

RESOLUTION 2002-539

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AUTHORIZING SUBMISSION OF SAID RESOLUTION WITH THE APPLICATION FOR THE "2003 GROWING SMARTER PLANNING GRANT" CERTIFYING:

WHEREAS, the Town of Camp Verde (Town) prepared a general plan for the development of the municipality, consisting of a statement of community goals, development policies, maps, land-use element, and circulation elements, in accordance with ARS 9-461-05 on May 7, 1998,

WHEREAS, the Town of Camp Verde (Town) will support and update the current long-range plan in an effort to comply with the 2001 requirements set up by the state legislative body,

WHEREAS, the Town of Camp Verde (Town) will amend the Town's zoning ordinance to be in agreement with the adopted and ratified General Plan implementing the goals and objectives of the current General Plan,

NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE AS FOLLOWS:

1. The Town of Camp Verde commits to providing matching funds, equal to the amount of funds requested for the "Growing Smarter Planning Grant Program," which will not exceed \$10,000.

PASSED, APPROVED, AND ADOPTED by the Mayor and common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 23rd day of November 2002.

Approved: *Brenda Hauser*
Brenda Hauser, Mayor

Date: 10-24-02

Attest: *Debbie Barber*
Debbie Barber, Town Clerk

Approved as to form:

Julie Krieh
Julie Krieh, Town Attorney



Offer and Acceptance

Arizona Dept. of Commerce

City Square

3800 N. Central, Suite 1400

Phoenix, AZ 85012

SOLICITATION NO.: G007-03

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Martha Lynch, Procurement Manager

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OFFER

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer.

Arizona Transaction (Sales) Privilege Tax License No.:

For clarification of this offer, contact:

Name: Wendy Escoffier

Federal Employer Identification No.:

Phone: 928-567-8513, ext. 115

Fax: 928-567-7401

Town of Camp Verde

Town/Community Name

Signature of Person Authorized to Sign Offer
Fiscal Officer

P.O. Box 710

Printed Name

Camp Verde,

Address
AZ

86322

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 75.5 or A.R.S. §§ 41-1461 through 1465.
3. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The bidder certifies that the above referenced organization ___ is/___ is not a small business with less than 100 employees or has gross revenues of \$4 million or less.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This contract shall henceforth be referred to as Contract No. _____. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona

Awarded this

day of

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Procurement Officer



Scope of Work

Arizona Dept of Commerce

City Square

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1. Introduction

The Arizona Department of Commerce is soliciting applications from Arizona communities and counties to competitively obtain funds for planning projects that address the requirements of the Growing Smarter/Growing Smarter Plus mandates.

2. Background

- 2.1 The purpose of the Growing Smarter Planning Grant Program (GSPG) is to assist rural communities and counties in meeting their basic planning needs to meet state statutory (Growing Smarter/Plus) requirements. The GSPG funds are available as matching grants, and may be used for the various components of the Growing Smarter and Growing Smarter Plus Acts including but not limited to: public participation program development and implementation, research and analysis, the development of the general or comprehensive plan, map and graphics preparation, or implementation of the general/comprehensive plan by updating the zoning ordinance or developing specific plans. Only those communities/counties committed to the development and implementation of a general/comprehensive plan, as evidenced by the completed application, will be considered.
- 2.2 Only one (1) Growing Smarter Planning Grant will be awarded per applicant per year under this program. Previous awardees are eligible to compete for grants, however applicants not previously awarded will take priority consideration.
- 2.3 Maximum GSPG allocation from the Department of Commerce per awardee is \$10,000.
- 2.4 Each GSPG allocation (i.e., a maximum of \$10,000) will require a dollar-for-dollar match. A portion not to exceed 50% can be a "soft match," with the community/county's match provided through staff or volunteer time rather than hard dollars.
- 2.5 Applicants must be capable of executing a Grant Agreement within 90 days of notification of award of grant.
- 2.6 Rural areas will be the primary recipients of these funds, but urban areas may be considered for Department of Commerce funds only if they can demonstrate that no other funding sources are available. A rural community is any community with a population less than 50,000. Strong consideration will first be given to those communities/counties mandated to meet Growing Smarter requirements, although communities/counties that are developing general/comprehensive plans voluntarily due to current circumstances (i.e. growth trends) will also be eligible.
- 2.7 Any expenditures incurred during the grant application preparation or any other activities associated with the GSPG that occurs prior to the effective date of an executed Grant Agreement **cannot** be paid for with grant money nor can it be used as a local match.

3. Deliverables

- 3.1 Deliverables - such as the general/comprehensive plan, plan update, or zoning ordinance - will be defined in each application.
- 3.2 Progress reports will be required of awardees to document the status of the project and grant expenditures. The reports will be due quarterly, and will be described in the grant agreement with each awardee. Once the project is completed a final report must be provided to the Department of Commerce within 30 days.
- 3.3 The final plan, ordinance, or other project document must be provided to the Department of Commerce upon adoption and upon each update thereafter.



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1. **Term of Contract:** The term of the contract shall commence upon award and shall remain in effect for a period of one (1) year unless canceled, terminated or extended by amendment as otherwise provided herein.
2. **Key Personnel:** It is essential that the Contractor provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must assign specific individuals to the key positions. The parties agree and understand that personnel identified and utilized by the Awardee to perform activities in performance of this contract shall perform those activities as independent contractors and not as employees of the State or of the Arizona Dept of Commerce.

3. **Insurance:**

Without limiting any liabilities or any other obligation of the Contractor, the Contractor shall purchase and maintain (and cause its subcontractors to purchase and maintain), in a company or companies lawfully authorized to do business in the State of Arizona, and rated at least A VII in the current A.M. Best's, the minimum insurance coverage below:

- 3.1 Commercial General Liability with minimum limits of \$1,000,000.00 per occurrence, and an unimpaired products and completed operations aggregate limit and general aggregate minimum limit of \$2,000,000.00. Coverage shall be at least as broad as the Insurance Service Office, Inc. Form CG00010196, issued on an Occurrence basis, and endorsed to add the State of Arizona as an Additional Insured with reference to this contract. The policy shall include coverage for:

Bodily Injury;

Broad Form Property Damage (including completed operations);

Personal Injury;

Blanket Contractual Liability;

Products and Completed Operations, and this coverage shall extend for one year past acceptance, cancellation or termination of the services or work defined in this contract;

Fire Legal Liability.

- 3.2 Business Automobile Liability, with minimum limits of \$1,000,000 per occurrence combined single limit, with Insurance Service Office, Inc. Declarations to include Symbol One (Any Auto) applicable to claims arising from bodily injury, death or property damage arising out of the ownership, maintenance or use of any auto. The policy shall be endorsed to add the State of Arizona as an Additional Insured with reference to this contract. This requirement may be modified at the discretion of the State to acknowledge coverage provided by a Family Automobile Liability or Personal Automobile Liability policy endorsed to cover Business Use under this contract (in lieu of a Business Automobile Liability policy), and provide such policy also insures the vehicle(s) used in performance of this contract (in lieu of "Symbol One").

- 3.3 Workers Compensation and Employers Liability insurance as required by the State of Arizona Workers Compensation statutes, as follows:

Workers Compensation (Coverage A): Statutory Arizona benefits;

Employers Liability (Coverage B): \$ 500,000 each accident;

\$500,000 each employee/disease;

\$1,000,000 policy limit/disease.

Policy shall include endorsement for All State coverage for state of hire.

- 3.3.1. The Workers Compensation requirement applies separately to the primary contractor and each of the subcontractors, if any. Subcontractors that qualify as sole proprietors, may take the position they are exempt from the purchase of Workers Compensation coverage and sign the waiver (that could be one, many, all or none depending on the number of actual subs for each primary contractor). If any entity subcontracted to the primary is an employer with employees of their own (i.e. subject to, rather than exempt from, Workers Compensation laws) then each employer must individually purchase a Workers Compensation policy for their workforce. The



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Sole Proprietor exemption does not "apply" to subcontractors unless each sub qualifies as a Sole Proprietor on their own. Also, Workers Compensation insurance purchased for one employer covers their employees only, and never covers employees of subcontractors or other employers.

- 3.4 Professional Liability Insurance with minimum limits of \$1,000,000 (Each Claim and/or Each Wrongful Act and/or Each Loss) and an unimpaired aggregate limit of \$1,000,000 with respect to this contract. Retroactive Liability Date (if applicable to Claims-Made coverage) shall be the same as the effective date of this contract. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract and, at the discretion of the State of Arizona shall include **one** of the following types of Professional Liability policies:

- Directors and Officers
- Errors and Omissions
- Medical Malpractice
- Druggists Professional
- Architects/Engineers Professional
- Lawyers Professional
- Teachers Professional
- Accountants Professional
- Social Workers Professional
- Other (Specify profession from Scope of Work)

The State of Arizona shall be named as an Additional Insured as their interests may appear.

The policy shall contain an Extended Claim Reporting Provision of not less than one year following termination of the policy.

- 3.5. Certificates of Insurance acceptable to the State of Arizona shall be issued and delivered prior to the commencement of the work defined in this contract, and shall identify this contract and include certified copies of endorsements naming the State of Arizona as Additional Insured for liability coverage's. The certificates, insurance policies and endorsements required by this paragraph shall contain a provision that coverage's afforded will not be canceled until at least 50 days prior written notice has been given to the State of Arizona. All coverage's, conditions, limits and endorsements shall remain in full force and effect as required in this contract.
- 3.6 Failure on the part of the Contractor to meet these requirements shall constitute a material breach of contract, upon which the State of Arizona may immediately terminate this agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all moneys so paid by the State of Arizona shall be repaid by the Contractor upon demand, or the State of Arizona may offset the cost of the premiums against any moneys due to the contractor. Costs for coverage's broader than those required or for limits in excess of those required shall not be charged to the State of Arizona. Contractor and its insurer(s) providing the required coverage's shall waive their rights of recovery against the State of Arizona, its Departments, Employees and Officers, Agencies, Boards and Commissions.

Within fifteen (15) days following notification of award, certificates of insurance must be submitted to the State Procurement Office, clearly stating the applicable contract number, effective date(s) of coverage, and limits of liability required pursuant to the contract.

4. **Amendments:** Any change in the contract including the Scope of Work described in the complete application, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the contractor and the Arizona Dept of Commerce. Any such amendment shall specify an effective date, any increases or decreases in the amount of the contractors' compensation if applicable and entitled as an "Amendment", and signed by the parties identified in the preceding sentence. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.



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5. **Cancellation:** The State reserves the right to cancel the whole or any part of the contract due to failure of the Contractor to carry out any term, promise, or condition of the contract. Cancellation of the contract requires the return of any portion of the grant funds that have not been documented as expended in progress reports. The State will issue a written ten (10) day notice of default to the Contractor for acting or failing to act as in any of the following:
- The Contractor provides personnel that do not meet the requirements of the contract.
 - The Contractor fails to perform adequately the services required in the contract.
 - The Contractor attempts to impose on the State, personnel which are of an unacceptable quality.
 - The Contractor fails to furnish the required product within the time stipulated in the contract.
 - The Contractor fails to make progress in the performance of the requirements of the contract and/or gives the State a positive indication that the Contractor will not or cannot perform to the requirements of the contract.
- If the Contractor does not correct the above problem(s) within ten (10) days after receiving the notice of default, the State may cancel the contract. If the State cancels the contract pursuant to this clause, the State reserves all rights or claims to damage for breach of contract.
6. **Termination:** The Arizona Dept of Commerce reserves the right to terminate the contract at any time, for the convenience of the State of Arizona, without penalty or recourse, by giving written notice to the contractor at least thirty (30) days prior to the effective date of such termination.
7. **Americans With Disabilities Act of 1990:** The Contractor shall comply with the Americans With Disabilities Act of 1990 (Public Law 101-336) and the Arizona Disability Act of 1992 (A.R.S. 41-1492 et. seq.), which prohibits discrimination on the basis of physical or mental disabilities in delivering contract services or in the employment, or advancement in employment of qualified individuals.
8. **Availability of Funds for the Next Fiscal Year:** Funds are not presently available for performance under this contract beyond the current fiscal year. The State's obligation for performance of this contract beyond this fiscal year is contingent upon the availability of funds from which payment for contract purposes can be made. No legal liability on the part of the State for any payment may arise for performance under this contract beyond the current fiscal year until funds are made available for performance of this contract.
9. **Contract:**
- 9.1 The contract between the Arizona Dept of Commerce and the contractor shall consist of (1) the Request for Grant Application (RFGA) and any amendments thereto, and (2) the proposal submitted by the contractor in response to the RFGA and (3) any clarifications, discussions, and best and final offers negotiated. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the Request For Grant Application shall govern. However, the State reserves the right to clarify any contractual relationship in writing, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFGA or the contractor's proposal. In all other matters not affected by the written clarification, if any, the Request For Grant Application shall govern.
 - 9.2 The contract shall be construed according to the laws of the State of Arizona. The State of Arizona is not obligated for expenditures under the contract until funds have been encumbered.
 - 9.3 The contractor shall be fully registered, permitted and licensed in the State of Arizona to perform the disciplines required for the performance of this contract.



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10. **Subcontracts:** The contractor may, with the consent of the State, enter into written subcontract(s) for performance of certain of its functions under the contract. Subcontractors must be approved in writing by the Arizona Dept of Commerce prior to the effective date of any subcontract.
- 10.1 No subcontract which the contractor enters into with respect to performance under the contract shall in any way relieve the contractor of any responsibility for performance of its duties.
- 10.2 The contractor shall give the Arizona Dept of Commerce immediate notice in writing by certified mail of any action or suit filed and prompt notice of any claim made against the contractor by any subcontractor or vendor which in the opinion of the contractor may result in litigation related in any way to the contract with the State.
11. **Contract Renewal:** The contract shall not bind nor purport to bind, the State for any contractual commitment in excess of the original contract period. The State shall have the right, at its sole option, to renew the contract. If the State exercises such rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period.
12. **Conflict of Interest:** No person preparing or assisting in the preparation of specifications, plans or scopes of work shall receive any direct benefit from the utilization of those specifications, plans or scopes of work.
13. **Incorporation By Reference:** The State hereby incorporates by reference the Uniform Terms and Conditions, and the Uniform Instructions to Offerors. A copy of the text may be found at WWW.sporas.ad.state.az.us. If the offeror would prefer a hard copy, please contact the State Procurement Office at 100 S. 15th Avenue.
14. **Multiple Awards:** In order to ensure adequate coverage of the requirements of various user agencies, multiple awards may be made.
15. **Arbitration:** The parties to this Contract agree to resolve all disputes arising out of or relating to this Contract through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. §12-1518 except as may be required by other applicable statutes.
16. **Fiscal Responsibility and Audits:** The Awardee agrees that Commerce or its duly authorized representatives shall have access to and the right to examine any books, documents, papers, records or other evidence reflecting all work performed and time and expenses charged and payments received under this Agreement. The materials described herein or reproduced copies shall be made available at the Office of the Arizona Department of Commerce hereinafter set forth or the Office of the Arizona Auditor General upon request by either at all reasonable times for inspection, audit, or reproduction by the grantee until the expiration of five years from the date of the final report under this Agreement pursuant to A.R.S. §35-214.
- The Awardee agrees to reimburse Commerce for any funds received under this agreement for which expenditure is disallowed by an audit exception by Commerce, the state or federal government.
17. **Compensation:** It is understood and agreed that the total amount of state funds used under this agreement cannot exceed 50 percent of the total project cost. Therefore, should the project not be completed, be partially completed, or be completed at a lower cost than the original budget called for, or for any reason should any of these funds not be used, a proportionate amount of the state funds provided under this contract shall be reimbursed to Commerce at the time the final report is submitted.
18. **Commerce Responsibilities:** Commerce shall monitor and evaluate the Awardee to determine compliance with and performance under this Agreement. A summary of discrepancies noted by Commerce will be specified verbally to the Awardee, and subsequently, in writing. Appropriate time for correction of discrepancies will be specified in the written report to the Awardee. Commerce shall follow up on discrepancies to ensure that they have been corrected in a timely manner. The failure of Commerce to require timely performance of any provision of this contract shall in no way affect the right of Commerce thereafter to enforce such provision nor shall the waiver of any succeeding breach of such provision act as a waiver of the provision itself.

Commerce shall provide reasonable technical assistance to assist the Awardee to comply with state and federal requirements for the provision of services under this contract. However, this in no way relieves the Awardee of full responsibility for its acts or omissions in the performance of activities required by this Agreement.



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19. **Rights in Data:** Commerce may duplicate, use, and disclose in any manner and for any purpose whatsoever within the limits established by state laws and rules, all information relating to this contract.
20. **Compliance:** The Awardee shall comply with all applicable federal and state statutes, executive orders, regulations and other requirements relating to equal employment. The Awardee agrees to use its best efforts to obtain all supplies for use in the performance of this contract at the lowest reasonable cost; and to purchase by means of a system of competitive bidding whenever required by law.
21. **Indemnification:** The parties to the contract agree that the State of Arizona, its departments, agencies, boards and commissions shall be indemnified and held harmless by Awardee for the vicarious liability of the State as a result of entering into this contract. However, the parties further agree that the State of Arizona, its departments, agencies, boards and commissions shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence



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1. **PROPOSAL OPENING** Proposals will not be subject to public inspection until after contract award.
2. **APPLICANT'S CONTACT:**
 - 2.1 All questions regarding this Request for Grant Application (RFGA), including technical specifications, proposal process, etc., must be directed to the Procurement Services Manager as indicated on the first page of this document.
3. **EVALUATION CRITERIA:** Evaluation criteria are listed in the relative order of importance. The award will be made to the offeror whose proposal is determined to be reasonably susceptible for award and is the most advantageous to the State based on the following criteria:
 - 3.1. The feasibility and thoroughness (in ensuring compliance with state planning mandates) of the scope of work provided for the proposed planning project in the complete application.
 - 3.2. The thoroughness (in ensuring compliance with state planning mandates) and thoughtfulness of the public participation component of the proposed scope of work in the completed application.
 - 3.3. That the proposed scope of work addresses the stated community/county issues and needs.
 - 3.4. Demonstration of a commitment to implement the general/comprehensive plan.
 - 3.5. Feasibility and thoroughness of the proposed budget and timeliness.
 - 3.6. That the application is completed, and whether the Application has received a previous grant through this program.
4. **PROPOSAL FORMAT:** **One (1) original and four (4) copies** of each proposal should be submitted on the forms and in the format specified in the RFGA. The original copy of the proposal should be clearly labeled "ORIGINAL". The material should be in sequence and related to the RFGA. The State will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFGA. Failure to include the requested information may have a negative impact on the evaluation of the offeror's proposal.
5. **GENERAL INSTRUCTIONS**
 - 5.1 Each Applicant must submit a proposal for a planning project that requires funding assistance by completing the attached application. This application requires a narrative of what the Applicant proposes to do, a timeline, a proposed budget, deliverables, and information illustrating how the general/comprehensive plan will be implemented.
 - 5.2 All sources and amounts of matching funds must be documented in this application.
 - 5.3 In awarding the grants, a Selection Committee will consider the applicant's submittal based on the criteria listed in section 3.
 - 5.4 If a community/county is planning to utilize a consultant for preparing or updating the general/comprehensive plan, they must first go through a competitive proposal process. If a consultant has already been hired, a copy of the signed contract and scope of work shall be provided to the Department of Commerce. Documentation of the RFP process and/or the consultant's scope of work must be documented by task.
 - 5.5 The applicant must outline how they will approach public participation throughout the proposed project and what community/county aspects will be considered during the formal written public participation program development.
 - 5.6 A transmittal letter must be submitted with the completed GSPG application and signed by the chief contracting officer of the community/county: i.e., the Manager or Mayor.



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6. DISCUSSIONS: In accordance with A.R.S. §41-2534, after the initial receipt of proposals, discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award.
7. DEFINITION OF KEY WORDS USED IN THE RFQA:
 - 7.1 Shall, Must: Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of a proposal as non-responsive.
 - 7.2 Should: Indicates something that is recommended but not mandatory. If the offeror fails to provide recommended information, the State may, at its sole option, ask the offeror to provide the information or evaluate the proposal without the information.
 - 7.3 May: Indicates something that is not mandatory but permissible.



INSURANCE FORM

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INSURANCE FORM

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:	Company Letter:	Companies Affording Coverage:
	A	
	B	
Name and Address of Insured:	C	
	D	

LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE	COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY
Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined		Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable)		
Same as Above		Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum		Umbrella Liability		
Statutory Limits		Workmen's Compensation and Employer's Liability		
		Other		

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

Date Issued: _____

Authorized Representative

CERTIFICATE OF INSURANCE

ISSUE DATE (7/11/2002)

ADMINISTRAT
Southwest Risk Services
4835 East Cactus Rd., Suit
Scottsdale, AZ 85254-4

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFIRMS THE RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND OR EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
COMPANIES AFFORDING COVERAGE

(602) 996-88

COMPAN LETTER A ARIZONA MUNICIPAL RISK RETENTION POOL

INSURE

Town of Camp Verde
PO Box 710
Camp Verde, AZ 86322

COMPAN LETTER B

COMPAN LETTER C

COMPAN LETTER D

COMPAN LETTER E

COVERAG

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED A PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOC TO WHICH THIS CERTIFICATE MAY BE ISSUED OR PERTAIN, THE INSURANCE AFFORDED BY THE POLICES DESCRIBE TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABI <input checked="" type="checkbox"/> CLAIMS MA <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> OWNERS/CONTRACTORS PROTE	AM945	12/26/2001	12/26/2002	GENERAL AGGREGAT PER FORM PROD COMP/OPS AG \$2,000,000 PERSONAL/ADV INJ \$2,000,000 EACH OCCURRENCE \$2,000,000 FIRE DAMAGE(1 FI \$300,000 MEDICAL EXP(1 PER \$5,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				CS BODILY INJU (PER PERSO \$ BODILY INJU (PER ACCIDEN \$ PROPERT DAMAG \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRE \$ AGGREGATE \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

CERTIFICATE HOLDER

CANCELLATION

Proof Of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAV 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED T BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATI LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED SIGNATURE

Edward A. Rood



GROWING SMARTER PLANNING GRANT PROGRAM APPLICATION

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Growing Smarter Planning Grant Program Application

Please answer all questions completely and submit five (5) copies of the transmittal letter, application, and all supporting materials by October 31, 2002 at 5:00 p.m. Brevity is appreciated when answering questions.

I. APPLICANT BACKGROUND INFORMATION

Applicant Name: TOWN OF CAMP VERDE

Applicant Address: P.O. BOX 1415

CAMP VERDE, AZ 86322

Contact Person: WENDY ESCOFFIER

Title: GENERAL PLAN ADMINISTRATOR/PLANNER

Telephone Number: 928-567-8513

Fax Number: 928-567-7401

Email: WENDYE@CVAZ.ORG

II. COMMUNITY/COUNTY BACKGROUND INFORMATION

A. Population - 1990 Census 2000 Census
6,243 9,451

B. Area - Corporate Limits 46 square miles
(in square miles)

C. Current General/Comprehensive Plan Adoption Date Sept. 23, 1998



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D. General/Comprehensive Plan Elements included in current adopted Plan (if applicable):

Element	Date Adopted
1. History & Culture	9-23-98
2. Land Use	9-23-98
3. Housing	9-23-98
4. Transportation	9-23-98
5. Public Lands & Recreation	9-23-98
6. Economic Development	9-23-98
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E. Date of last General/Comprehensive Plan amendment(s), if applicable.

Currently the Town has an amended General Plan at the agency review step in the amendment process. It is anticipated the public will have an opportunity to vote on the amended General Plan in May 2003.

F. Describe what actions have been taken over the past five (5) years that indicate your community/county's commitment to creating, updating, or implementing a General/Comprehensive Plan to further the wishes of the community/county.

During the last five years, our Town Council, Planning Commission and staff have worked on amending the Town's General Plan to meet the Growing Smarter and Growing Smarter Plus Legislation. A Senior Planning Studio from Arizona State University worked with the Town and conducted public hearings to complete proposals for the Growth Area, Environmental Planning, Cost of Development, and Open Space elements required by the Growing Smarter Plus Legislation.

In the last two years, several public work sessions have been conducted with written responses from approximately 300 residents received. Currently the Town's Draft Amended General Plan is in the 60-day agency review period.



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III. SCOPE OF WORK

A. PROPOSED PROJECT

1. What are the planning needs and issues currently faced by the community/county?

Camp Verde, bisected by both Interstate 17 and State Highway 260, is in a prime location for growth. In the period from 1990 to 2000, the Town experienced a 50% increase in its population. Recently the Town Council voted to support a land trade that will put approximately 2,180 acres of Forest Service land within the Town's limits into private hands for development and another approximately 2,000 acres of Forest Service land adjacent to the Town's boundary into private hands.

As Camp Verde experiences growth, it is imperative that our community updates its Zoning Ordinances to reflect the General Plan in order for the Town to develop in an orderly fashion.

2. What is the proposed planning project for which funding is requested? (e.g. general or comprehensive plan development or update) Please list the deliverables anticipated as a result of this project (such as a plan document, certain plan elements, zoning ordinance, etc.).

It is anticipated that the public will approve the amended General Plan during the May 2003 election. Once the public has adopted the General Plan, it will be necessary to amend and update the Town's Zoning Ordinance to coincide with the desires expressed in the General Plan.

B. PROJECT PROCESS AND STAFF:

1. Describe, in detail, the specific process to be utilized to complete the proposed project (please attached additional sheets if necessary).

Once the General Plan is ratified by voters, staff will review the current Zoning Ordinance and identify sections that need to be amended and added. Staff will research and put together draft amendments and additions for the Planning Commission to review. Public hearings will be scheduled at the Commission and Council levels.

Proposed amendments will be advertised prior to the public hearings to allow citizen input in the process.

The local media will be utilized as a means to notify the public of changes to the ordinance that are proposed and approved by the Council.



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2. In the table below, list staffing resources to be utilized for development of the General/Comprehensive Plan (Attach a resume for each individual).

Name	Title
1. Nancy Buckel	Sr. Planner/Interim Director
2. Wendy Escoffier	Gen. Plan Admin./Planner
3. Becky Oium	CD Admin. Assistant
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5.	
6.	
7.	



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C. TASKS:

On the table below, identify the activities or tasks and associated hours required to complete the proposed project. These are estimates only. Identify the person(s) responsible for completion of each general task. If a consultant will be used, specifically outline the tasks they will perform. If the consultant has not yet been hired, submit a copy of the draft RFP that will be utilized. The RFP should also describe the hiring process used by the community/county. (Completion of this table will make it easier to prepare the budget required in item IV.D.) Please attach additional sheets if necessary.

Tasks	Hours Per Task	Hourly Wage	Name of Responsible Person	Title
1. Staff Review of ordinance	160	\$16.14	Wendy Escoffier	Planner
2. Staff Review of ordinance	40	\$19.02	Nancy Buckel	Sr. Planner
3. Staff research	80	\$16.14	Wendy Escoffier	Planner
4. Draft preparation	960	\$16.14	Wendy Escoffier	Planner
5. Planning Commission Work Sessions	48	\$16.14	Wendy Escoffier	Planner
6. P&Z Public Hearings	12	\$16.14	Wendy Escoffier	Planner
7. Council Public Hearings	12	\$16.14	Wendy Escoffier	Planner
8. Final draft preparation	40	\$12.39	Becky Oium	Admin. Assistant
9. Prepare legal ads	8	\$16.14	Wendy Escoffier	Planner
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D. TIMETABLE:

Develop an estimated schedule that lists tasks and indicate the amount of time it will take to complete the task. Please attach additional sheets to describe the schedule if necessary.

*** Please indicate all anticipated public workshops, meetings, etc., by an asterisk (*).**

Task	Mo 2	Mo 4	Mo 6	Mo 8	Mo 10	Mo 12	Mo 14	Mo 16	Mo 18	Mo 20	Mo 22	Mo 24
1. Staff review of ordinance	X	X										
2. Staff research		X	X									
3 Draft Preparation			X	X	X	X						
4. P&Z work sessions					X	X	X	X				
5. P&Z public hearings								X	X	X		
6. Council public hearings									X	X		
7. Final document preparation									X	X	X	
8. Prepare legal ads								X	X	X	X	
9. Media releases			X	X	X	X	X	X	X	X	X	
10.												
% of Project Completed	5	15	25	30	40	50	60	75	80	90	100	



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E. COMMUNITY/COUNTY PARTICIPATION:

How will the community/county ensure citizen participation throughout the proposed project? Describe the specific methods of involvement that might be used, the stages in the process during which the public involvement might occur, what groups might be involved, and the overall purpose for community/county participation.

Public hearings will be advertised in the local newspapers to allow citizen input on proposed changes to the zoning ordinance prior to Planning Commission work sessions and public hearings, and prior to the Council public hearings. Notices of the proposed changes will also be posted in various locations throughout Town.

Media releases will be completed throughout the process to advise citizens of the changes being considered and when the changes are approved.

Public information letters will be sent out to those on the list from the General Plan amendment process.

F. IMPLEMENTATION:

How will the General/Comprehensive Plan be used to further community/county goals?

The Amended General Plan, once approved by voters, will provide the basis for the zoning ordinance amendments.



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IV. FINANCIAL INFORMATION

A. What is the proposed total cost of the proposed project?

\$ 28,276.12

B. How much funding assistance are you requesting? \$10,000
Remember, there is a \$10,000 maximum for the Department of Commerce grants.

C. List the source(s) and amount of matching funds (a dollar for dollar match is required for Department of Commerce funds). Documentation must be included with this application, i.e., a copy of the adopted budget indicating the particular line item or a resolution stating authorization for the match. In-kind matches such as staff time may be used for up to 50% of the total match (Please note that costs attributed to in-kind match should correspond to staff and hourly rates included in the table under Section III B 2.).

Amount: \$18,276.12

Source: Town of Camp Verde (See attached Resolution)

Amount: \$10,000

Source: Growing Smarter Planning Grant

Amount: _____

Source: _____

Amount: _____

Source: _____



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D. PROPOSED BUDGET

Name/Task	Hourly Rate	Hours	Projected Cost	Funding Source
1. Staff Review of ordinance			\$3,343.20	State
a) Planner	\$16.14	160	\$2,582.40	State
b) Sr. Planner	\$19.02	40	\$760.80	State
2. Staff Research			\$1,521.60	State
a) Planner	\$16.14	80	\$1,521.60	State
3. Staff Research			\$1,521.60	State
a) Planner	\$16.14	80	\$1,521.60	State
4. Draft Preparation			\$16,565	State/Town
a) Planner	\$16.14	960	\$15,494.40	Town
b) Sr. Planner	\$19.02	30	\$570.60	State
c) Printing Costs & Supplies			\$500	Town
5. Planning Commission Work Sessions			\$1,535.52	State
a) Planner	\$16.14	48	\$774.72	State
b) Sr. Planner	\$19.02	40	\$760.80	State
6. P&Z Public Hearings			\$345.84	State
a) Planner	\$16.14	12	\$193.68	State
b) Sr. Planner	\$19.02	8	\$152.16	State
7. Council Public Hearings			\$345.84	State
a) Planner	\$16.14	12	\$193.68	State
b) Sr. Planner	\$19.02	8	\$152.16	State
8. Final Draft Preparation			\$2,568.40	State/Town
a) Admin. Assistant	\$12.39	40	\$495.60	State
b) Planner	\$16.14	20	\$322.80	State
c) Printing Costs			\$1,500	Town
9. Advertising Preparation			\$129.12	State
a) Planner	\$16.14	8	\$129.12	State
10. Advertising Publication			\$650	Town



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V. PARTNERS IN THE PROJECT

Please list any consultants that are currently retained by the community/county, or others who are partners with the community/county for the project.

Planner: _____

Engineer: Town Engineer Harry Parsi

Jurisdictions: _____

Government Agencies: _____

Others: Town Attorney Julie Kriegh

VI. DOCUMENTATION

Please attach to the application form a Council/Board passed resolution showing support for the proposed project, commitment to provide matching funds for the grant, identification of funding source(s) for the match, and a commitment to develop and/or implement the General/Comprehensive Plan to further community/county goals and desires. If the hearing schedule precludes a resolution from being passed prior to the application submittal, please attach a draft and forward the final resolution upon adoption.

Four (4) copies of the Grant Application and ALL supporting materials MUST be received by 5:00 p.m., October 31, 2002, at the address below.

For additional information regarding this application please contact:

**Martha Lynch, CPPB
Procurement Manager
Arizona Department of Commerce
3800 North Central Avenue, 14th Floor
Phoenix, Arizona 85012
(602) 280-8162
MarthaL@azcommerce.com**