

**NOTICE & REQUEST FOR PROPOSALS  
TOWN OF QUARTZSITE**

Project:	Quartzsite Zoning Code Update Services
Proposal Deadline for Submittal:	November 12, 2020
Proposal Opening:	November 12, 2020
Location:	465 N. Plymouth Ave., Quartzsite, AZ 85346
Quartzsite Contact/Telephone Number:	Cliff O’Neill, 928-927-4333 ext. 306
RFP Documents available at:	465 N. Plymouth Ave., Quartzsite, AZ 85346

**Date and Location for Submittal of Proposals:** Proposals will be received at the Quartzsite Town Clerk’s Office, Town Hall, 465 N. Plymouth Ave., Quartzsite, AZ 85346 until November 12, 2020 at 4:00 pm MST. Proposals may be submitted by email to [tabriani@quartzsiteaz.org](mailto:tabriani@quartzsiteaz.org) clearly identified with “Quartzsite Zoning Code Update Services”. Any proposal received after the time specified will not be considered. It is the proposer’s responsibility to assure proposals are received at the above location on or before the specified time. Proposals will be opened at 4:00 p.m. in the Town Clerk’s Office, and the name of each proposer shall be publicly read aloud immediately after the time for receiving proposals.

**Proposal Documents** are available at the office of the Town Clerk, 465 N. Plymouth Ave, Quartzsite, AZ 85346 or downloaded at <https://www.ci.quartzsite.az.us/index.php/downloads>.

**Purpose:** The Quartzsite Zoning Code Update Services project is to assist the town with preparing a revised, updated zoning code in order to meet the increasing development impacts of all sectors of our small rural community. The successful proposer will enable a process that engages residents, involves Planning & Zoning Commissioners and Council members in order to produce an inclusive document and updated zoning code.

**Proposal Requirements:** Each proposal will be in accordance with the proposal requirements, set forth in the Request for Proposals. Any proposal which does not conform in all material respects to the Request for Proposals will be considered non-responsive.

**Right to Reject Proposals:** Quartzsite reserves the right to reject any or all proposals, waive any informality in a proposal or to withhold the Award for any reason Quartzsite determines.

DATED: \_\_\_\_\_

TOWN OF QUARTZSITE, ARIZONA

Publications Date(s)

\_\_\_\_\_

\_\_\_\_\_  
Tina Abriani, Town Clerk

REQUEST FOR PROPOSALS FOR  
ZONING CODE UPDATE SERVICES  
FOR THE TOWN OF QUARTZSITE, ARIZONA

The Town of Quartzsite is seeking a consultant to assist the town with preparing a revised, updated zoning code. The goal is to meet the increasing development impacts of all sectors of our small rural community. This is intended to be a comprehensive rewrite of the current zoning code. The successful proposer will enable a process that engages residents, involves Planning & Zoning Commissioners and Council members in order to produce an inclusive document.

I. REQUIREMENTS FOR PROPOSERS.

1.1 Proposal Opening Date and Location: Proposals will be received in the office of the Quartzsite Town Clerk, 465 N. Plymouth Ave., Quartzsite, AZ 85346, up until 4:00 pm MST, November 12, 2020 at which time the proposals will be opened, and the name of the proposer will be publicly read. Late proposals will not be considered.

1.2 Proposal Documents Available: The Proposal Documents consist of four parts:

- I. Requirements for Proposers
- II. General Conditions
- III. Specifications
- IV. Proposer's Offer

1.3 Incorporation of Proposal Documents: All of the Proposal Documents apply to and become a part of the terms and conditions of the Proposal. ANY EXCEPTIONS, DEVIATIONS, OR MODIFICATIONS MUST BE IN WRITING and attached to the Proposal.

1.4 Proposal Offer Form: Proposals shall be submitted only on the Proposal Offer form in Part IV. Proposals may be submitted electronically in pdf format to [tabriani@quartzsiteaz.org](mailto:tabriani@quartzsiteaz.org) and clearly marked "Quartzsite Zoning Code Update Services".

1.5 Quartzsite's Right to Reject Proposals: Quartzsite reserves the right to reject any and all Proposals and to waive technicalities.

1.6 Late Proposals: Late submittals and/or unsigned Proposals will not be considered under any circumstances. Envelopes containing Proposals with insufficient postage will not be accepted by Quartzsite. It is the sole responsibility of the Proposer to see that its Proposal is delivered and received by the proper time and at the proper place.

1.7 Proposal Amendment or Withdrawal: A Proposal may be withdrawn anytime before the Proposal due date and time. A Proposal may not be amended or withdrawn after the Proposal due date and time except as otherwise provided by applicable law.

1.8 Public Record: All Proposals submitted in response to this solicitation and all evaluation related records shall become property of Quartzsite 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 Quartzsite in Proposals submitted, and the information sought to be protected clearly marked as proprietary. Quartzsite will not ensure confidentiality of any portion of the Proposal that are submitted in the event that a public record request is made. Quartzsite will provide 48 hours notice before releasing materials identified by the Proposer as confidential or proprietary for the proposer to apply for a court order blocking the release of the information.

1.9 Proposal Acceptance Period: All Proposals shall remain open for sixty (60) days after the day of the opening of Proposals, but Quartzsite may, at its sole discretion, release any Proposal. No Proposer may withdraw his Proposal during this period without written permission from Quartzsite.

1.10 Addendum: This Request for Proposals may only be modified by a written Addendum. All addenda will be posted on the Town of Quartzsite website at <https://www.ci.quartzsite.az.us/index.php/downloads>

1.11 Clarifications. Quartzsite reserves the right to obtain Proposer clarifications where necessary to arrive at full and complete understanding of Proposer's product, service, and/or solicitation response. Clarification means a communication with a Proposer for the sole purpose of eliminating ambiguities in the Proposal and does not give Proposer an opportunity to revise or modify its proposal.

1.12 Waiver and Rejection Rights. The Town of Quartzsite reserves the right to reject any or all Proposals or to cancel the solicitation altogether, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposals received.

1.13 Proposal Preparation:

1.13.1 Format. Proposers shall submit their Proposal on the forms provided in this Request for Proposals. Proposals may be submitted electronically, but not by facsimile. The proposal shall be signed in ink prior to scanning.

1.13.2 Addendum Acknowledgement. Each Addendum shall be acknowledged in the Proposal Offer section, which shall be submitted together with the Proposal on the Proposal due date and time. Failure to note a Solicitation Addendum may result in rejection of the Proposal.

1.13.3 Non-Collusion. By signing and submitting the Proposal, the Proposer certifies that the Proposer did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Proposal.

## 1.14 Inquiries

1.14.1 Duty to Examine. It is the responsibility of each Proposer to examine the entire Solicitation, seek clarification (inquiries), and examine its Proposal for accuracy before submitting the Proposal. Lack of care in preparing a Proposal shall not be grounds for modifying or withdrawing the Proposal after the Proposal due date and time, nor shall it give rise to any Contract claim.

1.14.2 Contact Person. Any inquiry shall be submitted in writing to Cliff O’Neill, Assistant Town Manager, at PO Box 2812 Quartzsite, AZ 85346 or at [coneill@quartzsiteaz.org](mailto:coneill@quartzsiteaz.org) . A Proposer shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.

1.14.3 Timeliness. Any inquiry or exception to the solicitation shall be submitted as soon as possible and should be submitted at least eight (8) calendar days before the Proposal due date and time for review and determination by Quartzsite. Failure to do so may result in the inquiry not being considered for a Solicitation Addendum.

## 1.15 Selection Process

1.15.1 Evaluation Criteria: The evaluation criteria for selecting and determining which firm is the best qualified for the project is the following:

- A. Overall Firm Experience and Capability
- B. Expertise of Firm’s Key Staff
- C. Experience with towns smaller than 20,000 population
- D. Description of Services to be performed

## II. GENERAL CONDITIONS

2.1 General Requirements: The Proposal Documents are intended to provide Quartzsite with quality services connected with our community development department, appointed officials, elected officials, and the interested general public.

2.2 Invoice and Payment: All invoices for services delivered shall be submitted within sixty (60) days from delivery. Payment for services provided shall be made by Quartzsite within thirty (30) days after delivery and acceptance of the work.

## III. SPECIFICATIONS:

3.1 Scope of Work. Quartzsite requires that the Zoning Code update process implemented by the proposer will involve staff, appointed and elected officials, and the interested public throughout the project time period. Not all meetings will require the proposer to physically be in Quartzsite. Interim meetings can be done telephonically or via Zoom. Quartzsite expects at a minimum, the proposer to be present at five meetings: the initial kickoff meeting, Citizen

Meeting #1, the midway meeting to the P&Z Commission, Citizen Meeting #2, and the final presentation to Council meeting.

3.2 Quartzsite shall make available an updated zoning map to the Project that can be used in discussions delineating zoning classifications and possible changes. Town staff shall cooperate with the proposer to provide all applicable zoning documents.

IV. PROPOSER'S OFFER FORM

4.1 Proposal Price: \_\_\_\_\_

4.2 Services: Please describe within a fifteen-page limit, what services will be performed by proposer regarding –

Initial Zoning Code Assessment:

Public Participation Plan:

Identification of Community Concerns:

Project Schedule:

Legal Review:

4.3 Contract Acceptance: Proposer proposes and agrees that if this Proposal is accepted, he or she will enter into a contract with the Town of Quartzsite within thirty (30) days after Quartzsite's acceptance of this proposal at the listed scheduled price and for the services described in this RFP.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title