



**STATEMENT OF INTEREST  
AND QUALIFICATIONS**

Solicitation Number: **P12-0050**

**Materials Management  
Procurement**

9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Fl.  
Peoria, Arizona 85345-6560  
Phone: (623) 773-7115  
Fax: (623) 773-7118

**REQUEST FOR  
STATEMENT OF INTEREST & QUALIFICATIONS**

For

**Affordable Housing Property Transfer**

**P12-0050**

**Due Date: May 1, 2012, 5:00 PM Arizona Time**

City of Peoria  
Materials Management Division  
Contact: Jennifer Miller  
9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Floor  
Peoria, Arizona 85345  
(623) 773-7115



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### DESCRIPTION

#### 1. **Background**

The City of Peoria is seeking proposals from non-profit organizations for the development of a residential parcel. The parcel is described as: Lot 33, Varney Tract, according to Book 30 of Maps, Page 11, Records of Maricopa County, Arizona, EXCEPT the North 70 feet of the East 90 feet thereof.

The subject parcel is described as:

Address:	11619 N. 80 <sup>th</sup> Avenue
Parcel #:	142-06-067A
Acres:	.435
Sq. Feet:	18,900 +/-
Subdivision:	Varney Tract, Portion of Lot 33
Section Township Range:	Section 23, Township 3 North, Range 3 East
Tax code:	??? I am not sure what this is or if it needs to be in here???
Land Full Cash Value:	\$28,500 (2012)
Improved Full Cash Value:	N/A
Parcel Zoning:	Municipal Vacant Land

#### 2. **Price**

The property will be conveyed free of charge to the successful proposing non-profit organization, based on the organization's ability to perform as described in proposal.

#### 3. **Property Use**

Parcel 142-06-067A is currently zoned RM-1 which allows for single-family residential home development.

#### 4. **Development Goals**

The development shall incorporate sustainable design elements and energy efficient practices into construction as described in the U. S. Department of Housing and Urban Development (HUD) Model Energy Code. Offeror shall provide residential uses compatible with the surrounding neighborhood, utilize quality design and materials and complete project in a timely manner.

#### 5. **Environmental**

The property will be transferred "as is, where is". The City shall not conduct any assessment or survey. The City shall provide the selected non-profit organization with permission to access the property prior to closing to conduct any environmental or geotechnical investigations that it desires upon approval of scope of work and evidence of insurance. If environmental or geotechnical investigations are conducted, all analytical results and reports must be provided to the City. Selected non-profit organization will be responsible for all remediation costs. Due diligence is the sole responsibility of the non-profit organization.



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#### 6. Closing

Closing will occur once all project elements are in place – preliminary plan approval and financing. The selected non-profit organization will be expected to begin work within 1 year of closing and finish all work within 2 years of closing. City of Peoria will convey by Quit Claim Deed, which will include a Reversionary Clause re-conveying the property to the City of Peoria in the event the successful non-profit is unable to perform as required.

#### 7. City Property Transfer Conditions

Proposals will be rejected from any non-profit organization who:

- Is delinquent in the payment of real or personal property taxes for property in the City of Peoria
- Is a non-profit organization against whom the City has outstanding judgment (or against whom the City acquired property tax foreclosure judgment)
- Is a non-profit organization against whom the City has outstanding building code violations that are actively being abated

Tax and Court records will also be checked prior to Closing. If any of these conditions are found to exist, the selected non-profit organization will be ineligible to proceed and the City of Peoria will terminate the Property Transfer Agreement.

#### 8. Other Approvals

Selected non-profit organization is solely responsible for obtaining approval of any zoning change for uses or development requirements that are not expressly permitted by the zoning code.

#### 9. Special Note

The City of Peoria reserves the right to reject any and all proposals for any reason at its sole discretion, to negotiate the terms and conditions of the contract and to impose additional use restrictions, if necessary.

The contents of this packet are for informational purposes only and the representations made herein, though thought to be accurate, are without warranty. Development teams should rely exclusively on their own investigations and analyses.

#### 10. Selection Process

The City expects to award project to the highest ranked proposal based on the requirements in this solicitation. The organization selected will be the organization whose qualifications are responsive, responsible, and are the most advantageous to City, as evaluated and determined by the City in its sole discretion.

**11. Proposal Evaluation:** In accordance with the City of Peoria Procurement Code, awards shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance. A selection committee will evaluate and score each proposal. Proposals shall be submitted in one (1) original and three (3) copies.

- a. Project Understanding and Project Approach. (10 page limit) 500 points
  1. Provide project summary
  2. Provide preliminary architectural plans for all site improvements.



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3. Include a narrative or detailed list on how sustainable design, building elements and energy efficient practices will be incorporated into the project. It is expected that design and building elements will be LEED Silver certifiable. If the City determines that obtaining certification is desired, the funding for such certification will be provided directly by the City.
  4. Provide a construction project schedule to include final occupancy.
  5. Describe process to place occupant, including discussion of standards on home ownership, pre and post-counseling
- b. Experience/Projects. (5 page limit) 150 points
1. Describe other similar past projects and provide references and contact information
- c. Staff's Capabilities and Assignments. (5 page limit) 150 points
1. Provide resumes of relevant staff members
- d. Costs (10 page limit) 150 points
1. Provide preliminary budget including development costs, proposed sources and uses of funds
  2. Provide estimate of sales price of completed home
  3. Provide non-profit organization's policies and mission regarding affordable housing
  4. Provide feasibility and appropriateness of the proposed financing strategy
- e. Conformance to Request for Technical Proposals 50 points
1. Provide all requested documentation

### 12. Interviews

Based on the results of the evaluation scores, interviews may be conducted. Please be prepared to discuss your organization's proposal, project approach and other pertinent information. The interview will be approximately 1 hour.

### 13. Submittal Contact and Date

- Contact Information  
Attention: Jennifer Miller  
SOQ # : P12-0050  
City of Peoria Materials Management  
9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Floor  
Peoria, AZ 85345
- SOQs must be received **by 5:00 p.m.** (AZ time) on May 1, 2012

### 14. Disqualification

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of SOQ at the proper location by the specified date and time
- The number of copies of the submittal requested
- Adherence to maximum page requirements
- Unauthorized contact, including discussion or disclosure to the media or unauthorized contact with any other City policy staff, personnel or departmental representatives regarding the solicitation. All contact or questions regarding this solicitation shall be made in writing to Jennifer Miller at [jennifer.miller@peoriaaz.gov](mailto:jennifer.miller@peoriaaz.gov)



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**15. Confidentiality**

The City of Peoria will honor confidentiality requests to the extent possible, subject to Arizona's Open Record Law.

**16. General Information**

- *Instructions:* The City of Peoria shall not be held responsible for any oral instructions. Any changes to this SOQ shall be in the form of a published addendum.
- *Contact:* Contact with City of Peoria staff, elected or appointed officials, or selection committee members concerning this SOQ, at any time, in any venue, is strictly prohibited, except as described in section 8.1 above, and will be grounds for disqualification.
- *Costs:* The City of Peoria will not be responsible for any costs incurred by any firm submitting an SOQ or responding to this notice. The City reserves the right to waive any irregularities in any submittal and to reject all submittals and re-advertise or cancel the project in its entirety, at its sole discretion. The City reserves the right to request clarification or additional information.
- *Material:* All materials submitted in response to this solicitation become the property of the City, and may become a part of any resulting contract. Award or rejection of a proposal does not affect this right.
- *Compliance:* This solicitation is in compliance with A.R.S. 9-402