

Unsolicited Development Proposal Procedure

Task	Responsible Party
Initial Implementation of Policy	
Post Unsolicited Development Proposal Policy, Procedure, and Submittal Instructions on City's solicitations webpage	CEDD PM
Post Unsolicited Development Proposal Policy, Procedure, and Submittal Instructions on individual department webpages	Affected Departments
Receipt of Unsolicited Development Proposal	
Accept unsolicited development proposal	CEDD PM
Add unsolicited development proposal to Unsolicited Development Proposal Log	CEDD PM
Email Solicitation Transparency Policy reminder to unsolicited development proposal's owner	CEDD PM
Review unsolicited development proposal for responsiveness	CEDD PM
- Notify City Manager's Office when unsolicited development proposal received	CEDD PM
- If unsolicited development proposal is responsive, proceed to next section	
- If unsolicited development proposal is non-responsive:	
- Email unsolicited development proposal's owner of proposal's deficiencies and provide opportunity to correct, if applicable, within 24 hours	CEDD PM
- If deficiencies are corrected, proceed to next section	
- If deficiencies not corrected or cannot be corrected:	
- Notify City Council and Department controlling the property identified in the unsolicited development proposal that proposal was received and deemed non-responsive	CEDD PM
- Email disqualification letter to unsolicited development proposal's owner	CEDD PM
- Update Unsolicited Development Proposal section of City's solicitations webpage	CEDD PM
Transition to Lead Department	
Identify Lead Department for each responsive unsolicited development proposal and notify CEDD	CMO
Notify City Council members and Lead Department about unsolicited development proposal	CEDD PM
Update Unsolicited Development Proposal section of City's solicitations webpage	CEDD PM
Transfer responsive unsolicited development proposal to Lead Department (if not CEDD)	CEDD PM
Initial Review	
Deposit Review Fee(s)	Lead Dept.
Request appraisal for property identified in unsolicited development proposal through Finance Real Estate Division	Lead Dept.
Request Finance Treasury and Debt Management Division review for the property identified in unsolicited development proposal for financial restrictions	Lead Dept.
Email the unsolicited development proposer's owner with any requests for clarification as needed	Lead Dept.
Conduct any additional due diligence necessary	Lead Dept.
- If appropriate, conduct any necessary community outreach	Lead Dept.
Staff's Recommendation to City Council	
Include the unsolicited development proposal owner's name and the names of its partners, the addresses of the property identified in the unsolicited development proposal, and an overview of the proposed use	Lead Dept.
Include appraised value of property identified in the unsolicited development proposal	Lead Dept.
Include any financial restrictions applicable to property identified in unsolicited development proposal	Lead Dept.
Include summary of unsolicited development proposal's compliance with City Council-approved plans and policies	Lead Dept.
Include staff's recommendation on evaluation criteria, the number of days the proposal should be open for competition, the amount of the proposal guarantee, and any minimum qualifications	Lead Dept.
City Council Authorization to Compete Proposal	
Prepare and route CCR for applicable City Council Subcommittee	Lead Dept.
Prepare briefing sheets and conduct briefings with applicable City Council Subcommittee members	Lead Dept.
Prepare PowerPoint presentation for applicable City Council Subcommittee meeting	Lead Dept.
Present and answer questions at applicable City Council Subcommittee meeting, if needed	Lead Dept.
Incorporate direction from applicable City Council Subcommittee into and route RCA	Lead Dept.
Prepare briefing sheets and conduct briefings with remaining City Council members	Lead Dept.
Prepare PowerPoint presentation for City Council meeting	Lead Dept.
Present and answer questions at applicable City Council meeting, if needed	Lead Dept.

- If unsolicited development proposal not approved by City Council for authorization:	
- Email unsolicited development proposal's owner that the City will not compete the proposal	Lead Dept.
- If unsolicited development proposal approved by City Council for competition, proceed to next section	
Notify CEDD PM of outcome	Lead Dept.
Update Unsolicited Development Proposal section of City's solicitations webpage	CEDD PM
Update Unsolicited Development Proposal Log	CEDD PM
Competing Unsolicited Development Proposals Approved by City Council	
- If not previously completed, conduct any necessary community outreach	Lead Dept.
Develop proposer instructions	Lead Dept.
Prepare and place advertisements for the business opportunity in compliance with established policies for development solicitations	Lead Dept.
Post the unsolicited development proposal, City's Solicitation Transparency Policy, and City's protest process	Lead Dept.
Manage the competition in compliance with established policies for development solicitations	Lead Dept.
Post the list of proposers within 10 business days of the proposal deadline	Lead Dept.
Manage the evaluation process in compliance with establish policies for development solicitations	Lead Dept.
Transmit the evaluation panel's recommendation to the Lead Department's Director	Lead Dept.
Accept or reject the evaluation panel's recommendation	Lead Dept.
- If the Director rejects the evaluation panel's recommendation, follow established policies for canceling a development solicitation	Lead Dept.
- If the Director accepts the evaluation panel's recommendation, notify the proposers and post the recommended proposer's name	Lead Dept.
Manage any requests to view procurement file	Lead Dept.
Manage responses to any protests	Lead Dept.
Negotiate a Letter of Intent with the recommended proposer	Lead Dept.
Conduct any necessary community outreach	Lead Dept.
City Council Authorization to Award Contract	
Prepare and route Award Recommendation CCR for applicable City Council Subcommittee	Lead Dept.
Prepare briefing sheets and conduct briefings with applicable City Council Subcommittee members	Lead Dept.
Prepare PowerPoint presentation for applicable City Council Subcommittee meeting	Lead Dept.
Present and answer questions at applicable City Council Subcommittee meeting, if needed	Lead Dept.
Incorporate direction from applicable City Council Subcommittee into and route Award Recommendation RCA	Lead Dept.
Prepare briefing sheets and conduct briefings with remaining City Council members	Lead Dept.
Prepare PowerPoint presentation for City Council meeting	Lead Dept.
Present and answer questions at applicable City Council meeting, if needed	Lead Dept.
- If City Council does not approve the award recommendation, follow established policies for canceling a development solicitation	Lead Dept.
- If City Council approves the award recommendation, follow established policies for negotiating and executing disposition agreements	Lead Dept.
Notify CEDD PM of outcome	Lead Dept.
Update Unsolicited Development Proposal section of City's solicitations webpage	CEDD PM
Update Unsolicited Development Proposal Log	CEDD PM

CEDD PM – Community and Economic Development Department Procurement Manager
CMO – City Manager's Office
Lead Dept. – Lead Department

Questions? Please contact Gretchen Wolfe at 602-495-0747 or gretchen.wolfe@phoenix.gov.