



**Pre-Proposal Meeting on the
Request for Proposals for the
Purchase and Development of 14
Scattered City-Owned Lots Located
in South Mountain Village
(NSD-RFP-FY26-01)**

September 16, 2025

NSD

**NEIGHBORHOOD
SERVICES
DEPARTMENT**

 City of Phoenix

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LEGAL NOTICE

- Purpose, Intent, Requirements
- Official Position of the City
- Changes to RFP in a Solicitation Addendum
- Read Entire Solicitation Document
- Email Written Questions to Procurement Officer at chris.christensen@phoenix.gov



 City of Phoenix

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AGENDA

- RFP Process
- Desired Project
- Proposal Instructions
- Proposal Evaluation
- General Terms/Conditions
 - Solicitation Transparency Policy


City of Phoenix

Request for Proposals (RFP) for the
Purchase and Development of Fourteen (14) Scattered City-Owned Lots
Located in South Mountain Village (NSD-RFP-FY26-01)

SCHEDULE

ACTIVITY (All times are local Phoenix time)	DATE
Issue RFP	August 29, 2025
Pre-Proposal Meeting at 10:00 a.m.	September 16, 2025
Submission of Written Questions Deadline by 2:00 p.m.	September 30, 2025
Responses to Written Questions	October 10, 2025
Intent to Submit (Attachment G) Deadline by 2:00 p.m.	December 5, 2025
Proposal Deadline by 2:00 p.m.	December 12, 2025
Short Listing and Proposers Interviews, if applicable	February 2026
Award Recommendation to Phoenix City Council	April 2026

Requests for alternate formats to:
Chris W Christensen, Procurement Officer
City of Phoenix Neighborhood Services Department
Telephone: 602-534-4444 (7-1-1 Friendly)
chris.christensen@phoenix.gov

<https://www.phoenix.gov/administration/departments/nsd/solicitations.html>

This RFP does not commit the City to award any contract. All dates subject to change.

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RFP PROCESS

Questions and Answers (Q&A)

- Written questions only
 - Some answers available today
 - All answers published on the NSD Solicitations and Development Opportunities webpage
- Written answers supersede verbal answers
- Email notification when Q & A available



Submittal of Written Questions Deadline

Deadline to Submit Written Questions is September 30, 2025



- 2 pm local Phoenix time
- Email chris.christensen@phoenix.gov
- Include the name of the RFP and number in the subject line

- Posting Responses to Written Questions by October 10, 2025

<https://www.phoenix.gov/administration/departments/nsd/solicitations.html>

Intent to Submit Deadline

Friday, December 5, 2025
2 pm local Phoenix time

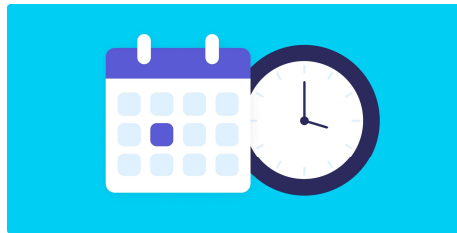
- Email Attachment G to chris.christensen@phoenix.gov
- Proposer will be provided unique upload link upon receipt

CITY OF PHOENIX Neighborhood Services Department 14 CITY-OWNED LOTS RFP (NSD-RFP-FY26-01)	
ATTACHMENT G	
INTENT TO SUBMIT	
Submittal of this form is notification to the City of Phoenix of your intention to submit a proposal for the Purchase and Development of 14 City-Owned Parcels under Solicitation Number NSD-RFP-FY26-01. The Procurement Officer will create a unique upload link for your proposal which will be used for submission of all materials. You will receive notification by email once this upload link has been created. To participate in this solicitation, you are required to complete and submit this form to chris.christensen@phoenix.gov by no later than December 5, 2025, 2:00 p.m. The upload link will remain active until 2:00 p.m. Phoenix local time on December 12, 2025.	
Project Name	
Proposer	
Email Addresses (you may provide access to multiple email addresses to upload documents)	
Email 1	
Email 2	
Email 3	
Email 4	
Email 5	
Email 6	
Printed Name and Title of Authorized Representative	
Authorized Representative's Signature	Date
Proposer's Legal Name (and DBA, if applicable)	

Proposal Deadline

**Friday
December 12, 2025
2 pm local Phoenix time**

- Submit proposal via unique upload link
- Proposals received after deadline will be deemed non-responsive



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Proposal Requirements

- Proposer may choose to propose on any of the four packages of Lots or may propose on all packages of Lots
- If proposing on more than one package of Lots, the Proposer is required to submit separate proposals

City intends to award and execute separate contracts for each package of Lots



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Minimum Qualifications

- Purchase Price (minimum)
 - Package #1 Lots is \$460,000
 - Package #2 Lots is \$210,000
 - Package #3 Lots is \$385,000
 - Package #4 Lot is \$120,000

Any proposal offering a cash payment less than the minimum purchase price must include the quantifiable value for each additional tangible public benefit to demonstrate the total proposed purchase price meets or exceeds the minimum purchase price

Minimum Qualifications - continued

- At minimum, 50% of the residential and/or multifamily units will be made available to households with income levels not to exceed 80% AMI, as defined annually by HUD
- Affordability requirements will be secured through a Declaration of Affirmative Land Use Restrictive Covenant for a minimum of 20 years



Minimum Qualifications - continued

- A member of the proposing team to have completed and managed at least one residential and/or multifamily development project in the last five years

Any proposal that does not include the minimum qualifications may be deemed non-responsive and disqualified



SUBJECT LOTS

Package #1



SUBJECT LOTS - continued

Package #2



City of Phoenix

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SUBJECT LOTS - continued

Package #3



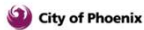
City of Phoenix

14

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SUBJECT LOTS - continued

Package #4

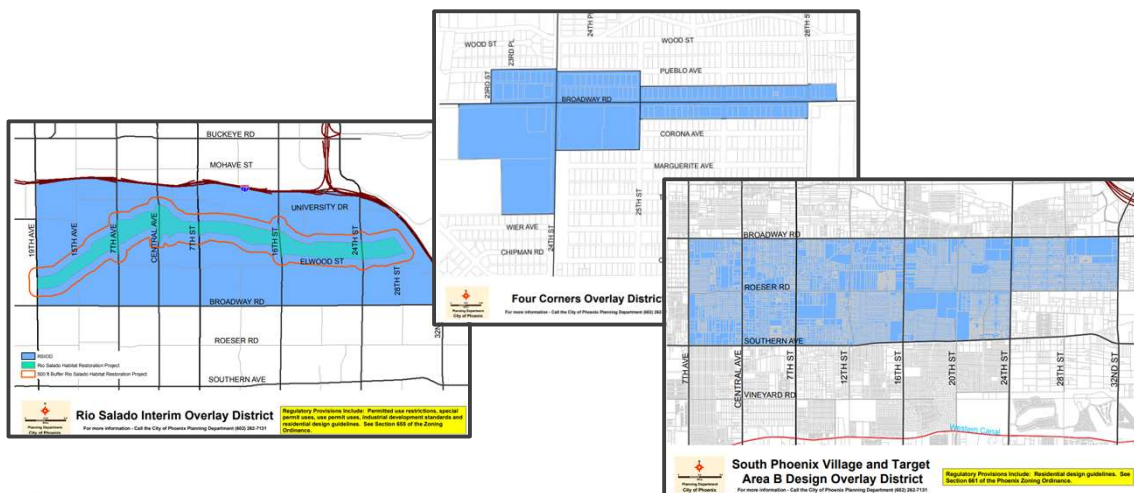


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ZONING OVERLAY DISTRICTS

Addendum 1 and Attachment I



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DESIRED PROJECT

- Desired Project should:
 - Create single-family and/or multifamily infill properties
 - Create a development that is compatible with the neighborhood in scale, type of development, historic setbacks, etc.
 - The development aligns with the goals of the neighborhood
 - Be initiated and completed within a reasonable time acceptable to the City



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DESIRED PROJECT - continued

- Be consistent with all applicable regulations, guidelines, adopted plans, such as the HPP, SPV and TAB RDA plans
- Incorporate elements of sustainability into the design
- Minimum 50% of units for each proposal available to households with income levels not to exceed 80% AMI
- Require minimal, if any, City assistance
- Create a design that supports the neighborhood with future participation in the Gated Alley Program



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DESIRED PROJECT - continued

- 2432 E Broadway Road, Package #1 is currently zoned C-2 South Phoenix Village and Target Area B Design Overlay and Rio Salado Interim Overlay District
- Proposal to develop lot may include rezoning of the lot from an intermediate commercial use to single-family/multifamily residential use
- Rezoning activities to be managed by successful Proposer

Details in Section II. C. (page 8)



PROPOSAL INSTRUCTIONS

- All timely proposals will be reviewed to determine whether the minimum qualification requirements have been met
- If only one proposal is received for any Package, the City may proceed without convening an Evaluation Committee

Conform to format as described in Section III. A (page 10)



Tab 1 – General Information

- Executed Affidavit (Attachment A)
- Signed Conflict of Interest & Solicitation Transparency Disclosure (Attachment B)
- Executive Summary (maximum 2 pages)
 - Concise summary and narrative of the overall proposal
 - Primary Contact
 - Lead Developer



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Tab 2 – Concept to Activate Site

- Development Details (Attachment C)
- Narrative description of proposed project
- Proposed development's feasibility
 - Research/market demand data
 - Method of property control
 - Project budget
 - Project pro forma, if applicable

CITY OF PHOENIX
Neighborhood Services Department
14 CITY-OWNED LOTS RFP (NSD-RFP-FY26-01)
ATTACHMENT C
DEVELOPMENT DETAILS

Each proposer must complete and submit this form with its proposal.

Name of proposer: _____

Development details for Package # _____

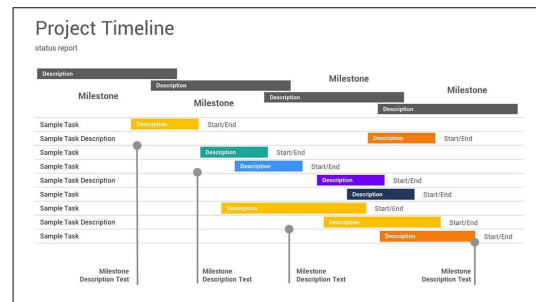
- Residential SF: _____
- Other SF (detail): _____
- Number of Residential Units: _____
- Number of Units by Residential Type:
 - Rental Units: _____
 - For Sale Units: _____
- Number of Units by Market Type:
 - Affordable/Income-Restricted: _____
 - Market Rate: _____
 - Mixed Income: _____
- Number of Parking Spaces: _____
- Building Height (feet and stories): _____
- Estimated Number of Construction Jobs: _____
- Estimated Number of Permanent Jobs: _____
- Estimated Value of Project \$: _____

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Tab 2 – Concept to Activate Site - continued

- Conceptual building elevations and/or site plans
- Circulation plans, if applicable
- Project timeline
 - Include major milestones
 - All phases of the project
 - Reasonable assumptions
- Construction mitigation plan
 - Identify potential impacts
 - Outline viable mitigation strategies



Tab 3 – Return to the City

- Offered Purchase Price (Attachment F)
- Description of tangible public benefits
 - Must be quantified if part of the offered purchase price
- Requested City assistance
 - **No identified or guaranteed City assistance**

CITY OF PHOENIX
Neighborhood Services Department
14 CITY-OWNED LOTS RFP (NSD-RFP-FY26-01)

ATTACHMENT F
OFFERED PURCHASE PRICE

Each proposer must complete and submit this form with its proposal for each Lot proposer wishes to bid on.

Name of proposer: _____
Offered purchase price for Package # _____
Offered Purchase Price \$ _____

The City will not be responsible for any proposer errors or omissions.

* - Any proposal offering a payment less than the minimum purchase price listed in Attachment D must include the quantifiable value for each additional tangible public benefit under Tab 3 – Return to the City, to demonstrate the total proposed purchase price meets or exceeds the minimum purchase price.

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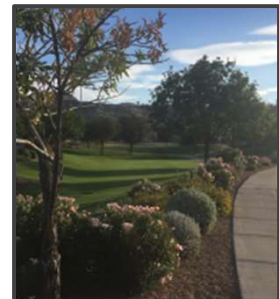
Tab 4 – Qualifications & Experience (Q & E)

- Proposed development team's Q & E
 - Track record of similar scale and complexity
 - Key individuals, companies, and organization structure of the proposer
 - Roles and responsibilities
 - Similar projects successfully completed



Tab 5 – Financial Capacity

- Provide documentation to demonstrate financial capacity to execute and complete proposal successfully, including
 - Clear funding strategy
 - Identify all financing sources
 - Documentation from potential lenders of interest
 - Cite other successful projects completed with proposed financing entities, if applicable
 - Evidence of financing for prior projects



Exceptions Not Allowed

- **Proposer must not take any exceptions to any terms, conditions, or material requirements of this solicitation**
- **Proposals submitted with exceptions may be deemed non-responsive and disqualified from further consideration, in the City's sole discretion**
- **Proposers must conform to all requirements specified in this RFP**

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PROPOSAL EVALUATION

Evaluation Panel

- Review and evaluate written proposals
- Determine a consensus score for each criterion
- Recommend proposer to be awarded the contract
- Panel may interview all the proposers or a short list of proposers

Details in Section IV. A. (page 13)



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Evaluation Criteria

- Proposals evaluated based on the following criteria:
 - Concept to Activate the Site (0 - 400 points)
 - Return to the City (0 - 150 points)
 - Qualifications & Experience of Proposer (0 - 225 points)
 - Financial Capacity of Proposer (0 - 225 points)



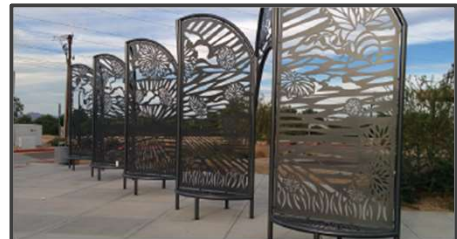
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GENERAL TERMS & CONDITIONS

Solicitation Transparency Policy

- All proposers and their representatives, under penalty of disqualification, will **only** discuss this business opportunity and their proposals with the procurement officer identified on page 1
- **Proposers that violate this policy will be disqualified**

Full policy in Section V. A. (page 14)

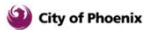


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- ✓ **Submit Written Questions Deadline**
September 30, 2025, by 2 pm
- ✓ **Intent to Submit Deadline**
December 5, 2025, by 2 pm
- ✓ **Proposal Deadline**
December 12, 2025, by 2 pm

**Thank you for
your participation!**



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Request for Proposals for the Purchase and Development of Fourteen (14) Scattered City-Owned Lots Located in South Mountain Village
(NSD-RFP-FY26-01)
Pre-Proposal Meeting Attendee List
September 16, 2025

Company Name	First Name	Last Name	Email
Broadway Missionary Baptist Church	Brynette A	Smith	bsmith@az-bmbc.org
Bell Family LLC	Horace	Bell Jr	hbell85797@aol.com
The Michaels Organization	Jim	Weglarz	jweglarz@tmo.com
Chodock Holdings	Kimberly	Garibay	leasing@chodockproperties.com
Habitat for Humanity Central Arizona	Maribel	Saucedo-Johnson	msaucedo@habitatcaz.org
Todd & Associates	Nathan	Landreville	nlandreville@todassoc.com
LalisFFC	Nikki	Madden	lalisffc@gmail.com
Kingdom Builder Group	Patrick	Smythe	patrick@kingdombuildergroup.com
Chodock Holdings	Rochelle	Fink	rochelle.fink@chodockproperties.com
SB Commercial Contracting LLC	Shane	Peters	petersconsultingaz@gmail.com
Newtown Community Development Corporation	Stephanie	Brewer	stephanie@newtowncdc.org
Dress for Success Phoenix	Tamala	McBath	tamala@dressforsuccessphoenix.org