



DATE: April 19, 2016

MEMORANDUM TO: The Honorable Mayor and City Councilmembers

MEMORANDUM THROUGH: Bryant Powell, City Manager
Matt Busby, Assistant City Manager

MEMORANDUM FROM: Janine Solley, Economic Development Administrator

SUBJECT: Request for Qualifications ("RFQ") – Operation of a
Local Visitor Information Center Summary

In anticipation of need for services for the Operation of a Local Visitor Information Center (current contract expires June 30, 2016), staff consulted with city council at their February 1, 2016 work session to gather input from the council on any requested changes to the process for FY 16/17. The changes that were incorporated into the RFQ were the request to modify the Scope of Work language when referencing licensed Apache Junction businesses to include the word "all", and a note that all quarterly reports (as required per the Professional Services Agreement) would be provided to the city council for review.

On March 2, 2016, an Invitation for Request for Qualifications for the Operation of a Local Visitor Information Center was released. The city is seeking a consultant to provide a service to current and prospective residents and visitors whereby individuals looking for information about the Apache Junction area could have access to free information and resources through a clearly identified center.

Proposals were due on March 23, 2016, and the city received two submittals from interested service providers; The Apache Junction Chamber of Commerce and Visitors Center, and the Superstition Mountains Regional Business Alliance.

At the April 18, 2016 work session, staff presented a summary of findings to the city council. During the presentation, council requested further discussion on the item and wanted to have the ability to ask questions directly of the consultants. It was determined the item should come back to a second work session on May 2, 2016, at which time both consultants be present and available to answer any remaining questions the council may have.

The RFQ calls for the consultant to sign a Professional Services Agreement with the city to provide visitor center services.

Staff respectfully requests:

- Council determine if an award of contract for visitor center services should move forward, and if so, the preferred consultant;
- The Professional Service Agreement be considered and that staff received Direction to Staff at the May 17, 2016 city council meeting;
- The contract be effective July 1, 2016 – June 30, 2017 with an annual payment not to exceed \$41,000.