

Town of Florence



REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

Redevelopment Plan Update 2019

Town of Florence

**Town of Florence
775 North Main Street
P.O. Box 2670
Florence, AZ 85132
(520) 868-7575**

Any questions regarding this project should be directed to the Town of Florence
Larry Harmer, at 520-868-7542 or larry.harmer@florenceaz.gov.

Public Notice

Town of Florence

INVITATIONS FOR PROFESSIONAL SERVICES

Request for Qualifications

The Town of Florence hereby solicits submittals to hire a Consultant Team to update the Town's Redevelopment Plan.

To secure a complete copy of the Request for Qualifications (RFQ) package, please call (520) 868-7575, pick up the RFQ package at 224 West 20th Street, Florence, AZ or visit the Town of Florence website at www.florenceaz.gov. Mail or hand-deliver your completed submittals to Lisa Garcia, Office of the Town Clerk, Town of Florence, 775 N. Main Street, P.O. Box 2670, Florence, AZ 85132.

Persons with disabilities may request a reasonable accommodation, by contacting the 504/ADA Coordinator for the Town of Florence at (520) 868-7552 or (520) 868-7502 (TDD). Please make all requests as early as possible to allow time to arrange the accommodation.

A mandatory Pre-Submittal Meeting will be held on January 10, 2019 at 10:00 AM in the Town of Florence Council Chambers, 775 N. Main Street. Qualification submittals received from Consultant Teams not represented at this meeting will be considered unresponsive. Any questions regarding this project should be directed to the Project Manager: Larry Harmer at 520-868-7542 or larry.harmer@florenceaz.gov. The deadline for questions is January 25, 2019 at 4:00 P.M. ADA accommodation may be requested by contacting Maria Hernandez at maria.hernandez@florenceaz.gov or by calling 520-868-7574.

The Town of Florence must receive submittals no later than 2:00 P.M. Mountain Standard Time on February 1, 2019. Faxed or electronically sent submittals will **not** be accepted. Failure of the proposer to complete all the bid documents may result in rejection of the submittal. All submittals should be identified as **“Qualifications -Town of Florence Redevelopment Plan Update 2019”**.

The Town of Florence is an Affirmative Action/Equal Opportunity Employer.

Request for Qualifications Redevelopment Plan Update

The Town of Florence is seeking a highly-qualified Consultant Team to prepare an update to the Town's Redevelopment Plan. The Redevelopment Plan is a critical tool that helps guide the Town's future growth and development. ARS § 36-1471 through 1491 requires communities to review an adopted Redevelopment Plan every ten years. The Town's current Redevelopment Plan was adopted in 2009.

BACKGROUND

The Town of Florence was founded in 1866 and is the fifth oldest town in the state. Florence is a rural community situated in the central portion of Pinal County, Arizona, about 45 minutes away from the Phoenix and Tucson metropolitan areas. Florence has been the county seat since its incorporation in 1875.

Florence has a Council - Manager local government structure. The Town's Planning and Zoning Commission (5 members) and Town Council (7 members including the Mayor) will serve as the recommending and approving bodies, respectively. The Community Development Director will manage the project.

The projected regional growth trend places Florence directly in the path of development over-flowing from the East Valley of Maricopa County. The impending build-out of Chandler, Gilbert and other East Valley cities and the affordability of housing in Pinal County and Florence are just a couple of the factors contributing to the Town's growth. By 2025, the Arizona Office of Economic Opportunity projects that the Town of Florence will be home to at least 33,000 residents.

Some basic data about the Town of Florence and its Historic Downtown Core Area is provided below:

- Incorporated Area: Approximately 62.7 square miles and growing
- Municipal Planning Area: Approximately 196 square miles
- Population: Approximately 26,074 with 16,500 in group quarters
- Infrastructure in the Historic Downtown Core Area:
 - Water: Town of Florence
 - Sewer: Town of Florence
 - Streets: Town of Florence and ADOT
 - Electric: APS
 - Sanitation: Town of Florence
 - Gas: Southwest Gas
 - Cable/phone: Cox Communications, Airebeam Communications and Qwest
 - Police and Fire: Town of Florence

CONTRIBUTING STUDIES AND PLANS

- Florence Transportation Plan
- North-South Corridor Study
- Bicycle, Pedestrian, and Trails Active Transportation Plan
- Parks, Trails and Open Space Plan
- Safe Routes to School
- Redevelopment Plan Update 2009
- North End Framework Vision Plan
- Florence Historic District
- The Town Council Strategic Plan 2017-2022
- Territorial Square Zoning District
- Town Core Infill Incentive Plan
- Adaptive Reuse Program
- Florence 2020 General Plan

PROJECT DESCRIPTION

The Town of Florence has an existing Redevelopment Plan that was adopted by the Town Council in 2009. The intent is to create an updated Redevelopment Plan that builds upon the approved 2009 Redevelopment Plan and exceeds the requirements set forth by the Arizona Revised Statutes. The Town would also like to increase efforts to make the Redevelopment Plan a more concise, user-friendly document with appropriately set goals, objectives and policies that can realistically guide the redevelopment, revitalization and stabilization of the Town's Historic Downtown & Core Area (HDCA).

PROJECT BUDGET

The maximum budget available to complete the Town of Florence Redevelopment Plan Update is to be determined. It is expected that the project will be funded from the Town's 2018/2019 and 2019/2020 fiscal year's budgets.

CONSULTANT TEAM

The selected Consultant Team will be required to provide professional expertise on all matters pertaining to the tasks required by State Statute related to Redevelopment Plans. Given the nature of the required tasks and the goals of the Town, the selected firm shall include the following specialties, at minimum, within the Consultant Team:

- Land Planner;
- GIS professional;
- Land Use Economist specializing in municipal land use economics and/or public finance;

- Civil Engineer specializing in community transportation, water, wastewater and drainage infrastructure analysis;
- Attorney specializing in land use and/or redevelopment law, real estate or related municipal land planning; and
- Public process/meeting facilitator.

A single team member may fulfill more than one of the above specializations.

SCOPE OF WORK

The following tasks highlight the minimum primary tasks anticipated for this project as prescribed by ARS § 36-1479. The actual order of the tasks might vary for the selected Consultant Team. Some task may be completed concurrently. The Town of Florence reserves the right to change and/or amend this scope of work.

Task 1: Initial Project Visioning

It is extremely important that the Consultant Team spend time getting to know the issues being faced by the Town and the surrounding area. It is necessary to develop a clear vision of the tasks ahead and the issues facing the community and the Town of Florence. Formulating project goals and objectives that help guide the successful completion of the job is critical. This task can be addressed by the collection of existing information, community surveys, public meetings and/or other methods approved by the Town's Project Manager.

If deemed necessary, the Town will establish a Redevelopment Plan Advisory Committee (RPAC). The Consultant Team will organize Committee meetings under the Town Project Manager's direction.

Task 2: Technical Report / Document Outline and Format

Establish the text and graphic format to be used in the preparation of all technical reports and the Redevelopment Plan documents. The text format includes the typeface and font sizes to be used in all reports prepared for the Town of Florence during this project. The graphic format and preliminary table of contents for the Town of Florence Redevelopment Plan will also be established. All text, tables and charts will be in an 8 ½" x 11" format and illustrative graphics will be documented in an 11"x17" fold-out format. All formats will be approved by the Town's Project Manager prior to use in reports.

Task 3: Base Mapping

Base mapping to address several areas, including, but not necessarily limited to the following:

- Town location/regional context;

- Existing public and private land ownership and accompanying zoning;
- Historic context and development of Historic Downtown & Core Area;
- Public facilities, utilities and services;
- Current and planned transportation corridors in and around the HDCA;
- Current and proposed utility corridors;
- Significant natural and man-made features; and
- Other as deemed important

The Town will furnish available base maps and reference maps, figures and documents to assist in this task. Access to Town's GIS information will be provided to the selected consultant.

Task 4: Background and History

A brief history of the development of Florence will be prepared, based on secondary source information that the Consultant Team can collect from the Town, the Pinal County Historical Museum and other resources. The background and history will include significant events in the development of the Town including its history, incorporation, recent growth and development issues that have affected the HDCA

Task 5: Redevelopment Planning, Land Use and Zoning

The Consultant Team will inventory, analyze and compare existing Redevelopment Planning efforts, existing land use and current zoning patterns to determine potential opportunities and constraints for future redevelopment and revitalization. Maps showing this information will be developed. The inventory will analyze the types and acreage of existing recommended Redevelopment Plan land uses, existing land uses and vacant land by type and existing zoning designations to determine projected HDCA build-out.

Task 6: Community Facilities and Service Conditions

The Consultant Team will prepare an inventory of community services and facilities to assess the Town's ability to adequately serve existing and future needs in the HDCA. Information related to existing potable water, sewer, natural gas, electrical, public safety, health care, recreational systems and schools will be collected from Town Staff, previous studies and interviews with municipal and other agency officials. Police and Fire Department service areas should be evaluated.

Task 7: Existing Socio-economic Conditions

The Consultant Team will identify and assess existing socio-economic conditions to enable the Town to make judgments regarding growth patterns and economic opportunities. To the extent available, data will be developed for the Town of Florence that can be compared to other competitive jurisdictions and Pinal County. This task will utilize federal, state, county and local data.

Task 8: Economic Base Indicators

The Consultant Team will obtain information related to the employment characteristics of the Town and the HDCA. These characteristics will be presented in graphic form with summary text including, but not limited to, employment by amount, type and sales tax generation.

The Consultant Team will provide information that the Town can utilize in assessing the necessary balance and mixture of land uses and preferred ratio of residents to jobs.

Task 9: Vision, Goals and Objectives Drafting

A preliminary analysis and statement of vision, goals and objectives is required. Development of a proposed vision statement and proposed goals and objectives will be used to provide direction for preparation of the Town of Florence Redevelopment Plan Update.

The final Vision, Goals and Objectives will contain refined statements, goals and objectives as revised after input from the community.

Task 10: Redevelopment Plan Products

Pursuant to State Statute, municipalities are required to incorporate several specific items in their Redevelopment Plans. At a minimum, the Town's updated Redevelopment Plan will include the following:

1. A statement of the boundaries of the redevelopment project area.
2. A map showing the existing uses and conditions of the real property within the redevelopment project area.
3. A land use plan showing proposed uses of the real property within the redevelopment project area.
4. Information showing the standards of population densities, land coverage and building intensities in the area after redevelopment.
5. A statement of the proposed changes, if any, in zoning ordinances or maps, street layouts, street levels or grades, building codes and ordinances.
6. A statement as to the kind and number of site improvements and additional public utilities which will be required to support the new land uses in the area after redevelopment.

7. A statement of the proposed method and estimated cost of the acquisition and preparation for redevelopment of the redevelopment project area and the estimated proceeds or revenues from its disposal to redevelopers.
8. A statement of the proposed methods of financing redevelopment projects.
9. A statement of a feasible method proposed for the relocation of families to be displaced from the redevelopment project area.

Task 11: Historic Preservation

With over 150 recognized historic buildings and a registered downtown historic district, this task will overlap some with other tasks. However, it is intended to focus on the importance of the rich history of the Town and the impacts of historic preservation. The Consultant Team will be able to gather many secondary sources of information for this topic that can be assembled and analyzed to offer new vision, goals and objectives that will help enhance the historic core area. Historic and cultural tourism will be addressed in this task. This task will also address the infill potential of the Town of Florence Historic District.

Task 12: Cost of Development

This task shall recommend policies and strategies that Florence may use to require new developments to pay their fair share toward the cost of additional public service needs they generate, with appropriate exceptions when in the public interest. This task shall include: (a) A component that identifies various mechanisms allowed by law which can be used to fund and finance additional public services, such as bonding, special taxing districts, development fees, in lieu fees, facility construction, dedications, service privatization and the like; and (b) A component recommending policies to ensure any mechanisms adopted by the municipality under this task will result in beneficial use to development, and bear a reasonable relationship to the cost to the municipality to provide the required public services to the development are imposed according to law.

Task 13: Transportation and Circulation

This task shall incorporate the data being provided by a separate Consultant Team working on the Regional Transportation Plan including the multi-modal Safe Routes to Schools, American's with Disabilities Act requirements and the Active Transportation Plan.

It is important that the selected Consultant Team work closely with the separate Consultant Team to fully evaluate the Town's Transportation Plan and meet necessary goals, objectives and policies to ensure that the transportation needs of the Town will be met over the specified planning term.

Task 14: Economic Development

This task shall recommend goals and policies to effectively implement the Redevelopment Plan, with a focus on achieving the community's goal of remaining economically self-sustainable over the long term. The Redevelopment Plan economic analysis should give attention to the potential effects and opportunities that may come with the North-South Freeway corridor proposed by Arizona Department of Transportation and interface with the North-End Plan. This task shall also focus on development of policies and objectives to generate sustainable taxable revenues and the ability to capture a significant share of the sales tax generating uses expected to be developed within, and near, the community. The community's interest in the potential for development of tourism-oriented uses should be given attention. Of specific note are two economic development concepts that the Town is currently pursuing: Innovation Pavilion and Smart Cities.

Task 15: Redevelopment Plan Implementation

This task shall contain, at minimum, strategies and priorities for implementing Goals and Objectives. This task shall also recommend a process to be used to evaluate the successful implementation of the Plan.

Task 16: Legal Reviews

The Town of Florence Attorney or Town-appointed legal review team shall be responsible for the final legal review of all applicable final products. However, the Consultant Team is expected to consult their Team's legal staff throughout the project to ensure compliance with all applicable state statutes.

Task 17: Redevelopment Plan Public Participation Program

The Town wants to adopt a formal public participation program to use in updating the Redevelopment Plan. The submittal shall include a draft plan for public participation as part of the submittal. The submittal should anticipate at least 8 meetings over the nine-month estimated contract time. Included in these meetings shall be at least 4 public hearings and at least 2 public workshops. Regular in-person meetings with the Redevelopment Plan Advisory Committee and/or Town Staff, when required, are not included in the anticipated total number of meetings.

Task 18: Project Completion

The Consultant Team will work with the Town to ensure the project is completed per the approved scope of work. All outstanding items will be resolved.

DELIVERABLES

The submittal shall include provisions for transmitting all draft work, drawings, exhibits, plans, maps and other related works as part of the contract. Final completed copies shall be provided in paper, professionally bound form/document and electronically in a format to be determined. Full size color exhibits (24"x36") of the primary Redevelopment Plan exhibits as determined by the Town's Project Manager will be required during the process and at the end of the project. In particular, we expect the final product to be significantly more concise than the current document.

At the completion of the project the Town will require the receipt of the following:

- Fifteen bound copies of the Final Town Council-adopted Redevelopment Plan book, including color exhibits within the book;
- Fifteen color executive summaries of the Redevelopment Plan that shall include the final exhibits;
- One USB flash drive that includes an electronic copy of the entire Final Town Council-approved 2019 Redevelopment Plan book, including color exhibits within the book, GIS maps, and the Redevelopment Plan executive summary;

SCHEDULE

The following tentative schedule of major milestones is envisioned for this project:

- Submittals are due to the Town on February 1, 2019.
- Top selected candidates will be interviewed during the week of February 18.
- Staff selected firm's contract and terms will be presented to the Town Council for action on March 4, 2019.
- Town-selected Consultant Team to begin project no later than April 1, 2019. Immediate task will be to begin visioning and research, including meetings with various Town staff and other applicable parties.
- Entire project expected to be completed within nine months of Notice to Proceed. The Consultant Team will prepare a reasonably accomplishable schedule to address all anticipated project steps, meetings, public process and hearings.

TOWN STAFF PARTICIPATION

The Town envisions that the Consultant Team will be responsible for most of the tasks during the planning process. Tasks for which the Town Project Manager will be responsible include:

- Assistance/direction with the collection of pertinent secondary source information;
- Assistance/direction with the collection of information related to the history of the Town;
- Reviewing all draft technical reports and maps prior to their reproduction and distribution;
- Scheduling appropriate locations for public involvement events;
- Scheduling meeting times between the Consultant Team and Town Staff;
- Distribution of information throughout the community;
- Provision of review comments on all reports, maps and other materials presented;
- Coordination of all comments from Redevelopment Plan Advisory Committee on the reports and maps submitted; and
- Provision of interim briefings to Town Council and the Planning and Zoning Commission.

The Consultant Team may request additional involvement by the Town's Project Manager, but must identify the responsibility, timing and duration of the involvement in their submittal.

FORMAT/SUBMITTAL REQUIREMENTS

The organization of the RFQ submittal should be as brief as possible while addressing the requested components adequately. After evaluation by the Town of Florence Selection Committee, as will be formed by the Town's Project Manager, the 3 (minimum) most qualified firms will be invited for an interview before the Selection Committee.

Submittal (Maximum of 10 pages excluding Cover Letter)

One (1) original and ten copies of the submittal must be mailed/delivered at the date, time and location identified below. Submittals are limited to 8.5"x11" pages of one-sided text (minimum 12pt. size text) or graphics. A single page of 11"x17" fold-out format may be used for graphics. An appendix of resumes for proposed Team participants shall be included. Cost related to the development of all submittals shall not be the responsibility of the Town. The Town of Florence will make no reimbursement for submittal expenses.

Cover Letter

List the names of all main Consultant Team members and relevant information. The cover letter shall also identify the individual from the prime firm that has the authority to negotiate and contractually bind the selected Consultant Team.

Firm and Team Members Roles

Provide a brief description of the submitting Consultant Team members for the project. Identify and provide resumes for personnel who will serve in key positions for this project. Include specific experience related to this submittal for each person on similar or related projects.

Scope of Work

Include your specific scope of work using the information provided in the RFQ.

Critical Path Schedule (May be an 11" x 17" fold-out)

A proposed date of completion and time-line/critical path leading to a timely conclusion of individually specified tasks shall be included

Insurance

The firm or prime Consultant shall indicate that they maintain commercial general, vehicle, and workers compensation insurance liability coverage of at least \$1 million for each type. Insurance coverage shall be identified in the cover letter.

References

A list of at least three references commenting on the Team/Firm's professional capabilities. Name, phone number and email address of individuals who may be contracted by the Selection Committee must be included.

Work Examples At least three referenced examples of recently completed projects of a similar scope to this project shall be included with the submittal.

Additional Information Additional information pertinent to this project may be attached as deemed necessary by the Consultant Team. Any information will be treated as a supplement to the submittal but will not necessarily be used as part of the Town's evaluation process.

SELECTION CRITERIA

- The ability of the Consultant Team to approach the project in a unique manner that will comply with applicable requirements, but set this project apart from the typical approach and content: **30 points**
- The perceived quality of the Consultant Team assembled for the project and record of performance with similar projects: **15 points**
- The ability of the Consultant Team to complete the scope of work in an accurate and timely manner as determined through the RFQ submittal and subsequent interview: **20 points**
- One or more interviews / presentations: **20 points**
- Overall responsiveness to this RFQ: **15 points**

Following interviews, the Town will negotiate a contract with the Consultant Team deemed most qualified. Should contract terms not satisfactorily reached, the Town reserves the right to begin negotiations with the next best qualified Consultant Team.

COMPENSATION AND INVOICE REQUIREMENTS

Progress payments will be made upon submittal of a monthly invoice, following satisfactory review of progress by the Town's Project Manager. Mail invoices to Larry Harmer, Town of Florence, P.O. Box 2670, Florence, AZ 85132. Monthly billings shall include a spreadsheet listing the number of staff hours and hours expended on each task. Ten (10) percent of the Consultant's monthly billing will be withheld pending official acceptance of the final product by the Town of Florence. The invoice must contain the project name.

SUBMITTAL DEADLINE

Please transmit one original, ten copies and a digital copy of the submittal on or before February 1, 2019 at 2:00 P.M, Mountain Standard Time to:

Lisa Garcia, Town Clerk

P.O. Box 2670
775 North Main Street
Florence, Arizona 85132

All submittals must be identified as “**Qualifications - Town of Florence Redevelopment Plan Update 2019.**” Submittals may not be faxed nor electronically transmitted to the Town. Submittals must be received by the Town by the prescribed time to receive consideration.

RESERVATION OF RIGHTS

The Town of Florence reserves the right to reject or accept any and all submittals received. The Town of Florence reserves the sole right to evaluate the submittals received, waive any irregularity, evaluate and select any preferred firm/Team, and or reject any and all submittals. The Town may contact the identified Project Manager from each Consulting Firm/Team during its review of submittals for additional clarification/information. The Town of Florence also reserves the right to hold any or all submittals for a period of forty-five days after the date of award.

The proposer is entirely responsible for all costs associated with the preparation of their submittal. The Town will not reimburse the selected firm/Team for any work performed relative to the scope of work prior to the execution of a contract and a notice to precede letter is received by the selected firm/Team. Any questions regarding this project should be directed to the Project Manager: Larry Harmer, Planning Manager of Development Services, at 520-868-7542 or larry.harmer@florenceaz.gov.

The Town of Florence is an Affirmative Action/Equal Opportunity Employer. Persons with disabilities requesting reasonable accommodations may contact the Town of Florence ADA Coordinator at (520) 868-7575 or (520) 868-7502 (TDD) at least 72 hours in advance.

PROTEST PROCEDURE

Bid protests shall be submitted in writing to: Town Manager, Florence Town Hall, 775 N. Main Street, P.O. Box 2670, Florence, Arizona 85132, phone (520) 868-7500 or (520) 868-7502 (TDD Relay) within 72 hours of notification of award. Protests must contain at a minimum, the name, address, and telephone number of the protester; the signature of the protester or its representative and evidence of the authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within 5 business days of receipt, and after consultation with legal counsel, the Town will respond to the protest.

Participation in Boycott of Israel

Town of Florence PO Box 2670 Florence, AZ 85132

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recently legislation has been enacted to prohibit the Town of Florence from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393.01, this form must be completed and returned with the response to the solicitation and any supporting information to assist the Town in making its determination of compliance.

As defined by A.R.S. §35-393.01:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
 - (a) In compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 United States Code section 4607(c) applies.
 - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, and includes a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate.
3. "Direct holdings" means all publicly traded securities of a company that are held directly by the state treasurer or a retirement system in an actively managed account or fund in which the retirement system owns all shares or interests.
4. "Indirect holdings" means all securities of a company that are held in an account or fund, including a mutual fund, that is managed by one or more persons who are not employed by the state treasurer or a retirement system, if the state treasurer or retirement system owns shares or interests either:
 - (a) together with other investors that are not subject to this section.
 - (b) that are held in an index fund.
5. "Public entity" means the Town of Florence ("Town"), a political subdivision of this STATE or an agency, board, commission or department of this Town or a political subdivision of this Town
6. "Public fund" means the state treasurer or a retirement system.
7. "Restricted companies" means companies that boycott Israel.
8. "Retirement system" means a retirement plan or system that is established by or pursuant to title 38.

All offerors/vendors must select one of the following and thereby certify that:

_____ My company **does not** participate in, and agrees not to participate in during the term of the contract a boycott of Israel in accordance with A.R.S. §35-393.01. I understand that my entire response will become public record.

_____ My company **does** participate in a boycott of Israel as defined by A.R.S. §35-393.01.

By submitting this certification, proposer agrees to indemnify and hold the Town of Florence, its agents and employees, harmless from any claims or causes of action relating to the Town's action based upon reliance on the above representations, including the payment of all costs and attorney's fees incurred by the Town in defending such an action.

Company Name

Address

City State Zip

Signature of Person Authorized to Sign

Printed Name

Title

Town of Florence
P.O. Box 2670 Florence, AZ 85132
(520) 868-7500
Demonstrating Lawful Presence

Bids, Proposals or Qualifications

Arizona Revised Statutes 1-501 and 1-502 apply to applicants of "federal public benefits" and "state and local public benefits". Grants, contracts and loans are considered public benefits and state law requires each person who applies for such benefits to submit at least one of the following documents demonstrating "lawful presence" in the United States.

The Principal of each group, consultant, or organization will complete this form.

Check the box next to the document indicating lawful presence.

	An Arizona driver license issued after 1996 or an Arizona non-operating identification license
	A driver license issued by a state that verifies lawful presence in the United States. (See Overview of State's Driver's License Requirements)
	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
	A United States certificate of birth abroad.
	A United States passport.
	A foreign passport with a United States visa.
	An I-94 form with a photograph.
	A United States citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	A United States certificate of citizenship.
	A tribal certificate of Indian blood.
	A tribal or Bureau of Indian affairs affidavit of birth.

****Attach copy of document to this sheet.**

Signature of Applicant

Date

Signature of Municipal Employee

Date

Insurance Requirements

Contractor's Obligation: Contractor shall secure and maintain, at his or her own expense, until completion of the contract, general liability and property insurance as shall protect Contractor and the Town from claims for bodily injury, personal injury, and property damage which may arise because of the nature of the work or from operations under this contract. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.

General Liability Coverage: Contractor shall have general liability coverage on a per project basis, per occurrence, and in comprehensive form. General liability coverage shall include Products/Completed Operations, Explosion, Underground and Collapse Hazard, Premises, Operations, Contractual, Independent Contractors, Broad Form Property Damage and Personal Injury.

Coverage Amounts: Contractor shall provide general liability and excess general liability coverage in the following amounts, at a minimum:

Employer's Liability \$500,000-\$1,000,000

Contractors General Liability

a. General Aggregate	\$2,000,000
b. Products – Completed Operations Aggregate	\$2,000,000
c. Personal and Advertising Injury	\$2,000,000
d. Each Occurrence (Bodily Injury and Property Damage)	\$2,000,000
e. Excess or Umbrella Liability	
1.) General Aggregate per job	\$3,000,000
Per policy year	\$5,000,000
2.) Each Occurrence per job	\$3,000,000
Per policy year	\$5,000,000

Automobile Liability

a. Bodily Injury:	
Each Person	\$1,000,000
Each Accident	\$1,000,000
b. Property Damage	
Each Accident	\$1,000,000
c. Combined Single Limit	\$1,000,000

Contractual Liability

a. Bodily Injury:	
Each Accident	\$2,000,000
Annual Aggregate	\$2,000,000
b. Property Damage:	
Each Accident	\$2,000,000
Annual Aggregate	\$2,000,000
Each Accident	\$2,000,000
Annual Aggregate	\$2,000,000

Workman's Compensation

a. Bodily Injury by Accident each accident	\$1,000,000
b. Bodily Injury by Disease each employee	\$1,000,000
c. Bodily Injury by Disease policy limit	\$1,000,000