



City of Phoenix

Unsolicited Development Proposal Submittal Instructions

The City of Phoenix (City) accepts unsolicited proposals for the development and/or redevelopment of City-owned property. Individuals interested in submitting an unsolicited development proposal are encouraged to read the [City's Unsolicited Development Proposal Policy and Unsolicited Development Proposal Procedure](#). An unsolicited proposal should not be an advance proposal for a disposition, development, or redevelopment solicitation the City has announced an intention to issue. **An unsolicited proposal's owner and its partners are subject to the City's [Solicitation Transparency Policy](#) upon submitting an unsolicited proposal.**

A. General Information

Unsolicited development proposals should consider all existing City plans and City-Council adopted policies, including the [General Plan](#). The General Plan provides guidance for planning in the City and specific area plans have been adopted for the implementation of various policies. These planning efforts occurred with extensive public involvement and the unsolicited development proposal's consistency with these documents will be noted in staff's recommendation to the City Council on whether to compete the unsolicited development proposal and considered by the evaluation panel convened for any competed unsolicited development proposal.

Anyone interested in submitting an unsolicited development proposal is encouraged to obtain information relevant to a specific property from the City prior to starting a proposal. For example, an interested party should gather information from the City department that controls the property and from the [Planning and Development Department](#) to discuss the General Plan, other applicable policy plans, and zoning and development requirements.

The City reserves the right to reject an unsolicited development proposal at any time prior to contract execution.

B. Applicability

This process applies to all unsolicited proposals for the development and/or redevelopment of City-owned land with the following exceptions:

- Property controlled by the [Parks and Recreation Department](#), and
- Property controlled by the [Aviation Department](#) and identified in a Federal Aviation Administration-approved airport layout plan, airport master plan, or comprehensive asset management plan, or supporting the needs of the flying public or airport operations are exempted from this process.

C. Unsolicited Development Proposal Process

1. Unsolicited Development Proposal Instructions

Each proposer must submit the following in a sealed package labeled as an “Unsolicited Development Proposal” and marked with the proposer’s name:

- one hard copy of the unsolicited proposal,
- one e-copy of the unsolicited proposal on a CD or flash drive, and
- the applicable Review Fee as established in Section C (3) below.

The package must be submitted to:

Gretchen Wolfe, Procurement Manager
City of Phoenix
Community & Economic Development Department (CEDD)
200 W. Washington Street, 20th Floor
Phoenix AZ 85003

Unsolicited development proposals may not exceed 20 double-sided, letter-sized pages (in hard copy and e-copy).

2. Proposal Requirements

- a. Unsolicited Development Proposals for a Residential Parcel (R1-6 zoning and less than 7,500 square feet)

The unsolicited development proposal must:

- Provide the name and address of the proposer, including a specific contact person and that person’s phone number and email address;
- Identify the address and Assessor’s Parcel Number of the City-owned property included in the proposal;
- Specify a proposed purchase price;
- Confirm the proposer’s intent to develop the parcel as a single-family residence or affordable housing; and
- Be signed by a person authorized to represent and contractually obligate the proposer.

- b. Unsolicited Development Proposals for all other City-owned Property

The unsolicited development proposal must:

- Provide the name and address of the proposer, including a specific contact person and that person’s phone number and email address;
- Identify the address(es) and Assessor’s Parcel Number(s) of the City-owned property included in the proposal;

- Describe the proposer’s concept to activate the site, including the scope and scale of the proposed development or redevelopment project;
- Describe the proposed project’s feasibility;
- Describe the return to the City resulting from the proposed development or redevelopment (this should include both financial return and other tangible public benefits);
- Describe any City assistance requested; and
- Be signed by a person authorized to represent and contractually obligate the proposer.

3. Review Fees

a. Unsolicited Development Proposals for a Residential Parcel

Each unsolicited proposal for a Residential Parcel, defined in Section C (2) (a) above, must be accompanied by a cashier’s check payable to the “City of Phoenix” in the amount of \$2,500. If the unsolicited proposal’s owner is not the successful proposer, this check will be returned and the successful proposer shall be required to remit this amount in addition to its proposed purchase price.

b. Unsolicited Development Proposals for all other City-owned Property

Each unsolicited proposal for any other City-owned property must be accompanied by a cashier’s check payable to the “City of Phoenix,” in the amount of \$7,500 for each unique property requested. Review Fees for this category are non-refundable.

These Review Fees will be used to conduct the City’s due diligence, including an appraisal and staff time for researching and processing an unsolicited development proposal.

4. Initial Review

Staff will review each unsolicited development proposal for responsiveness, including the requirements listed in Sections 2 and 3 above. During this review, the Procurement Officer may contact the unsolicited development proposal’s owner for clarification.

Staff will seek City Council authorization for each responsive unsolicited proposal at the applicable Subcommittee meeting and a formal City Council meeting. If directed by City Council to compete an unsolicited development proposal, staff will follow the remaining steps.

5. Unsolicited Proposal Advertising

Any unsolicited development proposal approved by City Council for competition will be posted, in-full, at phoenix.gov/solicitations to provide all interested parties an opportunity to offer a competitive proposal. The posting will also include any clarifications requested by the City of the unsolicited development proposal’s owner and the proposer instructions. All interested parties, including the unsolicited proposal’s owner, may submit a proposal in accordance with the posted proposer instructions.

6. Evaluation

If the City receives multiple responsive proposals in response to the posted unsolicited development proposal, an evaluation panel will be assembled to evaluate all responsive proposals. The panel will include City employees, community representatives from the applicable neighborhood or area, and other individuals with relevant experience or expertise. The panel may interview all the proposers or a short list of proposers, or the evaluation panel may evaluate the responsive proposals solely on the materials submitted by the proposal deadline. If a short list process is used, the evaluation panel will use the posted evaluation criteria to identify the proposals most likely to be successful in the evaluation process. If interviews are conducted, the evaluation panel may consider information from the interviews that clarifies the materials submitted. The evaluation panel will recommend the top-ranked proposer for negotiations. If the City receives only one responsive proposal or if the sole evaluation criterion is the proposed purchase price, no evaluation panel will be assembled.

7. Negotiations

The award recommendation will be posted at phoenix.gov/solicitations. Subsequently, City staff and the recommended proposer will negotiate a Letter of Intent and the recommended proposer will conduct community outreach as directed by the City. The recommended business terms will be presented to the applicable Subcommittee meeting and a formal City Council meeting. The City Council may accept or reject the award recommendation.

D. Preparation Costs

Under no circumstance will the City be responsible for any costs incurred by anyone in: 1) submitting an unsolicited development proposal; 2) any subsequent follow up to the unsolicited development proposal; or 3) any subsequent negotiations of a contract.

E. Disclosure of Confidential and Proprietary Information

The City is not requesting confidential or proprietary information in unsolicited development proposals. All submitted unsolicited development proposals are the property of the City and become a matter of public record available for review pursuant to Arizona law and the City's Unsolicited Development Proposal Policy.

F. Inquiries

General inquiries about this process should be directed to CEDD's Procurement Manager at 602-495-0747 or gretchen.wolfe@phoenix.gov.