

**TOWN OF GILBERT
ADDENDUM NO. 2
TO BID DOCUMENTS FOR
Project Name: 9.1 Acres Heritage District
Request For Qualifications (RFQ) Number: 2018-2105-0196
Date 4/4/18**

This Addendum contains a total of 1 page

<http://www.gilbertaz.gov/rfp>

The following revisions to the Proposal Documents for the project shall become a part of the Request For Proposal (RFP) Documents. Only these items are to be altered. There are no changes to the remainder of the original Proposal Documents.

The following changes and/or clarifications have been made to the RFQ:

- 1. Building heights in Heritage District are 55 feet by right**
- 2. Has there been any soil testing done on the 9.1 acre site?**
 - a. No soil testing has been done on the site.**
- 3. Is Gilbert looking for teams who have worked together on past projects but who may not be “in-house” for the Development firm?**
 - a. The RFQ states in a note on the bottom of page 12 of 13 that Gilbert is seeking information about the existing development firm, do not include information for any firms or individuals who are not in-house at the time of your submittal.**
- 4. Will Gilbert be seeking any specific style architecturally when the follow-on RFP is issued?**
 - a. In conformance with the Gilbert Land Development Code (LDC), the Heritage District Guidelines, and the Heritage Village Center (HVC) zoning.**
- 5. There was no specific place to acknowledge Addenda in the RFQ, where should firms acknowledge the addenda?**
 - a. Please acknowledge the Addenda in your cover letter.**

The Proposer shall acknowledge receipt of all addendums in their submittal. Failure to do so will result in the proposal being declared non-responsive.

TOWN OF GILBERT
ADDENDUM NO. 1
TO BID DOCUMENTS FOR
Project Name: 9.1 Acres Heritage District
Request For Qualifications (RFQ) Number: 2018-2105-0196
Date 3/8/18

This Addendum contains a total of 2 pages

<http://www.gilbertaz.gov/rfp>

The following revisions to the Proposal Documents for the project shall become a part of the Request For Proposal (RFP) Documents. Only these items are to be altered. There are no changes to the remainder of the original Proposal Documents.

The following changes and/or clarifications have been made to the RFQ:

- 1. Solicitation Title has been changed to: “Development of Land...” (“Purchase and” has been struck)**
- 2. Page 13, SELECTION PROCESS AND TIMELINES, item b) has been changed to read:** Gilbert will invite the shortlisted respondents to respond to a Request for Proposals (RFP). The RFP will seek detailed information about the proposed development project, development team members, timeline, impacts and benefits as well as the proposed financial structure.
- 3. Will Gilbert pay a broker commission if the buyer is represented by a broker?**
The Town of Gilbert will not pay a broker commission if the buyer is represented by a broker.

In addition, the following is added:

3.4 Solicitation Transparency Policy: Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by Gilbert, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subcontractors, consultants, joint venturers, members, lobbyists, or attorneys (collectively, “Proposers”), shall only discuss matters associated with this Solicitation with the Procurement Officer designated in this Solicitation and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Town Manager, Deputy Town Managers, the Mayor, or any member of the Gilbert Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with Gilbert.

Notwithstanding the foregoing, Proposers may discuss this Solicitation with the Mayor or a member of the Gilbert Town Council, provided such meetings are scheduled through the Procurement Officer listed on this Solicitation, conducted in person at 50 E. Civic Center Drive, Gilbert, Arizona 85296, and are posted as open meetings by the Town Clerk at least twenty-four (24) hours prior to the scheduled meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**

Under the GILBERT'S VISION AND EXPECTATIONS section of the RFQ Gilbert added the following:

Gilbert is currently undergoing the 2018 Redevelopment Plan Update and the scope of work is to identify and prioritize short, middle, and long-term goals for the next 10 years. The consultant is engaging Gilbert residents, business owners, and property owners in the community and the process is still in the conceptual phase, meaning no decisions or direction has been made to date. Gilbert will hold at least two additional public workshops. The dates and information regarding these workshops will be posted on the Gilbertaz.gov calendar, the Heritage District webpage (gilbertaz.gov/heritage district). You will find recaps from the Public Workshops #1 and #2 on the Heritage District web page. The consultant will return with a further refined fundamental concept during the Public Workshop #3 on April 03, 2018 for public input.

Gilbert has been inspired by many different projects, Districts, adaptive reuse efforts, pedestrian malls, etc. A couple of examples include:

- La Rambla, a tree-lined pedestrian mall in central Barcelona, popular with tourists and locals alike.
- Pearl, located north of downtown San Antonio, provides a unique experience as a top culinary and cultural destination. The mixed-use space features retail, dining, picturesque green spaces, paseos and amphitheaters, along with LEED-certified complexes mixed with historic architecture. Please visit <http://atpearl.com/about>

The Proposer shall acknowledge receipt of all addendums in their submittal. Failure to do so will result in the proposal being declared non-responsive.



TOWN OF GILBERT, ARIZONA

NOTICE OF REQUEST FOR QUALIFICATIONS

SOLICITATION TITLE:	PURCHASE AND DEVELOPMENT OF LAND: 9.1 Acres, parcels 302-14-907 and 302-14-908 Located south of Juniper Avenue, north of the Western Canal, east of Ash Street, and west of Gilbert Road
SOLICITATION NO.:	2018-2105-0196
SUBMITTAL DUE DATE:	April 30, 2018
SUBMITTAL DUE TIME:	4:00 pm local Arizona time
LOCATION: Purchasing Division Attn: Diane Shannon 50 E. Civic Center Drive Gilbert, AZ 85296	MAILING ADDRESS: Purchasing Division Attn: Diane Shannon 50 E. Civic Center Drive Gilbert, AZ 85296
PRE-SUBMITTAL CONFERENCE:	March 26, 2018 10:00 am local Arizona time 50 E. Civic Center Drive Conference Room 300 Gilbert, AZ 85296

Sealed submittals for this Request for Qualifications (RFQ) will be received by the Purchasing Division, Town of Gilbert, 50 E. Civic Center Drive, Gilbert, AZ 85296, until the time and date cited above. Names of Offerors whose offers are received timely will be opened publicly and read aloud in Conference Room 300.

Offers must be in the actual possession of the Purchasing Division Office and stamped as received by a member of the Purchasing Division staff on or prior to the exact time and date indicated above. Late submittals will not be considered under any circumstances.

Offers must be submitted in a sealed package with the solicitation invitation number and the Offeror's name and address clearly indicated on the outside of the package. All offers must be completed in ink or typewritten. Additional instructions for preparing offers are provided on the following pages.

Issue Date: March 05, 2018

CONTACT:
Diane Shannon, CPPB
Town Of Gilbert, Purchasing Division
Diane.Shannon@gilbertaz.gov
480-503-6818

INFORMATION AND INSTRUCTIONS TO OFFERORS

1. GENERAL INFORMATION

- 1.1. **Persons with Disabilities.** Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Procurement Officer. Requests shall be made as early as possible to allow time to arrange the accommodation.
- 1.2. **Proposer Registration.** Proposers shall register via the on-line Vendor Registration system at [www.https://procure.az.gov](https://procure.az.gov) in order to receive notification of Addenda to this Solicitation or notice of other solicitation opportunities. A Proposer who is not so registered must contact the Gilbert Contact person, Diane Shannon at (480) 503-6818 to make other arrangements to receive notice of Addenda to this Solicitation. The Solicitation and all addenda will be posted on the Gilbert website at www.gilbertaz.gov/rfp.
- 1.3. **Late Offers and Unsigned Offers.** Late offers will not be accepted. Unsigned offers will not be considered under any circumstances. Packages containing offers with insufficient postage will not be accepted by Gilbert. It is the sole responsibility of the Offeror to ensure that its offer is received at or prior to the exact date and time indicated on the Notice Page.
- 1.4. **Addendum.** This RFQ may only be modified by a written Addendum. Offerors are responsible for obtaining all addendums.
- 1.5. **Cost of Offer Preparation.** Gilbert will not reimburse any Offeror the cost of responding to a solicitation.
- 1.6. **Duty to Examine.** It is the responsibility of each Offeror to examine the entire solicitation, seek clarification (inquiries), and examine its offer for accuracy before submitting the offer. Lack of care in preparing an offer shall not be grounds for modifying or withdrawing the offer after the offer due date and time, nor shall it give rise to any Agreement claim.
- 1.7. **Inquiries.** Any inquiry related to a solicitation, including any requests for or inquiries regarding standards referenced in the solicitation should be directed solely to the Procurement Officer listed on the cover page of the solicitation. The Offeror shall not contact or direct inquiries concerning this solicitation to any other Town employee unless the solicitation specifically identifies a person other than the Procurement Officer as a contact.
- 1.8. **Submission of Inquiries.** All inquiries except those at the Pre-Submittal Conference shall be submitted in writing (email) and shall refer to the appropriate solicitation number, page and paragraph. Gilbert shall consider the relevancy of the inquiry but is not required to respond in writing.
- 1.9. **Timeliness.** Any inquiry or exception to the solicitation shall be submitted at least ten (10) days before the offer due date and time for review and determination by Gilbert. Failure to do so may result in the inquiry not being considered for a solicitation addendum.
- 1.10. **No Right to Rely on Verbal Responses.** An Offeror shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the solicitation.
- 1.11. **Sealed Package.** Each offer shall be submitted to the Purchasing Office in a sealed package. The package should be clearly identified as an offer and be marked with name and address of the Offeror and the solicitation number. Gilbert may open packages in advance of the due date to identify contents if the package is not clearly identified.
- 1.12. **Offer Amendment or Withdrawal.** An offer may be withdrawn at any time before the solicitation due

date and time. An offer may not be amended or withdrawn after the offer due date and time except as otherwise provided by applicable law.

- 1.13. No Facsimile or Electronic Mail Offers.** Offers may not be submitted in facsimile or electronically. A facsimile or electronic mail offer shall be rejected.
- 1.14. Typed or Ink Corrections.** The offer shall be typed or in ink. Erasures, interlineations or other modifications in the offer shall be initialed in ink by the person signing the Offer.
- 1.15. No Modifications.** Modifications shall not be permitted after offers have been opened except as otherwise provided under applicable law.
- 1.16. Non-Collusion and Non-Discrimination.** By signing and submitting the offer, the Offeror certifies that:
- A. The Offeror did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its offer; and
 - B. The Offeror does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, age, sex, national origin, or disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.
- 1.17. Disqualification.** An Offeror, including each of its principals, who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may have its offer rejected.
- 1.18. Waiver and Rejection Rights.** Gilbert reserves the right to reject any or all offers or to cancel the solicitation altogether, to waive any informality or irregularity in any offer received, and to be the sole judge of the merits of the respective offers received.
- 1.19. Submittal Opening.** Offers shall be opened as indicated on the Notice Page, unless amended in writing by the Procurement Officer issuing the solicitation. The name of each Offeror shall be read at this time. No other information will be publicly disclosed at the submittal opening.
- 1.20. Public Record.** All offers submitted in response to this solicitation and all evaluation related records shall become property of Gilbert and shall become a matter of public record for review, subsequent to publication by Gilbert of the proposed award in the agenda for the Town Council Meeting or award by the appropriate approving authority or as otherwise required by law.

A request for nondisclosure of data such as trade secrets or other proprietary information must be submitted with the offer and must contain the basis for the request. The affected information shall be clearly identified. A blanket statement of confidentiality will not be considered.

Gilbert will not ensure confidentiality of any portion of the information submitted in the event that a public record request is made.

Gilbert will endeavor provide 48-hours' notice before releasing materials identified by the Offeror as confidential or proprietary in order for the Offeror to apply for a court order blocking the release of the information.

1.21. Protests. A Protest must be in writing and be filed with the Purchasing Office.

A protest of a solicitation shall be received before the solicitation opening date.

A protest of a proposed award requiring Town Council approval must be filed within 5 calendar days of the first posting of the award recommendation. Award recommendations are posted on the RFP web site at www.gilbertaz.gov/rfp. If the protest due date occurs on a weekend or holiday the protest must be filed the next business day.

A protest must include:

- The name, address and telephone number of the protester;
- The signature of the protester or its representative;
- Identification of the project and the solicitation or agreement number;
- A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Gilbert will review the protest and may issue a written response.

2. SUBMITTAL CONTENT

2.1 Content. The Offer Section shall contain all of the following information:

2.1.1 Completed Offer Section. Offers shall include the legal name of the entity in this section.

2.1.2 Evaluation Criteria. Specific information is requested in Exhibit B to the RFQ. The Offeror's submittal should be organized by criteria.

3. EVALUATION

3.1 Discussions with Offerors and Revisions to Submittals. Discussions and additional investigations may be conducted with responsible Offerors who submit submittals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submittals, and such revisions may be permitted after submissions. In conducting discussions, there shall be no disclosure of any information derived from submittals submitted by competing Offerors. The purposes of such discussions shall be to:

3.1.1 Determine in greater detail such Offeror's qualifications;

3.1.2 Explore with the Offeror the scope and nature of the project, the Offeror's proposed method of performance, and the relative utility of alternate methods of approach;

3.1.3 Determine that the Offeror will make available the necessary personnel and facilities to perform within the required time.

3.3 Clarifications. Gilbert reserves the right to obtain Offeror clarifications where necessary to arrive at full and complete understanding of Offeror's product, service, and/or solicitation response. Clarification means a communication with an Offeror for the purpose of eliminating ambiguities in the offer and does not give Offeror an opportunity to revise or modify its offer.

COMPANY INFORMATION

1. COMPANY

Firm Name: _____

Contact Name: _____

Principal Address: _____

Phone: _____

Local Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Type of Organization: _____

Tax ID #: _____

SIGNATURE PAGE

A Partnership

By: _____
(Firm Name)

(Partner's Signature)

(Printed or Typed Name of Partner)

License or Registration Number: _____

Business Address: _____

Phone No.: _____

Fax No.: _____

A Corporation

By: _____
(Corporation Name)

(State of Incorporation)

By: _____
(Signature of Officer Authorized to Sign)

(Printed or Typed Name of Officer)

Attest: _____
(Secretary)

Federal I. D. Number: _____

Business Address: _____

Phone No.: _____

Fax No.: _____

A Joint Venture

By: _____
(Signature)

(Printed or Typed Name)

(Address)

By: _____
(Signature)

(Printed or Typed Name)

(Address)

(Each party to the joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)

**EXHIBIT A
PROJECT DESCRIPTION AND EXPECTATIONS**

PROJECT DESCRIPTION

The Town of Gilbert is issuing this RFQ to solicit qualifications from development firms and cohesive teams that have a proven and positive track record and reputation for developing a vibrant and cohesive vertical mixed-use project on at least 9.1-acres. In addition, Gilbert is seeking a development team for this site located south of Juniper Avenue, north of the Western Canal, east of Ash Street, and west of Gilbert Road (parcels 302-14-907 and 302-14-908). The Project is expected to broaden the market for the Heritage District by locating demand generators (sources of customers/residents/visitors) within the District itself. The ideal project would broaden and diversify the economic base within the Heritage District. The ideal respondent will have a proven record and reputation for executing similar successful development projects.

The intent of this RFQ is to determine qualified development teams capable of developing a vibrant and cohesive vertical mixed-use project on at least 9.1-acres. Proposals will be evaluated and a short list of respondents will be created. Following this RFQ process, Gilbert will invite the shortlisted respondents to respond to a Request for Proposals (RFP) that will seek detailed information about the proposed development project, development team members, timeline, impacts and benefits as well as understanding the cost to develop the site, among other things. The Project will ultimately be contingent upon Town Council approval of the proposal.

TOWN OF GILBERT OVERVIEW

Once known as the “Hay Shipping Capital of the World,” Gilbert, Arizona has evolved into one of the fastest growing communities and the largest town in the United States. Encompassing 72.6 square miles, just southeast of Phoenix, Gilbert has transformed from an agricultural community to a thriving and economically-diverse suburban community. Incorporated in 1920, Gilbert owes its beginnings to William "Bobby" Gilbert who provided land to the Arizona Eastern Railway in 1902 to construct a rail line between Phoenix and Florence, Arizona.

During the last three decades, Gilbert has seen tremendous growth, increasing in population from 5,717 in 1980 to more than 250,000 in 2017 according ESRI. Many recent accolades, including being named the 2nd Safest City and the 22nd Best Place to Live in the country. Gilbert boasts a nationally ranked K-12 education system including public schools, unique magnet and charter schools, with an average graduation rate of 90%. According to the ESRI demographic and income comparison, more than 40% of Gilbert residents hold a bachelor’s degree or higher and the median household income is \$83,857 and the average household income is \$99,819. Gilbert, Arizona was recognized as the most prosperous city in the country according to the Economic Innovation Group (EIG), and is touted as being a “young up-and-comer” with 99.9% of the population living in prosperous zip codes. As Gilbert approaches build-out over the next decade, the estimated population is expected to reach 330,000. With a continued focus on building the latest satellites, conducting cancer research and producing algae technology, Gilbert will continue to grow and thrive and uphold its reputation as being clean, safe and vibrant.

SUBJECT SITE INFORMATION

Parcel Number	302-14-907 and 302-14-908
Major Cross Streets	South of Juniper Avenue, north of the Western Canal, east of Ash Street, and west of Gilbert Road
Distance to Interstates/Freeways	2.5 miles south of the US 60 and less than six miles north of the Loop 202
Utilities	
Water/Wastewater	Town of Gilbert/Adjacent to the Site
Natural Gas	Southwest Gas/In Proximity

Electric
Telecommunications

Arizona Public Service/Adjacent to the Site
Cox Communications/In
Proximity
CenturyLink/In Proximity

The Gilbert Heritage District is the historic and symbolic center of the community and it offers opportunity for the adaptation of historic and significant properties in the original downtown area to uses that will have a positive impact on the adjacent residential and commercial sectors. Through the redevelopment plan, reinvestment and land assembly is encouraged in the Heritage District. Reinvestment maximizes the economic potential of properties, expands infrastructure capacity, rehabilitates substandard buildings, eliminates blighting influences, improves parking, beautifies streetscapes, and allows the assembly of land for new development. As new construction and rehabilitation activities occur, they serve as a catalyst for the improvement of infrastructure for other properties serving the Heritage District. Together, reinvestment and land assembly attracts more businesses and customers, thereby increasing the economic vitality of the area.

The property, generally located at the southwest corner of Gilbert Road and Juniper Avenue, was identified as a vacant land parcel of approximately 11 acres (483,952 square feet) located in the Gilbert redevelopment area and Gilbert Heritage District. The March, 2014 acquisition of property allowed Gilbert to extend Ash Street over the Western Canal, connect with Juniper Avenue, and effectively created an alternative north entrance into the Heritage District, an and exit from the Heritage District.

The property generally located at the southwest corner of Gilbert Road & Juniper Avenue is vacant, has 631.15 feet of Gilbert Road frontage, with daily traffic counts exceeding 23,000 vehicles, and is 2.5 miles south of the US 60 and less than six miles north of the Loop 202.

The property is in the Heritage Village Center (HVC) zoning district, and is intended to foster small-scale, pedestrian oriented mixed-use development, consistent with the Heritage District Redevelopment Plan and General Plan. The District encourages a mixture of uses, including complementary high-density residential, retail, service, office, lodging, entertainment, public and quasi-public and cultural uses. The additional purposes of the HVC district established in this article are to:

- A. Encourage quality and variety in building, landscape, and signage design
- B. Insure historic compatibility in land use and building form
- C. Support mixed commercial and residential uses
- D. Reinforce the historic character of the downtown
- E. Attract active uses that will enhance the pedestrian ambiance of the downtown



GILBERT'S VISION AND EXPECTATIONS

The Town of Gilbert desires to select a development firm that demonstrates the necessary qualifications, experience, business acumen, industry position, and resources to best develop the site in accordance with the Municipality's vision and expectations, which are outlined below.

To develop a vibrant and cohesive mixed-use Project that encompasses the entire 9.1-acre site. The Project is expected to broaden the market for the Heritage District by locating demand generators (sources of customers/residents/visitors) within the District itself. The ideal project would broaden and diversify the economic base within the Heritage District; a Project comprised of only restaurants and retail uses does not meet the Town's vision for this site. While new restaurant/retail elements would be welcome, the ideal Project would feature a mix of uses at a density that would create demand for dining, goods and services beyond what is provided within the Project itself.

Examples of desired Project elements include:

- Multifamily residential (either for-sale or rental)
- Professional office
- Hospitality and meeting space
- Mix of local, regional & national retail/restaurant tenants

Gilbert does not have a preference regarding type or mix of uses and is open to other concepts which would meet with the Town's vision for this site. This solicitation is meant to find the right private sector partner whom would work with the Town to determine the appropriate and feasible mix of uses and densities. A phased development approach may be acceptable; however, all solicitation responses must contemplate the development of the entire site. Gilbert has been inspired by many different projects, Districts, adaptive reuse efforts, etc. As an example please visit <http://atpearl.com/about> and note this example, Pearl, located north of downtown San Antonio, provides a unique experience as a top culinary and cultural destination. The mixed-use space features retail, dining, picturesque green spaces, paseos and amphitheatres, along with LEED-certified complexes mixed with historic architecture.

Design:

While project design is not a consideration factor in this stage of the solicitation process, the Project should ultimately look, feel and operate like it is part of the Heritage District. That statement is deliberately broad to acknowledge that the Heritage District is continually evolving, and this project will be an important part of that evolution. At 9.1 acres, this site would be the largest parcel to be developed in the Heritage District, and could be the largest single development opportunity within the District for many years to come. This site may also lend itself to greater density and/or building height than is currently found within the District.

To best understand the Town's design and planning expectations for this site, review the following:

- Gilbert Land Use Code (<https://www.gilbertaz.gov/departments/development-services/planning-development/land-development-code#>)
- Heritage District Village Center Zoning District (<https://www.gilbertaz.gov/home/showdocument?id=1470>)
- Town of Gilbert Heritage District Design Guidelines (<http://gilbertaz.gov/home/showdocument?id=536>)

Parking:

Project parking to be accommodated entirely on-site. The Town will not provide off-site parking, nor will the Town seek additional parking within the Project beyond what is required (the temporary parking currently located at the site will no longer be needed). Shared parking strongly encouraged to provide maximum utility for the spaces provided.

Financial Consideration and Transaction Structure:

If the determination is made that the property is to be sold, then the Town is expected to be compensated with the Fair Market Value for the sale of this site. A phased take-down of property may be acceptable, subject to negotiations. The Town will not provide any seller-financing associated with this transaction. The Town is not seeking any space for Town facilities of any kind nor will the Town provide leasing support or guarantees.

EXHIBIT B SUBMITTAL EVALUATION CRITERIA

Each response must include the information listed below. Qualifications will be reviewed to identify respondents who demonstrate, in the sole discretion of Gilbert, the best qualifications in the following areas. The percentages indicate relative order of importance and weighting in scoring.

RFQ responses shall be succinct and submitted in the form of:

- a. Seven hard copies, each clearly marked 'original' in 8.5" x 11" form. The RFQ response is limited to fifteen double-sided pages including financial information and cover page. Emphasis should be on completeness and clarity of content. Each response should reference the criteria section being addressed. Pages should be numbered consecutively.
- b. One electronic copy on USB flash drive or CD as a PDF document that is PC readable, labeled, and not password protected. The electronic copy will be one single document for main submittal. Any confidential and/or proprietary documents must be on a separate flash drive or CD and labeled appropriately.
- c. Proposer must check and play all flash drives or CDs before submitting. Company marketing materials should not be included. All photos must be compressed to small size formats. Respondents must ensure that it is an accurate duplicate of the hard copy original submission.

Note: Failure to respond to all requested information may be considered non-responsive and may disqualify a firm from further consideration.

Gilbert may request additional information from the selected firms at any time during the selection process.

Team Qualifications – 35%

- a. The Development Firm - Respondents must submit a list of members of the development firm including (as applicable) company name; legal status; company or corporation number; address; full names of officers, and brief biographical summaries of officers including development and management professionals, and any other applicable individuals whom would be considered key leaders who would be directly involved in this project if selected. Qualifications and experience of each with applicable projects should be briefly described.
- b. Legal Claims - Respondents must identify any recent or currently outstanding legal claims against the firm, team members or any key personnel, including the source of such claims, their amount, and status. Respondents shall reveal any criminal convictions of any key employees other than simple traffic convictions.
- c. Disclosure - If the firm, business or person submitting this offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any Federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Offeror shall fully explain the circumstances relating to the preclusion or proposed preclusion in the offer. The Offeror shall include a letter with its offer setting forth the name and address of the governmental entity, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.

Note: In the RFQ response, Gilbert is seeking information about the existing development firm. Do not include other firms or individuals who are not in-house at the time of your submittal. In the RFP stage the shortlisted respondents will be asked to submit a list of development team members (architects, engineers, contractors, etc.).

Previous Experience – 25%

- a. Describe projects (no more than three) which best represent the firm’s **direct** applicable experience and capability to acquire, finance, and develop a mixed use development as contemplated by this solicitation. Include brief project descriptions, a statement regarding the duration, financial and operational involvement with each such project following completion, and the name, address and telephone number of principal investors, architects, and principal consultants for each project listed.
- b. Provide a list of all projects developed by the firm nationally in the last five years (exclusive of those provided in Section a. above). Include project name, location, project size and the role the firm played in the development of the project as well as the firm’s current role in the project.
- c. Provide a list of any previous direct experience in the creation of successful public/private partnerships.

Financial Capacity and Resources – 15%

The respondent should describe the ability of the firm to develop and implement a realistic plan for the financial approach to the development of the property including the ability to deliver financial resources needed to acquire and develop the proposed project. Respondent should demonstrate the firm’s financial strength to withstand market fluctuations and stay on track during the development process.

- a. Respondent is to provide an income statement and a balance sheet for each of the three most recently completed fiscal years (this may be submitted under separate confidential packet).
- b. Respondent is to provide any letters of credit as evidence that funding is available for the project.

Adherence to Vision – 25%

The respondent should describe its general approach to development of the site, specifically addressing how it intends to meet Gilbert’s vision and expectations listed above. Timelines for the development process should be provided, along with key milestones, and task dependencies.

The respondent should also describe its understanding of the local environment and local factors relevant to the prospective success of the project including but not limited to local market conditions, local business conditions, local business resources, and typical local real estate development practices, with the focus on using such understanding to facilitate the timely and efficient development of the property.

SELECTION PROCESS AND TIMELINES

- a. Gilbert will appoint an evaluation panel. Using the criteria and weighting listing herein, and in order of preference, the selection committee will rank the respondents with the intent of creating a shortlist of respondents.
- b. Gilbert will invite the shortlisted respondents to respond to a Request for Proposals (RFP). The RFP will seek detailed information about the proposed development project, development team members, timeline, impacts and benefits as well as proposed purchase price.
- c. The following tentative schedule has been established for this solicitation. This schedule is provided as a courtesy and is subject to change.

RFQ Issue Date	March 01, 2018
Pre-Submittal Conference	March 26, 2018
Deadline for Inquiries	April 09, 2018
RFQ Due Date	April 30, 2018