PM on February 10, 2022**

III. PROPOSAL EVALUATION CRITERIA

The proposal shall clearly and accurately display the capability, knowledge, and experience of the firm to meet the requirements of the Request. Proposals shall be prepared simply and economically, providing a straightforward, concise description of the firm’s ability to meet the requirements of this Request. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the City’s needs.

It is highly recommended that candidate firms visit the area to familiarize themselves with the City.

Proposals will be evaluated by a Review Committee appointed by the City for this project according to the following criteria, with weighting as indicated:

- A. Approach to the project - 30%
- B. Experience of the proposed team and availability, within current and anticipated workload, for this project - 20%
- C. Overall purchase price proposal - 30%
- D. Ability and commitment to deliver a completed project within thirty-six (36) months of the notice to proceed issued by the City - 20%

*Up to an extra 10% will be given for proposals that incorporate workforce housing units. This is defined as housing that is affordable for the midpoint annual salary of a Prescott firefighter, police officer, or teacher, which is approximately \$59,300.

IV. FINAL EVALUATION AND RANKING; INTERVIEWS, CONTRACT NEGOTIATION AND AWARD

To qualify for evaluation, the proposal must be submitted on time and materially satisfy all requirements identified in this Request. If, in the judgment of the City, a proposal does not conform to the format specified herein, or if any section is absent or significantly incomplete, the City reserves the right to reject the submittal.

A. OVERVIEW

The selection process will involve an evaluation and scoring of each firm's Proposal and relevant experience. A Review Committee appointed by the City for this project will individually evaluate the proposals according to the criteria and weighting as indicated for each category above.

The Review Committee will then formulate a consensus ranking to create a final list and determine the highest ranked firm. The City will then notify each of the applicant firms of the final rankings.

B. SHORTLIST AND INTERVIEWS

Following evaluation of the Proposals, a shortlist of three to five (3-5) firms will be determined based upon the composite score of Review Committee members. A presentation-interview session with each of the three to five (3-5) firms will comprise the second half of the evaluation/selection process. In the presentation-interviews, candidate firms will be required to demonstrate their understanding and familiarity with the scope, location, and other aspects of this project. Criteria and weighting for evaluation of the presentation-interviews are as follows:

- 1) Grasp of key project information and desired outcomes - 20%
- 2) Project Approach - 40%
- 3) Experience and capabilities to deliver the project within stated timeframe - 40%

C. FINAL RANKING AND CONTRACT NEGOTIATION

The Review Committee members will individually evaluate the presentation-interviews of each of the candidate firms and rate them according to the aforementioned criteria. The Review Committee will then formulate a consensus ranking, notify each of the candidate firms of the final rankings and meet with the top-ranked firm for the purpose of initiating contract negotiations. If negotiations are unsuccessful, the City will terminate negotiation efforts and open negotiations with the 2nd ranked firm. This process will continue until negotiation efforts are successful. The shortlist will remain in effect for a period of twelve (12) months from the date of issuance by the City. Should the City not reach agreement on the terms of the contract with any of the selected firms, the City reserves the right to reject all submittals and cancel the solicitation.

D. AWARD OF CONTRACT

The City reserves the right to cancel this Request, reject in whole or in part any and all submittals, waive or decline to waive irregularities in any submittals, or determine not to enter into contract as specified if determined by the City to be in the City's best

interests. Approval of the City Council will be required for award of a contract pursuant to this Request.

E. PROTEST POLICY

Any protest to the solicitation or award must be filed with the City Clerk's Office by 4:00 PM up to ten (10) days after award. All such protests shall be in writing and contain the following: 1) Name, address, email address and telephone number of the interested party; 2) Signature of the interested party or its representative; 3) Identification of the purchasing department and Project name; 4) Detailed statement of the legal and factual grounds for protest including copies of relevant documents; and 5) Form of relief requested. Protesting parties must demonstrate as part of their protest that they made every reasonable effort within the schedule and procedures of this solicitation to resolve the basis or bases of their protest during the solicitation process, including asking questions, seeking clarifications, requesting addenda, and otherwise alerting the City to perceived problems so that corrective action could be taken prior to the selection of the successful firms. The City will not consider any protest based on items which could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the City from executing an agreement with any other proposer. Any protests will be resolved in the sole discretion of the City.

V. ATTACHMENTS

A. PROPERTY MAP