

CITY COUNCIL REPORT  
PUBLIC

DATE: March 9, 2018

TO: Mayor and Councilmembers

FROM: Rick Compau, Purchasing Director  
Patrick Brown, Purchasing Manager

CC: Barbara Goodrich, Shane Dille, Kevin Treadway, Caleb Blaschke,  
Leadership Team

SUBJECT: Request for Proposals Review Process and Scattered Sites for Affordable  
Housing Solicitation

This report provides requested information regarding an overview of the procurement process involving a Request for Proposal (RFP) solicitation, the City's practice in reviewing proposal responses and some specific results on the Scattered Sites RFP.

**DISCUSSION**

**A. RFP Process**

When conducting a RFP solicitation, Arizona State Procurement Rules require that a contract shall be awarded to the responsive, responsible, Proposer whose proposal is determined in writing to be the most advantageous to the agency taking into consideration the evaluative factors set forth in the RFP document.

During the RFP solicitation process, a pre-proposal meeting is scheduled for prospective Proposers to attend in order to ask questions or express any concerns they may have regarding the scope of work or solicitation documents.

All proposals found to be responsive will then be evaluated by an evaluation committee comprised of approximately 5-7 evaluators and will typically contain at least 1-3 individuals who are not employees with the City of Flagstaff. The evaluators serving on the committee are individuals that have knowledge and experience within the subject matter of the RFP and are required to evaluate and score proposals individually, based on the content of the proposal and not what they may know of the Proposer outside of this process or in other business interactions.

The Buyer will gather the evaluations from all evaluators and develop a scoring summary and overall score ranking. Facilitated by the Buyer, the evaluation committee will then meet to discuss the scoring results.

Once a successful Proposer is determined, the evaluation committee will negotiate with the Proposer regarding various portions of their submitted proposal. This allows for both sides to go through reasonable and acceptable contract negotiations based on the proposal, to the extent that the negotiations do not significantly change the

original RFP and the outcome of the scores, in an attempt to come up with an agreeable service contract.

**B. Scattered Sites Affordable Housing RFP**

The Scattered Sites Affordable Housing RFP (SSRFP) contained the following evaluation criteria and the maximum number of points that could be awarded:

- Qualifications (30 points)
- Project Design (20 points per site, 60 points total)
- Benefits to the Community (100 points)
- Development Schedule (20 points)
- Financial Experience and Ability to Finance (30 points)
- Property Transfer (20 points)

Local preference is prohibited by law and cannot be an evaluation factor.

Three proposals were received from the following firms: Brinshore Development, Chicano's Por La Casa (CPLC), and Housing Solutions.

An evaluation committee, comprised of six members, that included two individuals outside of our City organization, evaluated each proposal independently. All evaluation scores were aggregated and summarized by the Buyer and discussed with the evaluation committee. The evaluation summary identified Brinshore Development as the highest-ranking Proposer, with a delta of 49 points above the next highest (CPLC), and a delta of 58 points above the third highest ranking (Housing Solutions). The evaluation committee determined the delta to be substantial enough to move forward into the negotiation phase with Brinshore Development as the highest-ranking Proposer.

With the exception of providing names of the Proposers who responded to the RFP, Arizona State Procurement Rules prohibit any and all other Proposer information, proposal responses, scoring/ranking results and negotiations from being disclosed and shall remain confidential until the award of a Contract.

**EVALUATION  
SUMMARIZATION**

**Scattered Sites Affordable  
Housing RFP #2018-02**

**Overall Total Score:**

	1372	1323	1314
	Brinshore	Chicanos Por La Causa	Housing Solutions

This City Council Report is for information only.