

## **PURCHASING SUMMARY**

City of Maricopa  
Purchasing Office

### **DEVELOPMENT SERVICES/HOUSING NEEDS ASSESSMENT STUDY**

In accordance with the City of Maricopa, Purchasing Code, Article IV, Section #3-215 it is recommended that Atria Planning, LLC is awarded a contract and utilized for the City of Maricopa, Arizona Housing Needs Assessment Study.

The City of Maricopa, Development Services Department reviewed and worked with the Purchasing Staff to develop specifications and solicit Request for Proposal #RFP17-DS101422016. The RFP was competitively solicited and tentatively awarded to Atria Planning.

Six (6) proposals were received from Rounds Consulting, Kuehl Enterprises, Crystal and Co., Community Strategies, Elliott Pollack, and Atria Planning. Subsequent interviews were conducted with Kuehl (December 19, 2016), Elliott Pollack (December 20, 2016), and Atria Planning (December 21, 2016).

Based upon the detailed proposal review done by an evaluation team, which was comprised of City of Maricopa Staff, it is recommended that the Contract be awarded to Atria Planning, LLC. Total \$55,610.

A Best and Final Offer (BAFO) was requested and received in the same amount as initial proposal.

*Please note: On January, 17, 2017, The Mayor and City Council shall discuss and possibly take action on approving a contract between the City and Atria Planning, LLC, a California corporation, located in San Diego to conduct a Housing Needs Assessment and Action Plan for the City of Maricopa. The contract will be for the amount of \$55,610. Funding will come from Professional and Occupational program funding in the approved 2016-17 budget for Development Services*

Council Meeting Date: Tuesday, January 17, 2017.

Respectfully submitted,



Kathleen M. Shipman, BSBA, CPPB  
Purchasing Manager