



**TOWN OF PINETOP-LAKESIDE, ARIZONA
REQUEST FOR PROPOSALS
CREATION OF AN ECONOMIC DEVELOPMENT PLAN
SOLICITATION NUMBER: PL-23-001**

NOTICE OF REQUEST FOR PROPOSALS
TOWN OF PINETOP-LAKESIDE
CREATION OF AN ECONOMIC DEVELOPMENT PLAN
SOLICITATION NUMBER: PL 23-001

DESCRIPTION: The Town invites proposals from qualified firms to create an economic development plan, in accordance with the Town's USDA - RBDG awarded application.

DUE DATE AND TIME: March 21, 2024, by 4:00 PM local time

PROPOSAL REQUIREMENTS: Demonstration of the firm's related experience and ability to meet the requirements of the awarded application.

RFP DOCUMENTS: Available at <https://www.pinetoplakesideaz.gov/349/RFPs-RFQs>

QUESTIONS: Inquiries regarding the proposal are to be sent to Joseph Jarvis at joseph@tripjllc.com.

SUBMITTALS: Are to be emailed to Kristi Salskov at ksalskov@pinetoplakesideaz.gov. Proposals received after the due date and time will not be considered.

BACKGROUND

The Town is seeking Proposals from qualified and experienced Proposers to build upon the Town's existing resources (see Appendix A, B, C, and the Northern Arizona Council of Governments: Economic Development: Comprehensive Economic Development Strategy <https://nacog.org/nacog-economic-development-district-ceds-document/>) to create a five-year economic development plan for the Town. The Proposer will form an economic development committee, from stakeholders as defined by the Town Manager. Once the committee is created, the Proposer will jump start the committee's objective of implementing, monitoring, and improving the plan.

INSTRUCTIONS TO PROPOSERS

STATUTORY REQUIREMENTS

This Agreement is subject to termination pursuant to A.R.S. § 38-511. The parties agree that they are not currently engaging in and agree that for the duration of the Agreement, they will not engage in a boycott of Israel, as that term is defined in A.R.S. § 35-393.

SUBMISSION

Proposals must be submitted NO LATER THAN March 21, 2024, 4:00 PM. Any submittal not received by the above date and time will not be considered. It shall be the sole responsibility of the firm to have its submittal delivered to the Town by email. Delay in delivery shall not be the responsibility of the Town.

PROPOSAL OPENING

The request for proposals (RFP) shall be opened publicly at the time designated in this document. The name of each Proposer shall be read publicly and recorded. Prices will NOT be read. Received proposals will not be subject to public inspection until after the contract is awarded.

SUSPENSION OR DEBARMENT CERTIFICATION

By signing the Proposal, the Proposer certifies that the entity has not been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity with any federal, debarment or suspension shall result in rejection of the proposal or offer or cancellation of the contract. The Town also may exercise any other remedy available by law.

CONFLICT OF INTEREST

The Proposer shall, throughout the term of the contact, take appropriate action(s) necessary to maintain the integrity of the Town's activities. Any possible or actual conflict of interest situation, related to the supplier's work for the Town and the private sector, shall be reported to the Town in writing within 7 days. The Town will determine the appropriate course of action to alleviate the conflict-of-interest situation. The Town's decision will be final and without recourse.

PROPOSAL REJECTION

The Town reserves the right to accept or reject any or all submittals, to waive irregularities and technicalities, and to request re-submission or to re-advertise for all or any part of the RFP. The

Town shall be the sole judge of the proposal and the resulting negotiated agreement and the Town's decision shall be final.

FORMAT

Proposer shall submit one (1) original Proposal using a searchable “.pdf” file format.

RECORDS

Pursuant to provisions of Title 35, Article 6, Arizona Revised Statutes §35-214 AND §35-215, each Supplier shall retain all books, accounts, reports, files, and other records relating to the acquisition and performance of the contract for a period of six (6) years after the completion of the contract. All documents shall be subject to inspection and audit at reasonable times. Upon request, a legible copy of any or all such documents shall be produced at the offices at the Town Finance Director or any agency doing business under this contract.

SUBMITTALS: Proposals must include the following:

Cover Page Form (Appendix D).

Proposal Narrative- The proposal narrative may not exceed ten (10) pages, typed in twelve (12)-point font and with one (1)-inch margins. The proposal narrative must include following:

- a. Key personnel resume- one page per resume
- b. Past experience- Submit at least three (3) projects in which the key personnel served as the primary consultant. The projects submitted should demonstrate that the key personnel have performed similar services as requested for with this RFP.
- c. Project understanding and approach- Describe the firm's approach to performing the requested services described in the RFP. Describe the Proposers priorities, constraints, and observations necessary for developing the Economic Development Plan, creating the Economic Development Committee, and jump starting the Committee's work.
- d. Provide a tentative schedule showing key project milestones and deliverables.

EVALUATION CRITERIA

Related experience	30 pts
Project understanding and approach	20 pts
Demonstrated ability to perform the work within the schedule and budget	10 pts
Ability to follow the instructions of the RFP	5 pts

REVIEW, RANKING, AND SELECTION OF A PROPOSER

A Selection Committee will be appointed by the Town Manager to review all Proposals. The Committee will review and rank each Proposal. Based on the ranking, the Committee may select one (1) or more Proposers to be interviewed. The interview would include a formal presentation to the Committee relative to their qualifications, approach to the project, and ability to provide services to best serve the needs of the Town. At the conclusion of the evaluation, the Selection Committee will recommend a Proposer to the Town Council for their consideration of approval.

BUDGET

The total funding available for this RFP is \$55,000.00

TIMELINE

Proposer develops the economic development plan in collaboration with Town staff and its existing resources.

Completed before 6/30/2024

Formation of the implementation Committee and kick-start the Committee's work.

Completed before 7/31/2024

CONTRACT

The selected contractor must sign a contract with the Town to complete the work.