



REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONSULTING SERVICES

Open: May 23, 2021

DEPARTMENT: City Manager's Office

Closes: June 23, 2021

The City of South Tucson is seeking to retain the services of a Consultant to provide professional consulting service for a period of twelve (12) months or one (1) year from the date of agreement award, with provisions for an expanded scope of work to include other related specialized services, as provided under the laws of the State of Arizona, and subject to the formal approval by the City of South Mayor and City Council.

SUBMITTAL CONDITIONS AND INFORMATION

Statements of Qualifications will be received by the City of South Tucson until 3:30 PM on Wednesday, June 23, 2021. All Statements of Qualifications must be submitted in a sealed envelope and have an original signature and date. Each submittal must contain one (1) original and two (2) copies, and they are to be submitted in a timely basis to:

City of South Tucson

1601 South 6th Avenue

South Tucson, AZ 85713

Attn: **Interim City Manager**

Questions regarding this submittal process must be presented by email to the Interim City Manager at vmoreno@southtucson.org, no later than three (3) days prior to the established submittal date.

REQUIRED INFORMATION TO BE PROVIDED BY CONSULTANTS IN THEIR SUBMITTAL

Each interested Consultant is encouraged to utilize their own presentation format as part of their formal submittal. It is recommended that at a minimum, the following information be presented as part of their submittal:

1. Information on the number of years the proposing firm has been in business, and any information on any current or past business licensures that have been issued them to conduct business in the City of South Tucson.
2. A narrative of the firm's history and experience in providing the services requested. A detailed summary of the personal and business experiences of the firm's principals, and/or the lead consultant that will be assigned to this project.
3. A narrative of the firm's and the lead consultants experience and ability to support the City of South Tucson's mission and its organizational values of being a vibrant and progressive community that actively promotes equity, diversity, and inclusion; and,
4. Provide at a minimum of three (3) professional references who upon contact may provide verification regarding the firm's ability to provide the requested consultant services.

SUBMITTAL EVALUATION CRITERIA AND INTERVIEWS

Each Statement of Qualifications submitted will be reviewed and evaluated by the City of South Tucson utilizing the following specific criteria:

1. Consultant's qualifications, experience, educational attainment, specialized professional training, and general knowledge in the service areas requested.

2. Consultant's demonstrated capabilities and proficiency regarding the ability to perform each of the services requested. This includes the Consultant's demonstrated knowledge and prior experience in fully understanding the scope and complexity of this project, the proven ability to maintain tight project schedules and critical program timelines, and the recognized ability to complete the requested services on-time and within budgetary limits.
3. Consideration of other relevant information provided by the Consultant which demonstrate their ability to work closely with elected officials, city management, department heads, other city staff, appointed members of city committees/commissions, community stakeholders and members of the general public.
4. Consultant's demonstrated experience, knowledge and proven ability to successfully interact and foster the creation, development and expansion of collaborative and cooperative working relationships with federal, state, county, tribal, regional and local units of government; and,
5. Consultant's demonstrated experience and proven abilities to create and foster collaborative working partnerships within the public and private sectors including community-based organizations, faith-based groups, nonprofit organizations, neighborhood associations, veterans' organizations as well as commercial businesses and trade associations on relevant public policy priorities.

Interviews of Consultants may be scheduled with the prospective consulting firms as soon after the timely receipt of their submittals. This will enable the City of South Tucson to further conduct an in-depth analysis, evaluation and review of the Consultant's specific project experience to assure their full understanding and conformance to the desired project scope of work.

DESCRIPTION OF THE SCOPE OF WORK AND SERVICES REQUESTED

The successful Consultant, after formal approval by the Mayor and City Council, and upon the award and execution of an agreement will be required to provide the City of South Tucson with the following characteristic services, based upon the specific project directions provided by the Interim City Manager:

1. Research, identify and pursue potential new or enhanced revenue funding resources to benefit the overall operations of the City of South Tucson. Develop a formal plan of action to assess the status of current intergovernmental and grant funding sources, identify potential changes in current funding sources, and identify new and other potential areas of intergovernmental and grant funding available to the City.
2. Conduct research to identify intergovernmental and grant funding resources required to support the funding needs and priorities of the City from various sources including federal, state, county, tribal, regional and local funding sources, as well as from public and private foundations, organizations and nonprofit entities; and,
3. Specifically identify, target and pursue existing or new intergovernmental and direct grant funding resources which include but are not limited to these service fields: economic development; community development; criminal justice/public safety resources and equipment; fire/emergency medical services resources and equipment; public infrastructure construction and maintenance for streets/roads, flood control, traffic lighting and amenities and public facilities and housing rehabilitation and emergency improvements. Also, target employment, training and workforce investment services, as well as services available to economically disadvantaged workers, veterans, dislocated workers, the homeless and youth employment opportunities for South Tucson residents and their families.

ON-CALL AND OTHER SPECIALIZED CONSULTING SERVICES

Throughout the duration of this agreement, the Interim City Manager may request an expanded scope of work that includes specialized consulting services designed to augment other collaborative activities which directly support the goals and objectives of the Mayor and City Council to establish and build collaborative working relationships. Such related services which may be requested on an on-call basis include the following:

1. As requested, identify, establish and maintain collaborative working relationships with representatives of a variety of federal, state, county, tribal, regional and local governmental organizations/agencies, as well as with diverse community organizations to support intergovernmental and grant funding requests. This includes seeking formal written support and endorsements for City intergovernmental and grant financial funding requests, as well as partnering with these groups in potential joint funding proposals.
2. As requested, assist the Mayor and City Council, the Interim City Manager and other City staff in reviewing and evaluating economic development, community development and housing development project proposals which will result in developing additional financial revenue sources accruing to the City.
3. As requested, work collaboratively with nonprofit community-based and faith-based organizations, and establish a process to provide endorsements for those groups who are requesting and seeking public or private grant funding which will be utilized to support basic services that benefit the residents of the City of South Tucson.
4. As requested, accompany and provide supportive services to the Mayor and City Council, the Interim City Manager and City staff at community meetings, public events and neighborhood forums to gather pertinent needs assessments data and identify potential grant funding requests. Advise and render high-level policy input/recommendations on a wide-ranging multiplicity of public policy matters dealing with the overall health, safety and welfare of City residents/constituents and other community stakeholders.
5. As requested, research, prepare, and present oral or written reports on governmental/community programs and projects, and communicate the findings and/or recommendations with the appropriate City representatives on the subject contents.

AWARD AGREEMENT PROCESS WITH THE RECOMMENDED CONSULTANT

After a formalized review process which will include all applicable submittals, the Consultant which best meets the selection criteria, established project requirements and procurement standards utilized by the City of South Tucson, will be notified of their recommendation to perform these services. As this process continues, it is this determination which identifies the Consultant selected to be the best qualified to serve the City of South Tucson. At this time, the cost of services will not be factor, as the City will then request a formal cost proposal and upon a detailed review will determine if the proposed costs are both responsive and reasonable and assure that they are within the budgetary parameters established for the procurement of these services.

In the event that this review and acceptance of a cost proposal is not favorable to the City of South Tucson, the Consultant which is next ranked in the order of recommendation will be advised of their potential election. The same established process and review of an acceptable cost proposal, as described above, will be utilized, and followed.