

**REQUEST FOR PROPOSALS
FOR
COMPREHENSIVE HOUSING PLAN
CITY OF PAGE, AZ**



**AS REQUESTED BY SRP
PROPOSAL DUE DATE:
JANUARY 21, 2019**

REQUEST FOR PROPOSAL

Notice is given that SRP is soliciting proposals on behalf of the City of Page, for qualified consulting firms to conduct a Housing Plan. The housing plan should build off of the Housing Study, completed in July 2018.

Proposal documents must be submitted on or before 4:30 pm, Monday, January 21, 2019 in a sealed envelope addressed to the NGS, Attn: Paul Ostapuk, Manager, P.O. Box 850, Page, AZ 86040 and labeled "City of Page, Housing Plan". Incomplete proposals and those received after the specified date and time will not be considered. Faxed and emailed responses will not be accepted. Please note, that the SRP receives mail by Post Office Box only, so do not mail your proposal to the physical address.

US Postal Service Mailing Address:

Navajo Generating Station (NGS)
Attn: Paul Ostapuk, Manager
RFP-City of Page Housing Plan
P.O. Box 850
Page, AZ 86040

Inquiries and or clarifications, regarding this RFP should be submitted in writing to:

Technical
City Project Manager – Tim Suan
City of Page, Community Development Director
tsuan@pageaz.gov
(928) 645-4261

Contractual
SRP Project Manager – Gretchen Kitchel
SRP Executive Analyst, Government Relations
Gretchen.Kitchel@srpnet.com
(602) 236-2654

Addenda will be issued in writing and posted to www.cityofpage.org.

BACKGROUND

The City of Page, Arizona is one of the youngest and remote communities in the United States, located on the southern shore of the beautiful Lake Powell. It is located in Northern Arizona, on the Southern Utah border on the Colorado River. It is approximately four hours north of Phoenix and four and a half hours east of Las Vegas, and over an hour drive from any other incorporated city. Page is a border community surrounded by National Park and other federal land and the Navajo Nation.

In 1957, the town began as a housing camp for workers building the Glen Canyon Dam. In 1958, some 24 square miles of Navajo Nation land were exchanged for a larger tract in Utah, and a Government Camp, later called Page, was born. It was incorporated in 1975, and Page is now home to approximately 7,400 permanent residents.

In July 2018, the City completed a Comprehensive Housing Study to explore current and future needs and to identify gaps and barriers that are impacting the housing market. The study included an in-depth demographic analysis, a housing condition survey of specific neighborhoods, and a robust community outreach process.

The City is experiencing a dramatically changing economic landscape. The impending closure of the region's second largest employer, the Navajo Generating Station, by the end of 2019 is expected to have significant impacts on the community. At the same time, the growing tourism industry in Page is placing pressures on the existing housing market, with increased demand for both temporary and permanent lodging for service industry employees and a growing market for vacation home rentals which will require shifts in the housing supply to accommodate demand. Page is undergoing a metamorphosis as the demands for housing continue to shift with the social and economic changes facing the community. The Comprehensive Housing Study analyzed the key housing issues in the community to aid in the development of future housing policies and strategies for long-term success.

The Housing Plan will build on the community outreach and data collected as part of the Housing Study to outline a strategy that will provide clear policies, goals, and actions that address housing needs in the community. The plan will include both short and long-term housing goals based on community priorities and will include metrics and timelines to help track performance.

RFP PROCESS

All statements of qualifications must be received by SRP by 4:30 pm, Monday, January 21, 2019. At that time, all responses duly received will be opened. All criteria for evaluation are set forth in the RFP. SRP 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. No binding contract will exist between the submitter and SRP until SRP executes a written contract.

1. Submission

One (1) original and seven (7) copies for a total of eight (8) responses must be submitted. The envelope or package containing the responses must be plainly labeled:

Navajo Generating Station (NGS)
Attn: Paul Ostapuk, Manager

RFP-City of Page Housing Plan
P.O. Box 850
Page, AZ 86040

It is the sole responsibility of the consultant to see that submittals are received in a timely manner. The consultant shall bear all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

2. Proposal Deadline

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the consultant that: "The submitted proposal was received after the delivery time designated for the receipt of responses and therefore considered nonresponsive."

All submittals shall be prepared and submitted in accordance with the provisions of this RFP. However, SRP reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof.

3. Clarification and Addenda

Each consultant shall examine all RFP documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFP shall be made in writing through Gretchen Kitchel (contractual) or Tim Suan (technical).

SRP shall not be responsible for oral interpretation given by any City or SRP employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the RFP, SRP will attempt to notify all prospective consultants who have secured the same. However, it shall be the responsibility of each consultant, prior to submitting their proposal, to contact SRP to determine if the addenda were issued and to make such addenda a part of the proposal. SRP reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

4. Preparation Expenses

Each consultant preparing a response to the RFP shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the SRP for the expense of preparation or presentation.

5. Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the consultant and shall indicate whether the consultant is a corporation, general partnership, individual or other business entity. Statements of Qualifications shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the consultant to the submitted competitive proposal.

6. Errors and Omissions

Once a response is submitted, SRP may consider requests by any consultant to correct errors or omissions but shall retain sole discretionary authority to determine the outcome of such a request.

7. Retention and Disposal of Statements of Qualifications

SRP reserves the right to retain all submitted statements for public record keeping purposes. No copies of any material will be returned to the consultant. SRP reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

8. Collusion

By offering a response to this RFP the consultant certifies that they have not divulged to or discussed or compared its submittal with any competitors, and have not colluded with any other consultant or parties to this process whatsoever. The consultant also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

- A. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a Statement of Qualification for the purpose of restricting competition.
- B. All persons interested in this project, principal, or principals being named therein and no other person have an interest in this project or in the Agreement to be entered.
- C. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, excepting bon-a-fide employees, or established commercial agencies maintained by the consultant for the purpose of doing business.
- D. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) 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. 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 below.

SCHEDULE

- Deadline to receive responses: 4:30 pm, January 21, 2019
- The selected vendors will be notified and scheduled for an interview, if necessary, to take place at a time established by SRP

The schedule for the evaluation, selection, and award may be changed solely at SRP's discretion.

INSTRUCTIONS FOR PREPARATION OF THE RFP

1. General

All consultants responding to this RFP shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Information and data submitted by each consultant with the proposal shall be incorporated into the contract documents by reference.

2. Required Information

Consultant, and/or any sub-consultants, must present satisfactory evidence indicating their ability to meet the scope of work within a prompt time frame. In addition, to ensure consistency, responses should generally conform to the following format:

- Cover Letter
- Table of Contents
- Sections
 1. Introduction and Execution
 2. Qualifications
 3. Qualifications of Staff
 4. Familiarity/History within the Region or similar markets to Page
 5. References
 6. Technical Approach
 7. Fee proposal
 8. Sample Documents

Section 1 – Introduction and Executed Signature Page

This section must contain an overview of the consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the consultant. The introduction will include a statement to the effect that: The signer shall have the authority to bind the consultant to the submitted response. The statement must be signed above the typed or printed name and title of the signer.

Section 2 – Qualifications

Provide a description and history of the firm. Provide recent experience demonstrating current capacity, familiarity and expertise performing housing plans. Specific experience with projects or contracts matching those described within the Scope of Services will be most valuable.

Section 3 – Qualifications of Staff

Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.

Section 4 – Familiarity/History within the Region

Provide a list of all relevant engagements the firm completed for local government entities within the last ten (10) years. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services.

Section 5 – References

Provide at least five references for which the firm has performed services within the past three (3) years that are similar to the requirements in the Scope of Services. At least three of the references should be from government entities for work performed that is similar to that specified in this RFP. Provide the reference contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.

Section 6 – Project Approach

Provide a general description of the firm’s approach to provide the Scope of Services, including a comprehensive project plan outlining work to be conducted, meetings to be conducted, proposed data sources, project timeline, and other considerations. Include an explanation of the firm’s quality control and quality assurance measures. Type and number of all meetings should be provided. It is anticipated that there will be a number of on-site meetings which may include one or more meetings with City of Page staff and project partners, community stakeholders, focus groups, Page City Council and City Boards, as well as community/public meetings to gather input and present findings and recommendations. There is an expectation of meeting summaries and periodic progress reports.

Section 7-Fee Proposal

A total, not to exceed, cost estimate for the project must be submitted. The cost shall be based on the number of hours of work provided and “out of pocket expenses” and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by SRP. Such estimate shall provide the following information:

- The number of hours to be provided by each person assigned to the proposed work by the firm’s organizational levels.
- The proposed hourly rate for billing shall be included for each person.
- The number of hours of work and cost shall be itemized for each major work element of the proposal.
- An itemized estimate of “out-of-pocket expenses” must be included.
- The total amount of maximum payment must be stated.
- Your method of billing must be disclosed. SRP will consider paying on a periodic basis as substantial portions of the work are performed but not more than one time per month.

Section 8 – Sample Documents

The Consultant is encouraged to provide examples of other studies similar in scope. In order to reduce the resources that may be needed to respond, consultants are encouraged to use a digital format (.pdf).

SCOPE OF WORK

- Using the data collected in the Housing Study (Study), prioritize the housing needs for the different neighborhoods and/or housing types.
- Identify strategies for development of properties to meet housing gaps identified in the Study.
- Determine what incentives would generate interest in building housing on public and private land.
- Develop strategies for the creation and implementation of housing programs, including a feasibility analysis or white paper to evaluate the possibility of establishing a housing authority in Page, or in cooperation with Coconino County or in cooperation with a pre-existing housing authority or non-profit in the County. Programs should include housing rehabilitation, first-time homebuyer assistance, mobile home rehabilitation and unit replacement, multi-family housing development, and other programs designed to address housing gaps identified in the Study.
- Determine how a Community Land Trust could play a role in the future of the City, including the feasibility of land banking, trading and leveraging. Suggest an implementation strategy for potential Land Trust implementation.
- Identify potential revenue funding sources for operational subsidies and supportive services for housing programs, including housing placement, housing assistance, and permanent supportive housing.
- Identify potential revenue sources and legal avenues for leveraging local governmental influence to help increase the supply housing identified in the Study.
- Identify regulatory policies the City could consider adopting to require affordable and accessible units as part of a larger development. Suggest an implementation strategy for preferred policies.
- Recommend strategies to guide future decisions regarding removal of regulatory barriers, resource allocation and local policy and programmatic changes.
- Based on community and Council outreach/involvement, recommend the priorities and goals, and then the strategies, actions and timelines to work towards accomplishing them.
- Coordinate with other long-term planning processes currently underway, or under consideration, including zoning and land use, economic development, transportation, infrastructure, and other potential plans to make sure planning processes, language, definitions, and requirements are consistent.
- Suggest a community outreach/involvement plan that includes getting input from the City Council as well as the community with the goal of creating a Housing Plan that has City Council and community support.
- Provide and present to the public, stakeholders, potential developers, etc. a final Housing Plan of sufficient quality for public distribution, which describes the nature of the project, research undertaken, findings, conclusions, and recommendations.

CONDITIONS

1. All data will become the property of the City and SRP in perpetuity and may not be used for any other set of studies without prior approval.
2. The data collected, and the analysis, shall be provided in written and digital formats.
3. Uses of the data should be cited and documented as part of the document.
4. The consultant is highly encouraged to present the data and analysis as much as possible through the use of GIS data, products, and resources.

RESOURCES PROVIDED BY THE CITY

1. Information, Documents, & Reports
 - a. City of Page Comprehensive Housing Study
 - b. City of Page Strategic City Council Priorities for Fiscal Years 18 and 19.
 - c. City of Page General Plan
 - d. City of Page Code of Ordinances.
 - e. Stakeholder and contact information
2. Other
 - a. City staff, council members and/or board members, and stakeholders will assist in conjuring community engagement and participation.
 - b. City staff will promote the plan through newspaper publications, radio announcements, the City website, fliers, and any other outreach channels. The consultant shall assist in design and content of the communications.

PROPOSAL EVALUATION AND SELECTION

1. Proposal Evaluation

A team comprised of SRP, the City, and community representatives will conduct the evaluation process. Selected candidates may be interviewed by a panel comprised of some or all the evaluation committee.

The selection team shall evaluate proposals based upon the following criteria:

- (25%) The team's experience with similar projects.
- (25%) The quality and experience of the project manager and key staff persons who will be working on the project on a daily basis and percentage of time/commitment of key team leaders to the project.
- (25%) The team's understanding of the scope of work and demonstrated ability to complete the work successfully.
- (15%) The team's project delivery approach.
- (10%) The fee proposal.

2. Selection Process

A Selection Panel will evaluate and score each submission according to the criteria set forth above, in order to determine a "shortlist" of up to three (3) submitters for the interview phase of the selection process. Finalists may be invited to participate in detailed interviews. However, SRP reserves the right to select a firm based on the evaluation of the submittals alone and not proceed to interviews.

At the conclusion of the selection process, each of the rated elements for each submitter will be evaluated to determine the best qualified firm for this request.

3. Rejection of Responses

SRP reserves the right to reject any or all proposals, waive any immaterial defect or informality, or reissue this RFP.