

**CITY OF CHANDLER
NOTICE OF REQUEST FOR PROPOSAL PW1-909-4244**

SOLICITATION TITLE:	SALE OF CITY-OWNED PROPERTY NEAR COOPER ROAD AND PECOS ROAD
SOLICITATION NO.:	PW1-909-4244
PROPOSAL DUE DATE:	October 27, 2020
PROPOSAL DUE TIME:	4:00 pm local Arizona time
SUBMIT TO:	Via email to: christina.pryor@chandleraz.gov Email and attachments may not exceed 50 MB
PRE-PROPOSAL CONFERENCE:	October 13, 2020 10:00 am local Arizona time
CONFERENCE ATTENDANCE:	Event dial in: 1-415-655-0001 Meeting ID: 145 968 7882
CONTACT:	Christina Pryor, CPPO, CPPB Purchasing Manager Phone: (480) 782-2403 Email: christina.pryor@chandleraz.gov
ISSUE DATE:	September 28, 2020

Proposals for the commodity or service specified will be received by the Purchasing Division, City of Chandler, via email to christina.pryor@chandleraz.gov, until the time and date cited above.

Proposals must be received in the email inbox of the responsible Procurement Officer on or prior to the exact time and date indicated above.

Instructions for preparing proposals are provided on the following pages.

RFP Summary: The City is requesting proposals from qualified offerors to purchase City-owned property near Cooper Road and Pecos Road.

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INFORMATION AND INSTRUCTIONS TO PROPOSERS

1. **Vendor Registration.** Proposers must register via the on-line vendor registration system to automatically receive notification of addenda to this solicitation or notice of other solicitation opportunities. Visit <https://www.chandleraz.gov/business/vendor-services/purchasing>, select Vendor Registration and Management.
2. **Addendum.** This RFP may only be modified by a written addendum. Proposers are responsible for obtaining all addenda. A Proposer must not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the solicitation.
3. **Late Proposals.** Late proposals will not be accepted. It is the sole responsibility of the Proposer to ensure that its proposal is received at or prior to the exact date and time indicated on the Notice Page. The time stamp of the City's email system will govern timeliness of submission.
4. **Cost of Proposal Preparation.** The City will not reimburse any Proposer the cost of responding to a solicitation.
5. **Duty to Examine.** It is the responsibility of each Proposer to examine the entire solicitation, seek clarification and make inquiries, and examine its proposal for accuracy before submitting it. Lack of care in preparing a proposal will not be grounds for modifying or withdrawing the proposal after the due date and time, nor will it give rise to any claim.
6. **Inquiries.** Any inquiry related to this solicitation, including any requests for or inquiries regarding standards referenced in the solicitation must be directed solely to the Procurement Officer listed on the cover page of the solicitation. Proposers will not contact or direct inquiries concerning this solicitation to any other City employee unless the solicitation specifically identifies a person other than the Procurement Officer as a contact.

All inquiries, except those at the Pre-Proposal Conference, should be submitted in writing and refer to the appropriate solicitation number, page and paragraph. The City will consider the relevancy of all inquiries but is not required to respond in writing.

Any inquiry must be submitted as soon as possible and should be submitted at least ten days before the proposal due date and time for review and determination by City. Failure to do so may result in the inquiry not being addressed in a solicitation addendum.

7. **Remote Attendance at Pre-Proposal Conference.** The City may offer remote attendance at the Pre-Proposal Conference via a City-hosted dial-in meeting. If remote attendance is offered, meeting details will be provided on the Notice Page. Interested Offerors attending remotely may be required to register and provide, at a minimum, attendee name and company name.

Remote attendance is provided as a courtesy. Attendees are responsible for all aspects of their attendance. The City will not provide technical support for remote attendance.

8. **Exceptions to the Solicitation.** Any exception to the solicitation must be submitted as

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soon as possible and should be submitted at least ten days before the proposal due date and time for review and determination by City. Failure to do so may result in the exception not being addressed in a solicitation addendum.

9. **Proposal Amendment or Withdrawal.** A proposal may be withdrawn at any time before the due date and time. A proposal may not be amended or withdrawn after the due date and time except as otherwise provided by applicable law.
10. **Unit Price Prevails.** In the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate will govern.
11. **Non-Collusion and Non-Discrimination.** By signing and submitting the proposal, the Proposer certifies that the Proposer did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its proposal; and the Proposer does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, age, sex, national origin, or disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.
12. **Waiver and Rejection Rights.** The City reserves the right to waive any immaterial defect or informality; or reject any or all proposals, or portions thereof; or reissue the Request for Proposal; and will be the sole judge of the merits of the proposals received.
13. **Proposal Opening.** Proposals will be opened as indicated on the Notice Page, unless amended in writing by the Procurement Officer issuing the solicitation. The name of each Proposer will be public information following the proposal opening. No other information will be publicly disclosed at that time.
14. **Public Record.** All proposals submitted in response to this solicitation and all evaluation related records will become property of City and will become a matter of public record for review, subsequent to publication by the City of the proposed award in the agenda for the City Council Meeting, or upon award by the appropriate approving authority or as otherwise required by law.
15. **Confidential Information.** A request for nondisclosure of data such as trade secrets or other proprietary information must be submitted with the proposal and must contain the basis for the request. Any information included in the request must be submitted as a separate file. Price is not confidential and will not be withheld. A blanket statement of confidentiality will not be considered. It is the Proposer's responsibility to identify and segregate the information in the proposal provided to the City.

The City will review all requests for confidentiality and may approve or deny all or portions of the request. Information denied confidentiality will be released as public information. In the event of a public records request for information granted confidentiality, the City will endeavor provide 48-hours' notice before releasing materials in order for the Proposer to apply for a court order blocking the release of the information.

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- 16. Proposal Acceptance Period.** All proposals will remain valid for 120 days after the day of the opening of proposals. The City may, at its sole discretion, release any proposal and return any security (as applicable) prior to that date. No Proposer may withdraw a proposal during this period without written permission from the City. Should any Proposer refuse to enter into an agreement, under the terms and conditions of the procurement, the City may retain any security (as applicable) as liquidated damages.
- 17. Discussions with Proposers and Revisions to Proposals.** Discussions and additional investigations may be conducted with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final proposals. In conducting discussions, there will be no disclosure of any information derived from proposals submitted by competing Proposers. The purposes of such discussions will be to: determine in greater detail such Proposer's qualifications; explore with the Proposer the scope and nature of the project, the Proposer's proposed method of performance, and the relative utility of alternate methods of approach; determine that the Proposer will make available the necessary personnel and facilities to perform within the required time; agreeing upon compensation, which is fair and reasonable, taking into account the estimated value of the required services, and the scope, complexity and nature of such services.
- 18. Clarifications.** City reserves the right to obtain Proposer clarifications where necessary to arrive at full and complete understanding of Proposer's product, service, and solicitation response. Clarification means a communication with a Proposer for the purpose of eliminating ambiguities in the proposal and does not give Proposer an opportunity to revise or modify its proposal.
- 19. Agreement Negotiations.** City reserves the right to conduct exclusive or concurrent negotiations with responsible Proposer(s) for the purpose of agreeing to the conditions, terms and price of the proposed agreement unless prohibited. Proposers will be accorded fair and equal treatment in conducting negotiations and there will be no disclosure of any information derived from proposals submitted by competing Proposers. Exclusive or concurrent negotiations will not constitute an agreement award nor will it confer any property rights to the successful Proposer. In the event the City deems that negotiations are not progressing, the City may formally terminate these negotiations and may enter into subsequent concurrent or exclusive negotiations with the next most qualified Proposer(s).
- 20. Payment.** Proposers may agree to accept the City Procurement Card (Mastercard) for payment. Proposers should indicate on the Proposer Information and Offer Section of this RFP, their willingness to accept City Procurement Card payments. The inability to accept payment by City Procurement Card will not disqualify a Proposer's response.

Proposers may also agree to accept other traditional payment methods, including automated clearinghouse (ACH). Payment terms for traditional payment methods are Net

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30 upon receipt of an accurate invoice. Proposers may propose additional discounts for early payment within their proposal.

- 21. Local Business Consideration.** Where the Chandler Administrative Regulation MS-16 Local Business Consideration is applicable, any applicable Chandler Transaction Privilege Tax will be deducted from the net cost for the purpose of evaluation.
- 22. Protests.** A protest must be in writing and be filed with the Purchasing Division. To be considered filed, a protest must be submitted via email to the Procurement Officer identified on the Notice Page.

A protest of a solicitation must be received not less than five days before the solicitation opening date.

A protest of a proposed award requiring City Council approval must be filed within five calendar days of the first posting of the award recommendation. Award recommendations are posted on the Purchasing web site at www.chandleraz.gov/purchasing and/or the City Clerk web site at <http://www.chandleraz.gov/default.aspx?pageid=1007>. If the protest due date occurs on a weekend or holiday, the protest must be filed the next business day.

A protest of an award not requiring City Council approval (less than \$50,000 or \$30,000 for Consultants) must be submitted within ten calendar days of the date the protester knows or should have known the basis of the protest.

A protest must include:

- The name, address and telephone number of the protester;
- The signature of the protester or its representative;
- Identification of the project and the solicitation or agreement number;
- A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

The City will review the protest and may issue a written response.

- 23. Award.** Unless otherwise provided in this solicitation, the City reserves the right to make multiple awards, award by item, group or as a total, as is deemed most advantageous to the City.
- 24. Execution of Agreement.** Within ten days of notice that Proposer is the recommended awardee, Proposer will execute and return the Agreement to Purchasing.
- 25. Persons with Disabilities.** Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Procurement Officer. Requests must be made as early as possible to allow time to arrange the accommodation.

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PROPOSAL CONTENT

Proposers must submit one copy of the proposal via email to the responsible Procurement Officer. The REQUEST FOR PROPOSAL TITLE, NUMBER AND OFFEROR NAME should be in the subject line of the email. Emails and attachments may not exceed 50 MB in size. Attachments should be in .pdf format and named with the RFP number and Offeror name. A single email is preferred, however multiple emails are permissible provided that all are received prior to the due date and time.

Proposals should include the following information in the order listed:

- 1. Completed Proposer Information and Offer Section.** Complete and submit the Proposer Information and Offer Section in the format provided in this solicitation. Failure to do so may result in the proposal being rejected as non-responsive. The Proposer Information and Offer Section within the solicitation must include a signature by a person authorized to sign the proposal. The signature must signify the Proposer's intent to be bound by its Proposal and the terms of the solicitation and that the information provided is true, accurate and complete.
- 2. Responses to Proposal Evaluation Criteria.** Submit information requested in the Evaluation Criteria Section provided in this solicitation. Forms, such as pricing forms, must be completed in the format provided in the solicitation. Failure to do so may result in the proposal being rejected as non-responsive.
- 3. Disclosure.** If the Proposer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any Federal, state or local government, or if any such preclusion is currently pending, the Proposer must make disclosure. In the proposal, the Proposer must include information including the name and address of the governmental entity, the effective date and duration of this suspension or debarment, and the relevant circumstances. The City reserves the right to reject a proposal received from a Proposer, including each of its principals, who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity.

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PROPOSER INFORMATION AND OFFER SECTION

Company Name	
Business Type (Corporation, Partnership, etc.)	
State of Incorporation (if applicable)	
Federal Tax I.D. No.	
Address	
City, State, Zip	
Authorized Signature	
Name and Title	
Contact Name	
Title	
Telephone	
E-mail	
Chandler Transaction Privilege Tax (TPT) No. (if applicable)	Date of issue:
Is proposed purchase subject to TPT?	_____yes _____no
Will you accept a City Procurement Card (MasterCard) for payment of invoices?	_____yes _____no
If you accept a MasterCard for payment, do you charge a fee?	_____yes _____no If yes, what is the fee?_____
Will you accept automated clearinghouse (ACH) for payment of invoices?	_____yes _____no
Prompt Payment Terms Offered	_____ % Net _____ days
Disclosure of Debarment or Suspension	_____yes _____no (If yes, please attach description of the circumstances)
Exceptions Taken	_____yes _____no (If yes, please attach a clearly identified section)
Date Addendum #1 Acknowledged/Received	
Date Addendum #2 Acknowledged/Received	
Date Addendum #3 Acknowledged/Received	

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PROJECT DESCRIPTION

INTRODUCTION

The City is seeking proposals from qualified offerors to purchase and develop a 0.80 acre parcel of City-owned land on Pecos Road near Cooper Road. An appraisal of the property was completed in December, 2019 however the appraised value will not be made available during this solicitation process. Photos of the subject property are provided below.

SUBJECT SITE INFORMATION

Parcel Number	303-29-022M, 022N
Site Location	160 ± feet east of the northeast corner of Derringer Way and Canyon Oaks Way, Chandler, Arizona
Major Cross Streets	Cooper Road and Pecos Road
Property Type	Residentially-oriented land
Site Area	35,732 square feet or 0.820 acre
Zoning	AG-1, Agricultural
Utilities	
Water/Wastewater	City of Chandler
Natural Gas	Southwest Gas
Electric	SRP
Telecommunications	Cox Communications, CenturyLink

- There is no access to the property from Pecos Road. Access must come from Derringer Way over HOA owned land.
- In February, 2009, the Canyon Oaks Estates Association approved the annexation of the property into the HOA. It is not known whether the annexation was completed.

CITY EXPECTATIONS

The City has the following expectations for the development of the property. These requirements will be included in the resulting sales contract with the successful offeror.

- Development will be single family residential
- Development will be integrated into the existing neighborhood in terms of aesthetics, setbacks, style, etc.
- Developer will obtain ingress/egress easement to property over HOA land from Derringer Way
- Developer will confirm that property was annexed into the Canyon Oaks Estates Association
- If the property was not annexed into the Canyon Oaks Estates Association, Developer will make efforts to merge development with the existing HOA

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- Price is cash, no terms
- Earnest money is due at acceptance
- Balance of purchase price is due in cash at close of escrow

SUBJECT PROPERTY PHOTOS



Subject Looking South from Pecos Road



Subject Looking Southwest and Southeast from Pecos Road



Pecos Road Looking West and East – Subject on the Left and Right

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Subject Looking Northwest from Derringer Way



Subject Looking Northeast and Northwest from Derringer Way



Derringer Way Looking East and West – Subject on Right and Left

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EVALUATION CRITERIA

Executive Summary (10%)

- a. Identify the offeror including mailing address, telephone number, and email address for the person who will serve as the primary contact person for the proposal.
- b. Provide a brief introduction of the offering individual or company

Intent and Vision (20%)

Provide a Narrative Statement of Intent and Vision for the site addressing the following:

- a. Expected land uses
- b. Plan for integrating development with existing neighborhood in terms of aesthetics, setbacks, style, etc.
- c. Approach to efforts to merge development with the existing HOA
- d. Attach a conceptual drawing showing anticipated development

Finance Plan (20%)

Provide detail about the proposed financing. Include the following:

- a. Proposed type of funding source(s)
- b. Letters or evidence of funding commitments encouraged

Purchase Price (50%)

Provide a proposed purchase price including the following details:

- a. Purchase price
- b. Earnest money
- c. Buyer and seller escrow cost responsibilities
- e. Closing dates