

WELCOME!

Town of Carefree

Pre-proposal Conference / RFP-2022-02

General Plan Update

August 10, 2022





Introductions

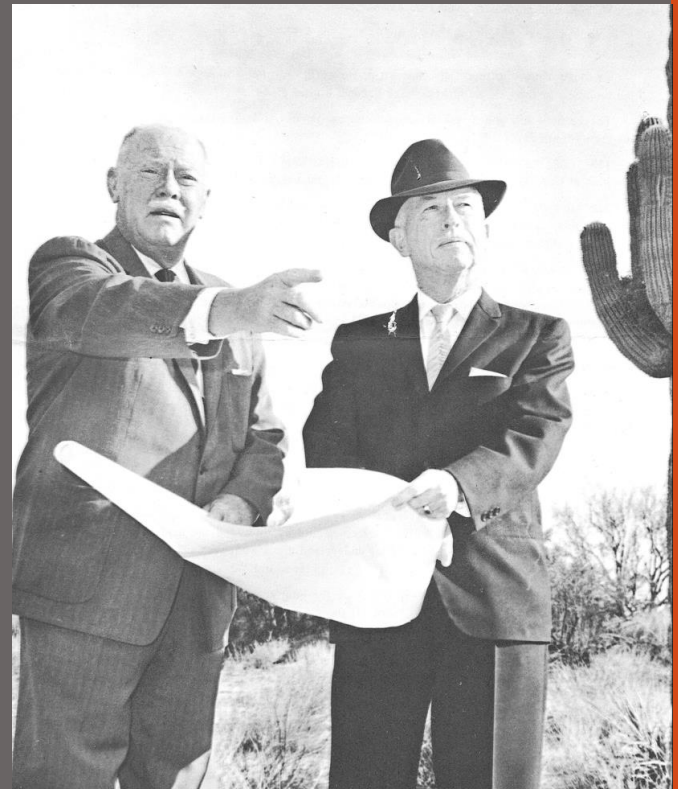
- Gary Neiss, Town Administrator
- Stacey Bridge-Denzak, Planning Director and Zoning Administrator
- Steve Prokopek, Economic Development Director
- Erica Shumaker, Communications Coordinator

Housekeeping

Important Information:
Dates/Locations/Documents

RFP Requirements

Evaluation Criteria



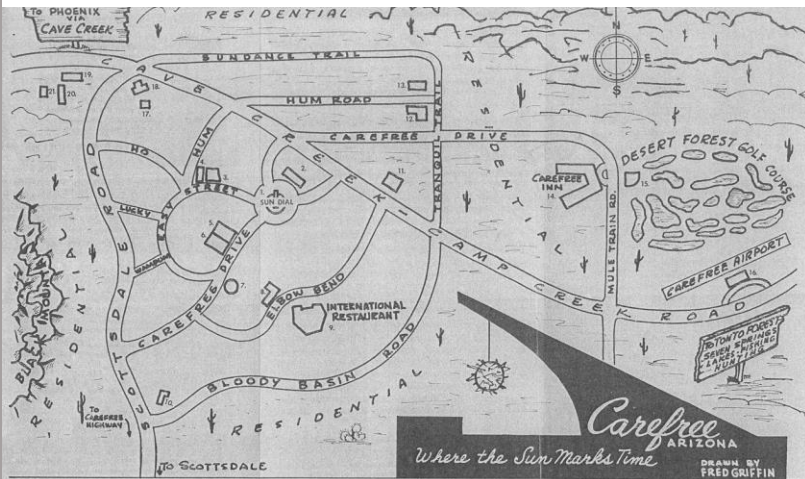
Dates/Locations/Documents

Solicitation No.: Case Number:	RFP-2022-02 22-12-GPA
Published Date:	August 3, 2022
Project:	Carefree General Plan 2040 Update
Pre-Proposal Conference:	August 10, 2022 at 10:00 a.m. (Arizona Time) Town Council Chambers – 33 Easy Street
Questions Deadline:	August 12, 2022 at 4:30 p.m. (Arizona Time)
Responses to Questions (Town):	August 19, 2022 at 4:30 p.m. (Arizona Time)
Solicitation Due Date:	August 29, 2022 at 2:00 p.m. (Arizona Time)
Submittal Location: (cannot be used for Postal Service mailing)	Carefree Town Hall 8 Sundial Circle Carefree, AZ 85377

RFP Requirements

Format:

- 8.5" x 11" page size
- Single-sided
- 11-point font minimum
- 12-page maximum recommended (does NOT include cover letter, team resumes, cost sheet, questionnaire, and affidavit)
- 5 copies of proposal and cover letter



RFP Requirements

Body:

- Cover Letter
- Table of Contents
- Detailed Proposal/Methodology
 - i. Understanding of Scope of Services – comprehensive
 - ii. Interaction with Town staff, stakeholders, and community at large
 - iii. Project approach related to issues, needs, schedule, and budget
- Firm/Project Team Roles
- Qualifications
- Relevant Experience and References
- Project Personnel
- Cost Proposal
- Project Time Schedule
- Disclosures
- Additional Information, Proposal Signature Page, and Reference Form

Evaluation Criteria

Body of the Proposal

Proposal Evaluation Criteria	Weight (100 points)
Methodology:	45
Experience/Expertise and References:	35
Cost of Services to the Town (Fee Proposal):	20

Project Overview

Section 1.1 - General Objectives

Phase 1: Project Start-Up

Phase 2: Vision Gathering and Input

Phase 3: Development of General
Plan 2040 Draft

Phase 4: Public Body
Recommendation and
Approval

Phase 5: Voter Ratification

Phase 6: Project Close Out

Project Overview

Section 1.2 - Other Tasks

- i. Regular briefings to P&Z and Town Council; minimum of 4 meetings
- ii. Additional Tasks
- iii. Additional Fees

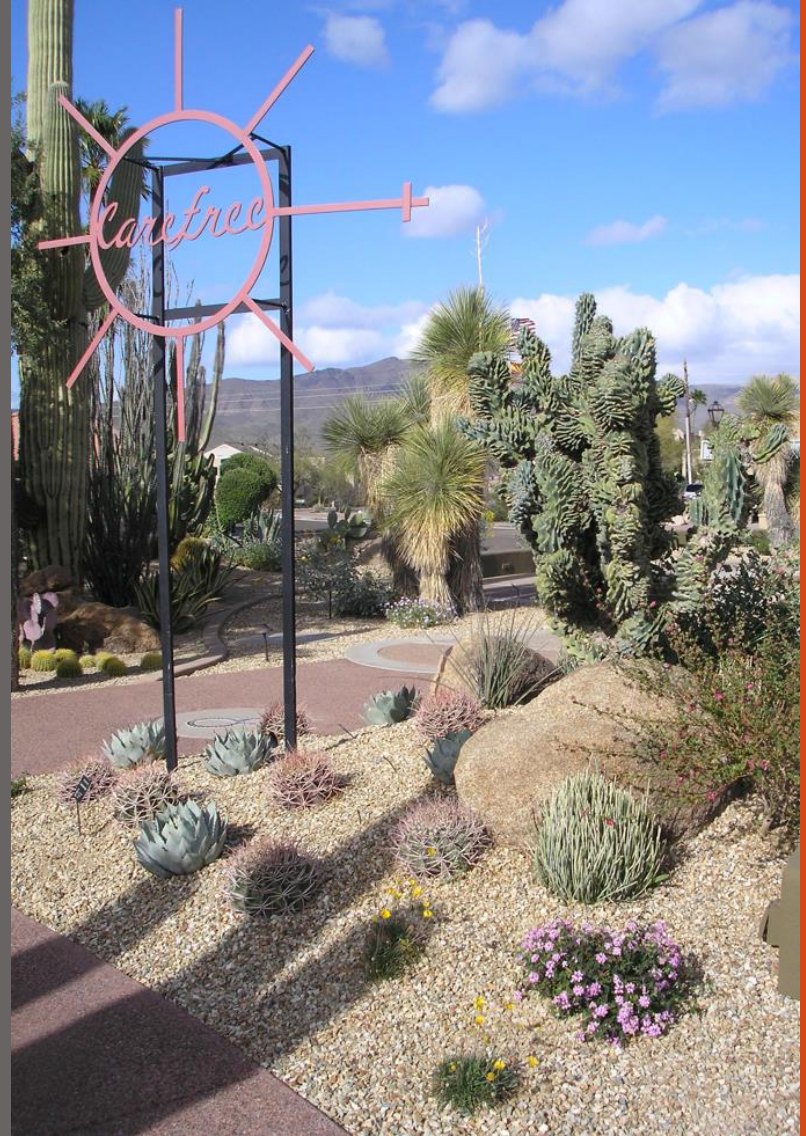


Project Overview

Section 1.3 - Deliverables

- i. Citizen Participation Plan
- ii. Background report/Appendix on Trends
- iii. Informational Brochure
- iv. General Plan Document – 3 total
- v. Executive Summary
- vi. Town Pamphlet
- vii. Physical Copies of each of the above

Questions



Thank you for your interest!