



Town of Clifton, Arizona

Request For Proposals
for Developing a
General Plan

The Town of Clifton is seeking proposals from qualified firms to provide a General Plan. Enclosed is a copy of the Request for Proposals (RFP). All requests for information shall be submitted in writing to:

Ian McGaughey
Town Manager
Town of Clifton
510 N Coronado Blvd
PO Box 1415
Clifton, AZ 85533
(928) 865-4146

IMPORTANT DATES

**RFP packets available
December 19, 2017**

**Pre-bid Conference Call
Monday, January 8, 2018 at 10:00 am**
Call-in number is: (563) 999-2090, Access Code: 918281

**Proposal Due Date
Tuesday, January 23, 2018 at 4:00 pm**

Proposal Review Immediately Follows
(Review period may include interviews by Town Staff and/or Town Council)

Selection by Town Council (Tentative) February 2018

Purpose of request for proposal:

To develop a General Plan to include the following elements:

- Land Use
- Growth Area
- Open Space
- Circulation
- Environmental Planning
- Water Resources
- Cost of Development
- Historic Resources

In addition and subject to budget limitations, the consultant will be responsible for the preparation and presentation of additional elements or documents including but not limited to Recreation, Economic Development, Public Services and Facilities, and Housing including all maps and documentation associated with these elements.

Background Information

The Town of Clifton is located in the central portion of Greenlee County in southeastern Arizona. Clifton is one of two incorporated communities in Greenlee County and serves as the County seat. The Town is enclosed by steep canyon walls with the San Francisco River and Chase Creek running through the middle. The Town is known as "Where the Trail Begins,"

referring to the well known Coronado Trail, which follows U.S. Highway 191 from Clifton north to the town of Springerville, Arizona and is noted as one of the most scenic drives in Arizona. The present incorporated Town limits occupy 14.86 square miles. The total 2015 population estimate is 4,510.

A Comprehensive Plan was developed in 1986. This plan was not formally adopted by voters. However, it will likely be valuable in the development of a General Plan.

Here is a link to 1986 Town of Clifton Comprehensive Plan:
<https://nebula.wsimg.com/694cbfeabe6e743667f167d5832a5c24?AccessKeyId=74D57D1627B78D393FBE&disposition=0&alloworigin=1>

Scope of Service

Develop a Town of Clifton General Plan to incorporate the following elements:

- Land Use
- Growth Area
- Open Space and Floodplain
- Circulation
- Environmental Planning
- Water Resources
- Cost of Development
- Historic Resources

In addition and subject to budget limitations, the consultant will be responsible for the preparation and presentation of additional elements or documents including but not limited to Recreation, Economic Development, Public Services and Facilities, and Housing including all maps and documentation associated with these elements.

- Hold public hearings and work sessions to engage public input
- Obtain Planning and Zoning Commission approval and recommendation
- Present Final Draft to Town Council for approval and adoption
- Prepare final document including Land Use Maps, Circulation Maps, Growth Area Maps, Public Facilities Maps, Open Space and Recreation Maps, and others as needed

The goal is to have the plan ready to be presented to voters on the August 27, 2019 election date.

1. MEETINGS

The consultant team will be expected to conduct/attend:

- Meetings with Staff as well as Commission, Council, and public in preparation of preparing a draft General Plan
- Study Session(s) as needed for the review of the Elements, updates, and additions by the Commission and Town Council
- Necessary Public Hearings for the approval of the General Plan by the Planning and Zoning Commission and Town Council

2. PRODUCTS

The consultant team will be expected to produce the following items:

- Draft General Plan: Twenty (20) copies (double sided) and an electronic copy
- Final General Plan: Twenty (20) copies (double sided) and an electronic copy

- Meetings with Staff as well as Commission, Council, and the public pursuant to the public participation procedures in preparation of a draft General Plan
- All maps and documents associated with elements of the General Plan

Note: All data, information, materials and work produced including final text, maps and graphics will become the sole property of the Town of Clifton.

3. ROLE OF THE CONSULTANT

The role of the consultant is expected to be an extension of Town staff. The consultant is expected to keep an open dialogue with staff and to work closely with the Town Project Team to ensure the General Plan reflects, to the greatest degree possible, the sentiment and opinion of the citizens of the Town of Clifton. It is anticipated that, at a minimum, there will be one project meeting per month with the Town Project Team to review progress and resolve problems. The consultant will be responsible for preparing the agenda and conducting these meetings. The consultant will conduct the public workshops, Planning and Zoning Commission, and Town Council Study Sessions and Public Hearings. The consultant will be responsible for the production of all graphics, handouts, and other material necessary for successful workshops, Study Sessions and Public Hearings. The consultant will provide written procedures to provide for public participation for adoption by the Council as per ARS Section 9-461.06C.

In order to establish and maintain project continuity throughout the duration of the project, the consultant will identify one individual (Project Manager) that the Town can contact for all project related needs. The Town will identify one individual (Project Director) that the consultant's Project Manager will contact for project related needs.

4. AVAILABLE BUDGET/CONTRACT

The Town wishes to negotiate a fixed price contract with a not to exceed dollar total based on a clearly defined Scope of Work. Proposals should document and itemize all costs separately. It should be noted that the selected consultant will be required to carry both Workmen's Compensation and General Liability Insurance as well as other employment laws of the State of Arizona.

5. SUBMITTAL REQUIREMENTS FOR PROPOSALS

Submit five (5) copies of your proposal including proposed work schedule and hours.

Minimum Submittal Requirements

The minimum project proposal must include the following information:

- A detailed work program explaining your firm's approach to accomplishing each facet of this project including a Scope of Work detailing the sequence and timing (project schedule) of the tasks to be performed and the anticipated products from each task.
- Identify all products to be prepared for presentation to the public
- Identify all products to be prepared in the work program
- An overall itemized project budget. Each phase of work should have an itemized budget including costs and expenses for each piece of work
- A project team organization chart with identification of one Project Manager.
- Resumes of each individual working on the project
- A list of Arizona cities/towns for which the consultant and personnel assigned to this project have completed a General Plan

GENERAL REQUIREMENTS

1. The Town of Clifton shall not be liable for any pre-contractual expenses incurred by any consultant, nor shall any consultant include any such expenses as part of the proposed cost. Pre-contractual expenses include any expense incurred by a proposal and negotiating any terms with the Town.
2. The Town reserves the right to withdraw this RFP without prior notice and to reject any or all proposals submitted without indicating reasons. Any award of a contract for services will be made to the consultant best qualified and responsive in the opinion of the Town.
3. Proposals may, at the Town's option, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or irregularities of any kind. The Town reserves the right to reject any and all proposals.
4. The selected firm must agree to indemnify, hold harmless and defend the Town, its officers, agents and assigns from any and all liability or loss resulting from any suits, claims or actions brought against the Town which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
- 5 . The consultant will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.
- 6 . The Town reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. Compensation for services will be negotiated with the selected firm.
- 7 . Consultant shall at all times remain a wholly independent Consultant and the Consultant shall not represent any of its agents or employees as employees of the Town in its agreement with the Town.
8. All Proposals submitted in response to this solicitation and all evaluation related records shall become property of Clifton and shall become a matter of public record for review, subsequent to proposal opening. Request for nondisclosure of data such as trade secrets and other proprietary data, must be made known in writing to Clifton in Proposals submitted, and the information sought to be protected clearly marked as proprietary. Clifton will not insure confidentiality of any portion of the proposal that is submitted in the event that a public record request is made. Clifton will provide 48 hours' notice before releasing materials identified by the proposal as confidential or proprietary in order for the proposer to apply for a court order blocking the release of the information.

FORMAT OF PROPOSALS

Proposals should maintain the following order and content:

1. Cover Letter

A brief cover letter summarizing key points of the proposal shall be provided. It must be signed by an individual with authority to bind the consultant and should state that all conditions proposed are valid for a period of at least 90 days. The letter shall identify the contact person within the Consultant's organization that will deal with the Town during the selection process and the Consultant's address and telephone number of the office from where the project would be managed.

2. Firm Qualifications

General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines and staffing. Provide latest certifications of personnel that will be designated for service with the Town. Include adequate documentation on the financial status of the firm to ensure that the firm will continue in business through the period for the project and can finance the costs of adequate personnel and support requirements. In addition, specific information regarding the

firm's business, previous contracts for similar services in the past five (5) years, and a description of current and potential commitments should be included in this section.

3. Background and Methodology

The consultant should demonstrate an understanding of the needs of the Town of Clifton in this situation and the objectives of the work proposed. The Consultant should describe the methodology that would be pursued meeting the Town's needs.

4. Organization and Staffing

Provide appropriate organization charts showing all proposed consultant staff and their relations with other Town operations. Identify the Consultant's designated project manager.

5. Resumes

Provide resumes for key team members that clearly demonstrate they possess the adequate skill level and experience to accomplish required tasks.

6. References

Describe recent similar experience, supplying the name of the client or reference, a contact person with an address and telephone number, key team members, and the coordinator. The Town reserves the right to contact any of the listed references at any time and to make any other reasonable investigation into the consultant's background and experience.

7. Compensation Schedule

Given the Town's desire to achieve the most cost effective approach in meeting its workload and staffing needs, submit a compensation schedule that is most advantageous to the Town. The Town seeks creative proposals and a budget that is a not-to-exceed budget.

8. Acceptance of Conditions

A statement offering the Consultant's acceptance of all conditions listed in the request for proposal document shall be submitted with the proposal. Any exceptions or suggested changes to the RFP or any contractual obligations, including the suggested change, the reasons therefore and the impact it may have on cost or other considerations on the Contractors' behalf must be stated in the proposal. Unless specifically noted by the Consultant, the Town assumes that the proposal is compliant with all aspects of the RFP.

9. Promotional Material

The Consultant may include a reasonable amount of promotional material.

PROCEDURE FOR SELECTION OF CONSULTANT

The Town shall select the firm that in its sole discretion appears to be best qualified to meet the Town's needs. Proposals received by the submission date will be evaluated and weighed according to the Town's criteria and priorities. However, it is anticipated that the criteria may include, but not be limited to:

- The Consultant's ability to respond to the needs of the Town.
- The Consultant's responsiveness to the requirements set forth in this RFP.
- The Consultant's education, experience and expertise in providing services.
- A methodology for carrying out the tasks described in the proposal, including the proposed personnel and organizational structure of the Consultant's team.
- Cost for the General Plan

Proposers should expect to be interviewed by Town representatives and/or by the Town Council. Upon completion of the interviews, the top firm(s) may be invited to meet with the Town representatives to negotiate compensation, terms and conditions.

If agreement is not reached, the negotiations will be terminated and similar interviews may then be conducted with other firms. All such negotiations shall be strictly confidential and in no case shall the compensation involving one consultant be discussed with another, or made public.

After the Town representatives reach successful negotiations with the selected Consultant, a contract shall be prepared and submitted to the Town Council for approval. Notwithstanding the foregoing, the Town of Clifton reserves the right to amend or modify the contractual requirements and to reject any and all proposals there under.

PROPOSAL SUBMISSION DATE

An unbound reproducible proposal signed by an authorized officer of the Consultant must be received by the Office of the Town Clerk of the Town of Clifton in a sealed envelope or box no later than 4:00 pm on Tuesday, January 23, 2018. All envelopes or boxes must be labeled clearly and legibly as “PROPOSAL FOR GENERAL PLAN” and addressed to:

**Town Clerk
Town of Clifton
510 N Coronado Blvd
PO Box 1415
Clifton, AZ 85533**

No amendments, additions, or alternates will be accepted after the above submission date. All documents, records, designs, and specifications developed by the selected consultant shall be the property of the Town. Any documentation that is considered proprietary should be so designated by the Consultant.

The Town reserves the right to issue written notice to all participating firms of any change in the proposal submission schedule should the Town determine, in its sole discretion, that such changes are necessary.