



CITY OF BUCKEYE

**REQUEST FOR QUALIFICATIONS
RFQ: 2019029**

CITY OF BUCKEYE- DOWNTOWN SPECIFIC AREA PLAN

CONTACT PERSON

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Pre-Proposal Conference:	November 06, 2019 at 2:30 PM
Last Day for Inquires:	November 15, 2019 at 5:00 PM
RFQ Due Date:	November 25, 2019 at 2:00 PM

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SECTION 1 - INTRODUCTION

The City of Buckeye is currently seeking Statements of Qualifications from qualified, experienced firms interested in providing professional services to develop a City of Buckeye Downtown Specific area plan. Over the last two decades, the City of Buckeye has developed numerous overlays, plans, and studies directed to support and enliven Monroe Street and the greater Historic Downtown of Buckeye. These efforts had differing scopes with some addressing streetscapes and public infrastructure and others creating zoning standards to encourage the redevelopment of Monroe Street and the neighborhoods which surround it. In 2018, the City enlisted the assistance of Arizona State University to capture current public sentiment and attempt to unify all these efforts into a singular document known as the ASU Downtown Specific Area Plan.

The ASU Downtown Specific Area Plan (DSAP) was developed through significant research, outreach and coordination between downtown stakeholders, City staff and the graduate students of ASU's school of Geographical Sciences and Urban Planning. The DSAP is widely supported by the community and was accepted by City Council in May of 2018. It is considered the springboard to which a refined and comprehensive specific area plan will be developed.

The Imagine Buckeye 2040 General Plan was ratified by the voters in August of 2018. Within this plan, Downtown Buckeye is identified as an "Activity Center." An Activity Area is a typically mixed-use area of special character that is considered a focal point for entertainment, economic development, tourism, education, and/or local heritage. An appropriate plan and proper regulations are needed to support and grow the historic core of the City. The unique early-twentieth century development pattern of the area requires unique standards for development and redevelopment of the rights-of-way and public and private properties. Notably, the City desires that the plan preserve the culture and heritage of the community while incentivizing compatible economic development and redevelopment opportunities. Therefore, promoting downtown as a unique destination and living environment.

The City of Buckeye requests qualified professionals to submit qualifications to develop a specific area plan for the Historic Downtown Buckeye Activity Center, which will be adopted as a stand-alone plan and major amendment to the Buckeye General Plan 2040 by December 2020.

BACKGROUND

General Plan 2040

The Imagine Buckeye 2040 General Plan was approved by City Council and adopted by the voters in August of 2018. The document references in several sections the importance of Historic Downtown Buckeye. As part of a short-term implementation task, the General Plan references the development of a specific area plan for the Historic Downtown Buckeye Activity Center.

2018 ASU Downtown Specific Area Plan (DSAP)

Through significant stakeholder outreach, this plan establishes a high-level framework for the preservation and revitalization of downtown. Graduate students of ASU's school of Geographical Sciences and Urban Planning led the plan. The plan identifies important planning considerations for downtown and makes recommends regarding the management of public infrastructure, the establishment of permanent committees and commissions, and recommendations for architectural/form-based design standards.

El Rio District Area Plan (2018)

The El Rio District Area Plan is the master plan for the portion of the Historic Downtown Buckeye Activity Center located immediately south of Beloat Road (Irwin Ave). This plan focuses on Greenfield development, economic and recreational activation of the Gila River banks, and preservation of the natural river habitat. Additionally, the plan sets the framework for transitional development patterns between the historic downtown and the river.

2012 Downtown Overlay

Article 5.12.5 of the Development Code is the downtown overlay. This is a zoning overlay, which establishes general regulations, which support residential infill development, preserve the identity of downtown, and encourages development through refined and relaxed development standards.

2002 ASU Downtown Buckeye Revitalization Plan

This plan establishes a framework for the preservation and revitalization of downtown. Graduate students of ASU's school of Geographical Sciences and Urban Planning led the plan. The plan includes an economic, demographic analysis, identifies ways to support pedestrian and multi-modal activity in the downtown area, and makes recommends regarding architectural design standards to preserve the character and history of Downtown Buckeye.

1987 Master Revitalization Plan

This document took a focused approach to the areas within a few blocks of Monroe Avenue and 4th Street. Buckeye was a much different community in the 1980s and had not yet been subject to the outward expansion and suburbanization of the Phoenix metro area. The analysis in the plan is sound but reflections of a different era in Buckeye's history. The plan makes recommendations regarding gateways, road design, connectivity, redevelopment, and design, which are still useful today.

SECTION 2 – PROJECT SUMMARY/SCOPE OF WORK

The consultant will complete the following tasks for the Downtown Buckeye Specific Area Plan.

A. Data Collection, Inventory, Existing Conditions, Literature Review:

A.1 Review applicable plans and studies: Buckeye General Plan (2018), Parks and Recreation Master Plan (2016), Bicycle/Pedestrian Master Plan (2019), Transportation Master Plan (2019), El Rio District Area Plan (2018), Master Revitalization Plan (1987), ASU Downtown Buckeye Revitalization Plan (2002), Article 5.12.5 of the Development Code [Downtown Overlay] (2012), ASU Downtown Specific Area Plan (2018), MAG Regional Commuter Rail System Update (2018), other agency related plans from Arizona Department of Transportation, Maricopa County Department of Transportation, Maricopa County Flood Control District.

A.2 Data Collection – existing conditions, GIS data collection from City and stakeholders including roads, rail, canals, utilities, and socioeconomic and demographic data.

B. Prepare Downtown Buckeye Specific Area Plan. The plan shall include the following:

B.1 Land Use and Urban Design

- Detailed land use plan based upon existing and planned character and uses
- Development standards to promote historic character retention and compatible infill, design, siting & uses.
- Form-based standards for property fronting principal streets/corridors such as 4th Street and Monroe Avenue
- Transitional development standards to blend the plan to adjacent development areas and the El Rio District Specific Area Plan
- Transit Oriented Development standards for areas related to commuter rail or multi-modal transit stations
- Utility relocation plan

B.2 Transportation

- Street cross sections which support the traditional small-town grid and multi-modal transportation
- Gateways/transition features along arterials which define the downtown area
- Street tree/character plan
- Truck route plan
- SR-30 analysis and recommendations
- Transit planning: routes, infrastructure and facilities
- Alley policy

B.3 Parking

- Analyze existing parking inventory and utilization in principal corridors
- On-street parking policy/plan

B.4 Economic Development

- Cost benefit analysis estimating implementation and long-term maintenance costs for proposed public improvements/programs vs increased land value and sales taxes
- Financing mechanisms: cost-share loans/grants for private property improvement, special taxing districts, improvement districts, redevelopment/revitalization districts
- Feasibility of public private partnerships (PPP) or redevelopment agency
- Vacant property policies: acquisition, enforcement, resale
- Marketing and identity strategies
- Permitting, land use, licensing, or other city process enhancements

B.5 Recreation and Arts

- Integrate and refine bicycle and trails plans
- District art program policies/plan

B.6 Implementation

- Plan goals organized into actionable short, medium, and long term tasks
- Recommendations for revised city process, codes, public review bodies, or other mechanisms to maintain long term plan implementation

C. Outreach and Involvement

- Community Open House (1 meeting)
- Stakeholder Group (2 meetings)
- Development Partnering Group (1 meeting)
- Joint City Council & Planning and Zoning Commission workshop (2 meetings)

C.1 Coordination and/or meet with other stakeholders, which may include:

C.1.1 Main Street Collation

C.1.2 Buckeye Valley Chamber of Commerce

C.1.3 Buckeye Unified High School District, Buckeye Elementary School District

C.1.4 Union Pacific Rail Road

C.1.5 McDOT, ADOT, Valley Metro

C.1.6 Buckeye Water Conservation District

- C.1.7 APS, SW Gas
- C.1.8 Flood Control District of Maricopa County
- C.1.9 Maricopa Association of Governments
- C.1.10 Buckeye Youth Council
- C.1.11 Buckeye Museum
- C.1.12 West Valley Arts Council
- C.1.13 One (1) City Council meeting to accept the Downtown Buckeye Specific Area plan

D. Administrative Tasks

- Standing meeting/phone calls with city project managers (biweekly or as needed)
- Monthly progress reports (up to 1 page)
- Track and save, distribute all meetings minutes/summaries to city staff
- Provide all materials for meetings, such as PowerPoints, comment forms, presentation boards, sign in sheets for each meeting
- Maintain and manage the project schedule
- Answer questions from various stakeholders and city staff throughout the duration of the project via email and phone calls
- Copies of all available city plans and studies, and stakeholder information will be made available to the Consultant.

E. General Scope of Work and General Requirements (The scope of work is a general guide to the work the City expects to be performed by the Consultant.)

E.1 The consultant selected will be responsible for creating the Downtown Buckeye Specific Area Plan from land use planning, form-based codes, character planning, right-of-way design and planning, transit/multi-modal planning, economic analysis, heritage and arts planning, stakeholder collaborative building, creation of high quality and engaging visual graphics, renderings, maps, and tables, GIS mapping.

E.2 Consultant for the Downtown Buckeye Specific Area Plan will need to assemble, manage, and coordinate a consulting team with expertise in the various fields that can complete the aforementioned tasks.

F. Project Deliverables

The City of Buckeye seeks to receive the deliverables from the awarded Consultant as follows:

F.1 A Council-accepted Downtown Buckeye Specific Area Plan that includes the aforementioned elements by September 2020.

F.2 Twenty (20) final hard copies of the specific area plan in standard letter format in binders.

F.3 provide a digital copy (5 USB drives) of the final specific area plan and associated documents such as meeting summaries, PowerPoint presentations, research, and GIS files in both design format and PDF.

F.4 Deliverables to be provided upon completion through each process/phase.

SECTION 3 - PRE-SUBMITTAL CONFERENCE

The pre-proposal conference has been scheduled for **November 06, 2019, at 2:30 PM** at Buckeye City Hall, 2nd Floor Buckeye 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. (Off-site participants must email contact information and phone number to TVogel@buckeyeaz.gov be added to the sign-in sheet prior to the meeting.)

SECTION 4 – SUBMITTAL REQUIREMENTS

Firms interested in this RFQ should submit a Statement of Qualifications with **One (1) original, One (1) Copies and One (1) Flash Drive by 2:00 PM, local time, November 25, 2019.** (Three-ring binders are preferred.) In addition, submit a complete copy of the Qualifications on a **Flash Drive using a searchable “.pdf”** file format. 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 #2019029. 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

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 an 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., foldouts) 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 sample 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

sub consultants 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 sub consultant 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: (City of Buckeye-Downtown Specific Area Plan)

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 firms contact person for the RFQ.

TAB A - Project Experience (City of Buckeye-Downtown Specific Area Plan)

Identify at least three (3) but no more than five (5) projects where you were the primary consultant specific to a Downtown Specific Area Plan. 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 City of Buckeye-Downtown Specific Area Plan.

Provide a tentative Project Work Plan/schedule showing key project milestones and deliverables. **(Identified in Section 2)** 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, it's 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 that 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 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. 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. 2019029
CITY OF BUCKEYE DOWNTOWN SPECIFIC AREA PLAN**

PAST PERFORMANCE QUESTIONNAIRE

(See Separate Attachment)