



2012-2016 City of Mesa

Sprinkler Cost Assistance Program Preliminary Application

Each year, Mesa's City Council reviews and adopts a set of strategic initiatives aimed at guiding the efforts of City Staff. The Economic Development Strategic Initiative reads as follows:

"ECONOMIC DEVELOPMENT pursues a variety of Healthcare, Education, Aerospace, Tourism/Technology (HEAT) and other dynamic, citywide opportunities, seeks entrepreneurial solutions, ensures success-oriented business and industry partnerships and tools, and delivers new jobs to propel Mesa's economic growth, prosperity and innovative spirit forward within the global marketplace."

In response to this strategic initiative, the Office of Economic Development in partnership with the Mesa Fire Department, Mesa Development and Sustainability Department and the Housing and Community Development has created the Sprinkler Cost Assistance Program for the purpose of working with local merchants who need sprinklers to promote greater utilization of currently vacant or underutilized space, which in turn creates jobs within the Pedestrian Overlay Area in Downtown Mesa (Country Club to Centennial and 1st Avenue to 1st Street). While the Sprinkler Cost Assistance Program will focus in general on the Pedestrian Overlay Area, priority will be given to applications for projects located adjacent to Main Street and for those that help add to a 24-7 activation in Downtown Mesa.

With a signed agreement, proper permitting and completion of necessary documentation, the Sprinkler Cost Assistance Program will provide up to \$20,000 per applicant for the construction of a sprinkler system. Sprinkler system design costs are to be borne by the applicant. Grant funds will be distributed on a reimbursement basis only and in accordance with Community Development Block Grant (CDBG) and other state and federal laws related to low-moderate income job creation.



Preliminary Application Instructions for the Sprinkler Cost Assistance Program

Mesa has worked to simplify this process and will be available for assistance to help the applicants and the contractors be successful. That said, the use of federal funds does require documentation and justification. Please see the attached “Fire Sprinkler Cost Assistance Program Checklist” in **Attachment A** for all of the information that will be needed by the Applicant throughout all phases of the project. For this effort to be successful, your attention to detail will be helpful and appreciated.

The very first step that is needed in order to demonstrate your interest in this grant is to complete this preliminary application. In addition to fully completing this application, you will need to attach the following:

- Project narrative, i.e. How will sprinklers add to your business and downtown’s success? Describe the work to be performed within your space.
- Clear Interior and Exterior pictures of the building where the project is proposed.
- Verification that the installation of a fire suppression system in the property is advisable by the City of Mesa Building Official. Contact Steve Hether at 480-644-2039 to schedule an appointment.
- If building is being leased, provide a copy of the current, fully executed lease.
- Written consent from the property owner if the applicant is a tenant.

Evaluation Criteria

The following criteria may be used to evaluate applications for the Sprinkler Cost Assistance Program. The criteria are listed in no particular order:

- The ability to create Low-Moderate Income (LMI) job(s)
- Contribution of the project to the downtown redevelopment goals of the City, i.e. night-time activation, new retail
- Fire Marshall requirements
- Completion of all required documentation
- Additional requests for funding require job completion for prior funds

Application Submittal & Questions

Please direct all questions and completed applications to:

Kelley Keffer
City of Mesa
Office of Economic Development
20 East Main Street, Suite 200 Mesa, AZ 85201
480-644-6958
kelley.keffer@mesaaz.gov

PLEASE PRINT LEGIBLY AND FULLY COMPLETE QUESTIONNAIRE

Section I – General Information

Date: _____

Full Name(s) of Applicant/Business responsible for the project and completion of necessary documentation:

Address of Property:

Contact Person:

Address of Contact Person:

Daytime Phone Number: _____

Email Address: _____

Amount of Request (Max = \$20,000): _____

Status of Property Ownership (check one):

- Renter/Merchant. I rent/lease the property proposed for sprinkler installation (provide written letter of consent from the property owner for the project)

- Property and Building Owner-- Sole Ownership
- Corporation, Partnership or Trust (provide the names, addresses and phone numbers of all officers or trustees and include articles of incorporation, by-laws and/or partnership agreements)

Year Building Built: _____

Current Use of Property: _____

Total building square footage: _____

Square footage to be covered by sprinklers: _____

Section II – Economic Impact

Please describe how this program (installing sprinklers) will help your business grow and thrive AND how it will add to Downtown Mesa’s success:

Estimated number of low-moderate income job(s) you expect to create as a result of this project (minimum of one, full-time low to moderate income job required): _____

Estimated average hourly wage of job(s) to be created: _____

Approx. how long after construction do you believe you need in order to create the low-moderate income job(s): _____

Section III – Acknowledgement of Terms

Please complete and sign:

I, _____, certify that the information presented in this application and in all attachments are true and complete to the best of my knowledge.

I understand that the proceeds from the Sprinkler Cost Assistance Program may only be used for the property located at:

_____.

I understand that the appropriate committee at the City of Mesa shall conduct a review of my Sprinkler Cost Assistance application to ensure that the project:

- Is located within the program boundaries;
- Is consistent with the intent and purpose of the program mission to create low-moderate income jobs (**Attachment B**);
- Provides economic development benefits to Downtown Mesa.

If my application is approved:

I understand I must receive competitive bids to award project work; (**Attachment C**)

I understand that I must obtain the necessary permits for the installation of the fire suppression system, and complete all other work to be performed on the structure:

- Sprinkler system design work requires a Fire Protection Engineer
- Sprinkler system installation work requires a registered contractor

I understand that only when the project is complete and has met inspection and compliance requirements of the City will funds be made available for reimbursement.

I understand I am responsible to meet all requirements under the Davis Bacon Act and I acknowledge I have received insight on how to access resources for “Davis-Bacon Wage Documents.” (**Attachment D**)

I understand that I must enter into the Sprinkler Cost Assistance Program Agreement with the City of Mesa and that I am responsible for adhering to the Agreement.

I understand that I will be required to submit copies of invoices, receipts, and/or cancelled checks supporting actual cost for the project to the City of Mesa in order to receive reimbursement.

Print Name: _____

Signature: _____

Date: _____

ATTACHMENT A

Fire Sprinkler Cost Assistance Program Check List

(Note: exhibits listed here correspond to the formal agreement you will receive as part of No. 5 below.)

NOTICE TO PROCEED & CONSTRUCTION

1. Preliminary Application

- a. Fully Completed Preliminary Application
 - i. Signed Acknowledgement of Terms
 - ii. Project Narrative
 - iii. Interior & Exterior Photos
 - iv. Building Site Plan, Square Footage
- b. Building Official Confirmation
- c. Fire Marshall SUP, if applicable
- d. Written Consent from Property Owner, if applicable
- e. Copy of existing lease
- f. Overview Power Point to Owner (City provides)

2. Environmental Review

- a. Section 106 Review Request
- b. Section 106 Review Approval
- c. Environmental Clearance Request
- d. Environmental Clearance Approval

3. Procurement

- a. General Specs / Bid Schedule Estimate (Make sure bid is for BOTH work to A) hook system from City main to the building AND B) sprinkler work within the structure itself. If you want to retain a separate contractor to perform these two sections, you need to get separate bids for each section.)
- b. Agreement letter between contractor and applicant
 - i. Bid 1 (A and B if needed)
 - ii. Bid 2 (A and B if needed)
 - iii. Bid 3 (A and B if needed)
- c. Written justification For Selection(s)
- d. Contractor(s) Insurance/Bond
- e. Registrar of Contractors License(s)
- f. System Award Management "SAM" printout (completed by City when above paperwork is submitted) www.sam.gov

4. Fire Sprinkler Plan Permit

Once you have selected a contractor(s), your contractor will need to submit fire sprinkler design plans as soon as possible to the City's Development and Sustainability Dept. Note: For questions about timeline and/or costs for expedited services if requested by your contractor at time of submittal, please contact the City's Permits Supervisor Heather Basford at heather.basford@mesaaz.gov or 480-644-4778.

5. Agreement (Complete this section while you are awaiting permit from #4 above)

- a. Executed Agreement by Applicant
 - i. Conflict of Interest Form Business Owner/Applicant (Exhibit J)
 - ii. Conflict of Interest Form Contractor (Exhibit J)
 - iii. Conflict of Interest Form Prop. Owner, when joint appl. w/business (Exhibit J)
- b. List of Current Employees / Positions (Exhibit F1)
- c. List of LMI Job(s) planned to be created (Exhibit F2)
- d. Signed First Consideration Agreement (Exhibit K)
- e. Financial Sustainability Documentation
- f. Certificate of Good Standing (unless sole proprietorship, not needed)
- g. DUNS Number
- h. Letter from contractor acknowledging requirement to provide Davis-Bacon documentation prior to payment
- i. Scrutinized Business Form (Exhibit G)

With 1-5 completed, City will issue a Notice to Proceed so that you may begin construction.

REIMBURSEMENT SUBMITTAL (after construction completed)

6. Reimbursement Documents

- a. Reimbursement request Cover Letter—Note: Please submit original with signature
- b. Notice to Proceed from Econ. Dev.
- c. Fire Flow Test Approval
- d. Building Permit Approval
- e. Davis-Bacon Certified Payroll -- Note: Please submit original with signature
- f. Section 3 Report Completed by Contractor (or by Housing if no new employees hired for this project)
- g. Invoices with corresponding cancelled checks

- h. Conditional Waiver of Lien by contractor (Exhibit I)—Note: Please submit original with signature
- i. Complete Vendor Self-Service application. <http://mesaaz.gov/vendor/> (enters you into the City's system so that we can issue check to you)

JOB CREATION TO CLOSE HUD FILE

7. Monitoring – Low-Mod Jobs

- a. Final Job Creation Summary Form (Exhibit F3)
- b. Confidential Employee Income Verification Form(s) (Exhibit E)
- c. Documentation to demonstrate LMI first preference, i.e. newspaper advertisement(s), job announcement(s), applications, list of LMI interviewees
- d. City/Housing to verify new job not 'double counted' for other CDBG-related funding/project.

ATTACHMENT B

2015 Low-Moderate Income (LMI) Data Maricopa County

Maricopa County, Arizona										
FY 2015 Income Limit Area	Median Income	FY 2015 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Maricopa County	\$61,900	Very Low (50%) Income Limits	\$22,400	\$25,600	\$28,800	\$32,000	\$34,600	\$37,150	\$39,700	\$42,250
		Extremely Low (30%) Income Limits	\$13,450	\$15,930	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$40,890
		Low (80%) Income Limits	\$35,850	\$41,000	\$46,100	\$51,200	\$55,300	\$59,400	\$65,500	\$67,600

NOTE: A LMI job is determined by median household income. As an example, if you are hiring someone for \$12 per hour but his/her household includes four individuals and, the household combined, earns more than a total of \$49,500 per year, your \$12 per hour job for that person does not meet requirements for LMI job creation.

Last updated: May 13, 2014

ATTACHMENT C

(Note: when you get to Section 3 on checklist for procurement, ask your bidders to use this form. Helps to ensure you receive consistent bids.)

[Contractor Name]
 [Contractor Address]
 Mesa, Arizona

FIRE SPRINKLER PROTECTION SYSTEM—DESIGN AND INSTALLATION BID

In Response to Fire Sprinkler Cost Assistance Agreement and Grant
 for [Enter address for property to be sprinklered], Mesa, Arizona

BID SCHEDULE

ITEM NO.	DESCRIPTION	QUANTITY (Lump Sum Only)	UNIT PRICE (Lump Sum Only)
1.	Provide <u>complete</u> design for automatic fire sprinkler system (from city main into building, etc.), prepared and sealed by a registrant properly licensed in the State of Arizona. Secure building permit from the City of Mesa's Development Services Department for the installation of the fire sprinkler system. Excludes plan review and permit fees, which are covered by Bid Item 3.	LUMP SUM	
2.	Furnish and install a <u>complete</u> , automatic fire sprinkler system (from city main into building, etc.) in accordance with the project specifications for an approximately [??]-square foot, existing building located at [?? E. or W.] Main Street in Mesa, AZ.	LUMP SUM	
3.	Allowance for plan review and permit fees: Contractor shall pay the fees and then, upon submitting a receipt showing the fees paid, will be reimbursed for the actual cost of the fees as established by the agency. Excludes costs incurred by the Contractor in securing the permits (e.g., design costs) or executing the permit work, which shall be included in Bid Items 1 and 2.	LUMP SUM	<u>\$800.00</u>
	TOTAL BASE BID (Items 1 through 3)	LUMP SUM	

ATTACHMENT C (CONTINUED)

This signed Proposal is submitted by _____,
a corporation organized under the laws of State of _____, a partnership consisting
of _____ or individual trading as
_____; of the City of _____, and is the holder of
Arizona State Contractor's License: Classification _____ No.
_____.

Joint Venture bid proposals will not be accepted for projects bidding in the amount of less than \$5 million dollars.

Contractors are reminded it is a violation of State law to submit a bid if not properly licensed. Bids submitted without designating the Contractor's license classification and number, in the spaces provided above, shall be rejected. Bids submitted by Contractors without the required license shall be rejected.

Contractor acknowledges by signing below that bid prices submitted include all applicable sales and/or use taxes, and no further compensation shall be approved for these items. If there is a conflict between the unit bid price and the unit price extension for a particular pay item, the unit prices shall govern, per MAG 102.5. Also, per MAG 102.7, a proposal shall be considered irregular and may be rejected if there are unauthorized additions, statements, conditional or alternate bids, or irregularities of any kind.

Respectfully submitted,

Name of Firm

Address

City State Zip

Phone and Fax

By (Signature Required)

Name and Title (Print)

ATTACHMENT D

How to Access Davis-Bacon Resources

Under the Davis-Bacon and Related Acts (“DBRA”), covered contractors must maintain payrolls and basic records and submit certified weekly payrolls. Although use of Form WH-347 is optional, the form will satisfy the requirements of Regulations, Parts 3 and 5 (29 CFR, Subtitle A), as to payrolls submitted in connection with contracts subject to the DBRA; a copy of Form WH-347 is available at <http://www.dol.gov/whd/forms/wh347.pdf>. Records to be maintained include:

- Name, address, and social security number of each employee;
- Each employee’s work classification(s)
- Hourly rate(s) of pay (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof);
- Daily and weekly numbers of hours worked;
- Deductions made; and
- Actual wages paid.

For more information, see the Davis-Bacon Act; the Reorganization Plan of 1950; 29 CFR Part 1; 29 CFR Part 3; and 29 CFR Parts 5–7.

Additional labor related forms can be found at the website listed below.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/labor_relations/olrform