



**CITY OF BUCKEYE**

**REQUEST FOR QUALIFICATIONS  
RFQ: 2019023**

**ECONOMIC DEVELOPMENT STRATEGIC PLAN  
FOR THE CITY OF BUCKEYE**

**CONTACT PERSON**

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<b>Date Issued:</b>	<b>September 09, 2019</b>
<b>Pre-Proposal Conference:</b>	<b>September 26, 2019 at 10:00 AM</b>
<b>Last Day for Inquires:</b>	<b>October 07, 2019 at 5:00 PM</b>
<b>RFQ Due Date:</b>	<b>October 15, 2019 at 11:00 AM</b>

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## SECTION 1 - INTRODUCTION

The City of Buckeye is currently seeking Statements of Qualifications from qualified, licensed firms interested in providing professional services to develop an Economic Development Strategic Plan.

### **Background**

The City of Buckeye, one of the most dynamic communities in the country, is seeking a highly qualified company to assist with the development of a new Economic Development Strategic Plan. This plan will need to take into account and plan for Buckeye's ongoing rapid changes, and provide flexibility to deal with this evolving community. Key factors include:

- **Population:**

On May 23, 2019, the U.S. Census Bureau announced that Buckeye is now the fastest growing large city in the entire United States. This once sleepy farming community with around 6,000 people in the year 2000 has evolved into a vibrant community of approximately 85,000 residents today. Buckeye is expected to top 100,000 people by 2021, 150,000 by the year 2030, and 300,000 by the year 2040.

- **Size and Location:**

Buckeye is the western most suburb of metro Phoenix, and in the path of significant new development as the other edges of metro Phoenix are all butting up to non-developable lands, such as mountains, National Forests and Indian communities. With over 640 square miles, Buckeye is one of the largest cities by land area in the country. It is the largest city in Arizona, but at this time is only about 5% built out. Buckeye has the most privately owned developable land in the metro area. Based on the City's General Plan at buildout, Buckeye is expected to have well over 1.5 million people.

- **Residential Development:**

Buckeye's residential development has been focused almost exclusively on single-family homes. The City has been averaging about 2,200 new single-family permits per year, but in 2019 is on pace to do approximately 2,500 units. With plenty of land and over 30 active subdivisions, we expect this activity to continue at a high pace for many decades to come. Recently, developers have contemplated new types of housing (apartments, townhomes, condominiums, senior care facilities).

- **Employment:**

Buckeye currently has the worst jobs/housing balance in the metro area. With over 90% of the residents leaving the community every day for jobs elsewhere, a very high priority for the City is the attraction of major new employers.

- **City of Buckeye Strengths:**

- Excellent multi-modal transportation system
- Proximity to southern California
- An available, growing, and skilled labor force
- Large developable land parcels; lend itself primarily to logistics/distribution, advanced manufacturing, and energy companies, and those sectors have been the focus of the economic development effort in recent years
- Current large employers include the APS Palo Verde Nuclear Generating Station (2,500) and Walmart's Arizona Distribution Center (1,300)
- In FY18/19, Buckeye realized a total of 72 employment prospects, of which 6 ended up making the decision to locate in the City, generating approximately 600 new jobs. Of those 72 prospects, 47% came via the Greater Phoenix Economic Council (GPEC), 25% were from the Arizona Commerce Authority, 7% were via brokers, and 21% were direct to Buckeye

- **Retail Services:**

Due to the rapid population growth, Buckeye is currently underserved in most categories of retail and services. The City only has 39% of the average amount of retail square footage per capita as found throughout the rest of the metro area. Similarly, medical services per capita are only at 31% of the metro area average. The same holds true with a wide variety of activities, and the City is supportive of developing new educational, recreational, medical, religious, and cultural facilities. These new retail and service opportunities will enhance the quality of life by providing needed amenities, and will help bolster the City's financial resources by providing new sources of tax revenue.

- **Tourism:**

Buckeye has new hotel and tourist oriented activities in development as follows:

- Two (2) existing hotels
- Two (2) hotels under construction
- Two (2) hotels in the planning stages
- Outdoor recreational opportunities, include Buckeye Lakes, Skyline Regional Park, along with transient I-10 travelers

- New Employers are driving new tourism activities

- **Revitalization:**

Historic Downtown Buckeye, the original town center, was developed over the past century as a farming service center. Today, many of the older buildings are dilapidated and/or are underutilized. The City would like to see downtown revitalized as a unique destination attraction and point of pride for the community.

- **Quality of Life:**

Buckeye offers an excellent quality of life. The City of Buckeye has been recognized in a variety of ways over the past few years- including:

- The #6 “Best Place to Live in the US 2017” (*Elite Personal Finance*)
- The lowest crime rate (2017) of any city in metro Phoenix (*Arizona Dept of Public Safety*)
- The most parkland per capita of any city in metro Phoenix -- 140 acres/1,000 residents (*AZ Republic 4/19/17*)
- “One of the 10 Best Places for Home Ownership in Arizona” (*NerdWallet*)

Additionally, since it is part of the metropolitan Phoenix area, with over 4.7 million residents, there is virtually unlimited access to a wide variety of services and amenities, including cultural, recreational, sports, medical, educational, shopping, and more.

- **Infrastructure:**

To support all of this growth the City is investing heavily in new infrastructure. The current City budget has earmarked almost 50% of expenditures for new Capital Improvement Program projects. Key projects this year include:

- New Tartesso Fire Station
- Police Evidence and Training building
- Phase 2 of Sundance Park
- Broadway Road Water Campus
- Major new infrastructure projects in the future, including widening Interstate 10 and the development of Interstate 11 (Las Vegas to Sonora Mexico) through Buckeye

- **Government:**

Buckeye operates under a Council-Manager form of government, with the Council consisting of seven (7) elected officials who then hire a professional City Manager to run the organization. The City Council is supportive of economic development efforts.

- **Key Constraints:**

The major issues encountered with recent potential economic development projects include:

- **Lack of infrastructure:** With its rapid and spread out growth it has been difficult for the City to keep up with infrastructure demands, particularly water, sewer, and natural gas.
- **Water:** Buckeye is one of the only metro area cities which must rely exclusively on ground water sources, so the City does not go after commercial projects that have significant water usage (such as data centers).
- **Lack of existing commercial space:** Buckeye has virtually no available industrial or office space, so prospects who are not willing to wait on a build-to-suit development do not consider the City. New spec space has been proposed, but not built.
- **Intervening opportunities:** Currently there are available opportunities in communities closer to metro Phoenix, such as Goodyear and Avondale; as those communities reach buildout in the coming years, Buckeye will become more attractive.

### **Purpose of Project**

The purpose of the Economic Development Strategic Plan RFQ is to solicit submissions from qualified consultants who demonstrate the ability to develop a strategic plan that outlines and addresses the City's current economic development strategies and the implication of different approaches to the City's long-term economic health. The goal is to develop an effective strategy to guide the community's economic development efforts over the next 5+ years focusing on the goals set forth in Section 2-Project Summary/Scope of Work.

## **SECTION 2 – PROJECT SUMMARY/SCOPE OF WORK**

The City of Buckeye, with assistance from Arizona Public Service is in need of the services of a qualified Professional, licensed in the State of Arizona, and supporting disciplines to produce a

comprehensive Economic Development Strategic Plan (the “Plan”) for the City of Buckeye, Arizona.

The Plan will focus on critical goals identified by the City as follows:

- Effective strategy to guide the economic development efforts over the next 5+ years
- Attraction of significant new employment opportunities
- Retail venues
- Medical, Cultural, Recreational, Educational Services
- Tourism Opportunities (Sources of tax revenue)
- Revitalization of the Historic Downtown area
- Infrastructure/Water/Commercial Space constraints built in to plan

Experience Summary:

The City requires a firm with qualifications and method of approach to assist in the decision-making process to develop a new Economic Development Strategic Plan. We are particularly interested in progressive experience related to similar, rapidly growing communities. The development of a strategic plan must provide a flexible guiding document inclusive of the nuances of this city. Buckeye is a rapidly changing, dynamic community, and standard “cookie-cutter” approaches to economic development will likely not yield the desired results.

Estimated Project Budget: \$60,000.00

Estimated Project Timeline:

<b>DATE</b>	<b>DESCRIPTION OF ITEM</b>	<b>SPECIAL NOTATIONS</b>
9/09/2019	Request for Qualifications (RFQ) released	Posted on Website
9/12/2019	Advertisement sent to Newspaper (2 weeks)	
9/26/2019	Pre-Proposal Conference at 10:00 AM	
10/07/2019	Last day for Inquiries/Questions for RFQ	Amendments on Website
10/15/2019	All Submittals must be received	Late Submittals not accepted
10/16/2019	Proposals sent to Evaluation Team	
10/24/2019	Evaluation Team Meeting	
10/25/2019	Determination to interview top ranked Firms	May or May not do interviews
10/28/2018	Interview Week	
11/04/2019	Consultant will be selected and Notified	
11/11/2019	Negotiate Contract with Awardee	
12/17/2019	City Council Approval	
12/18/2019	Meet with Consultant/Issue Notice to Proceed	
6/30/2020	Project completion date	

### SECTION 3 - PRE-SUBMITTAL CONFERENCE

The pre-proposal conference has been scheduled for **September 26, 2019, at 10:00 AM** at Buckeye City Hall, 1<sup>st</sup> Floor Executive Conference Room, 530 East Monroe Avenue, Buckeye, AZ 85326. Attendance is encouraged but not required. The City of Buckeye will set up the conference telephonically and instructions will be posted on the website for off-site participation.

### SECTION 4 – SUBMITTAL REQUIREMENTS

Firms interested in this RFQ should submit a Statement of Qualifications with **One (1) original and Two (2) Copies by 11:00 AM, local time, October 15, 2019.** (Three-ring binders are preferred.) In addition, submit a complete copy of the Qualifications on **Flash Drive using a searchable “.pdf”** file format. **(Total of Three (3) hard copies and one (1) flash drive.)** Your submission must conform to the following: The original and all copies of the submittal will be appropriately labeled as such. Each set shall be organized using the tabs specified below. A Firm will be selected through a qualifications-based, forced ranking selection process based on the criteria set forth.

Statements of Qualifications must be received by the specified time. On the submittal package, please display: firm name, solicitation title, and solicitation #2019023. All submittals should be addressed to:

City of Buckeye  
530 East Monroe Avenue  
Buckeye, AZ 85326  
Attn: Tammy Vogel

All questions concerning this Request for Qualification (RFQ) submitted to: (Mail/Phone/Email)

City of Buckeye  
530 East Monroe Avenue  
Buckeye, AZ 85326  
Attn: Tammy Vogel  
623 349 6175  
[Tvogel@Buckeyeaz.gov](mailto:Tvogel@Buckeyeaz.gov)

Please be advised that failure to comply with the following criteria will result in disqualification:

- Receipt of submittal by the date and time specified.
- Receipt of submittal at the proper location.
- Receipt of a sealed submittal package.
- The number of originals and/or copies of the submittal specified.

- Adherence to maximum page requirements.
- Acknowledgement of all addenda.
- Supplemental resumes are not allowed.

Any Statement of Qualifications received at the wrong location, unsealed or after the time specified will not be accepted and shall be returned without being opened. It is the firm's responsibility to assure Statements of Qualifications are received at the above location on or before the specified time.

The SOQ shall include a one-page cover letter to address the SOQ criteria specified (including organizational chart). Adherence to the maximum page criterion is critical. Each page side (maximum 8-1/2" x 11") with criteria information will be counted. Do not use 11" x 14" or 11" x 17" size sheets (e.g., fold-outs) unless specifically authorized. Pages that have project photos, charts and/or graphs will be counted towards the required number of pages. Front and back covers, Table of Contents pages, and divider (tab) pages will not be counted unless they include qualifications information that could be considered by the selection panel. Font size may not be less than 10 point.

Resumes should provide information for key staff (no company profiles) and should not include project pictures or general firm information. Any additional company information or non-key staff information included in the resume section will be counted against the maximum page requirement. Do not submit additional information not listed herein.

Consultant Team Arrangements are considered an arrangement in which either 1) two or more companies form a partnership or joint venture to act as a potential prime consultant; or 2) a potential prime consultant agrees with one or more other consultants to have them act as its subconsultants for this specific solicitation. The City will recognize the integrity and validity of the consultant's team arrangements; provided, the arrangements are identified and company relationships are fully disclosed in the proposal by providing a form of organizational structure such as a Joint Venture Agreement or a Financial Agreement to subconsultant with the prime. The Consultant shall identify the major or critical aspects of the requirement to be performed by those identified in the Consultant Team Arrangement. The submission must contain a narrative that clearly explains the relevance to a particular factor of information concerning a company that is part of a Consultant Team Arrangement. Any narrative provided should be incorporated into the Consultant's proposal after the cover letter.

### **SOQ Contents and Format: (Economic Development Strategic Plan Project)**

Submittal Cover Letter (one (1) page cover letter)

TAB A: Project Experience (two (2) page per project, maximum of five (5) projects)

TAB B: Past Performance Questionnaire (one form per projects identified in TAB A)

TAB C: Key Personnel Resumes (one page per resume, plus organizational chart)

TAB D: Project Understanding and Approach (25 pages)

## **COVER LETTER**

Within the one-page cover letter, include your firm's full company name, address, phone number and the email address for your firm's contact person for the RFQ.

## **TAB A - Project Experience**

Identify at least three (3) but no more than five (5) projects where you were the primary consultant specific to Strategic Planning for Economic Development. Demonstrate the experience of your firm and/or proposed team, including all sub-consultants, on projects same/similar to that described in this solicitation for same/similar services. The projects submitted should also demonstrate that the consultant and/or the team have performed a same/similar type of services to be considered relevant in the last five years.

## **TAB B - Past Performance Questionnaire**

For each project submitted in TAB A, complete a Past Performance Questionnaire, ATTACHMENT (1). The firm is directed to provide this form to the project owner or Point of Contract. Instruct the owner to complete the form and return the form with your submission.

## **TAB C - Experience of Key Personnel**

For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. There are no limitations on the number of key positions the firms may provide. However, at a minimum, the firm must provide the primary consultant, and at least one (1) person from each sub-consultant identified. Each resume is limited to one (1) page.

Include an organizational chart (maximum 2 pages) at the end of this tab, chart may be submitted in 11"X17". Provide an organizational chart that depicts the project team organization and lines of authority. Clearly indicate superior/subordinate reporting relationships; Provide names of each position and identification of firm or sub-consultant.

## **TAB D – Project Understanding and Approach**

Describe the firm's approach to performing the required Services in the Scope of Work described above. Describe the opportunities, goals, recommendations, priorities and constraints that would be necessary in developing the Economic Development Strategic Plan for the City of Buckeye.

Provide a tentative Project Work Plan/schedule showing key project milestones and deliverables. The schedule shall demonstrate firm's ability to meet the designated milestones.

## **SECTION 5 - SELECTION PROCESS**

This Request for Qualifications (RFQ) is being conducted pursuant to A.R.S. § 34-603. The process is to review and evaluate the qualifications using a forced ranking system. No individual points will be assigned to the criteria above. The qualifications submitted in response to this RFQ will be ranked in descending order. A Selection Panel will evaluate each SOQ according to the criteria

set forth in Section 4 above. The City will select a firm(s) based on the SOQ's received; formal interviews may or may not be conducted. The City may conduct a due diligence review on the firm(s) receiving the highest ranking in the evaluation.

A "Selection Committee" will be comprised of City employees and outside companies and/or Consultants. The selection committee will review, evaluate, and rank the RFQ responses in accordance with the evaluation criteria established above.

The City may then decide if necessary to conduct interviews of firms to make final selections.

The City will award a Professional Services Consulting Contract to the highest-ranked firm, after a successfully negotiated fee schedule has been made.

## **SECTION 6 - GENERAL INFORMATION**

**City Rights.** The City of Buckeye reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

**Acceptance of Evaluation Methodology.** By submitting its Qualifications in response to this SOQ, respondent acknowledges and accepts the evaluation process, the established criteria and associated point values, and that determination of the "most qualified" firm(s) will require subjective judgments by the City.

**Release of Project Information.** The City shall provide the release of all public information concerning this project, including selection announcements and contract award. Those desiring to release information to the public must receive prior written approval from the City.

**Contact with City Employees.** All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Department Heads and other City staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified in Section 4 above.

**Data Confidentiality.** Except as specifically provided in the Contract, the Contractor or its subcontractors shall not divulge data to any third party without prior written consent of the City.

**Legal Worker Requirements.** The City of Buckeye is prohibited by A.R.S. § 41-4401 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). The contractor and each subcontractor shall comply with all federal immigration laws and

regulations related to their employees and compliance with the stated law. The City of Buckeye retains the legal right to inspect the papers of any contractor or subcontractor employee who is awarded a contract to ensure that the firm or subcontractor is complying with the law.

**Lawful Presence Requirement.** Pursuant to A.R.S. §§ 1-501 and 1-502, the City of Buckeye is prohibited from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign a City-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

**Protest Procedures.** Firms wishing to respond to disqualification or a procurement outcome may refer to The Procurement Code of the City of Buckeye, Section 24-3-16 which governs protest procedures utilized throughout the selection process.

**Suspension/Debarment.** By submitting a proposal in response to this solicitation, the respondent is certifying that it is neither debarred nor suspended nor under consideration for suspension or debarment by any federal, state or local government or agency. If a respondent is not able to so certify, the respondent must submit a letter that identifies the agency involved and a contact and explains why respondent is suspended or debarred or being considered for suspension or debarment.

**Questions.** All questions pertaining to this selection process, contract issues, or Scope of Work must be directed to Tammy Vogel, Purchasing Supervisor, Construction and Contracting Division at [TVogel@buckeyeaz.gov](mailto:TVogel@buckeyeaz.gov). All questions must be received, in writing (including email), no later than seven (7) days in advance of the SOQ due date. Responses to questions that materially change the scope or intent of this RFQ will be issued via Amendment on the City of Buckeye website. The City will not notify Respondents of posting of Amendments. Therefore, it is the Respondents' sole responsibility to check the website periodically for all issued Amendments. Failure to include acknowledgement of all Amendments may be cause for rejection of the proposal.

**ATTACHMENT 1  
TO  
RFQ NO. 2019023  
ECONOMIC DEVELOPMENT STRATEGIC PLAN**

**PAST PERFORMANCE QUESTIONNAIRE**

(See Separate Attachment)