

SUN CORRIDOR  
METROPOLITAN PLANNING ORGANIZATION

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NOTICE OF REQUEST FOR PROPOSALS

For

SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
CONSULTING SERVICES FOR THE REGIONAL TRANSPORTATION  
PLAN

Issued: August 27, 2014

Request for Proposals due:

**September 16, 2014, at 3:00 PM**

Issued by the Sun Corridor Metropolitan Planning Organization

211 N. Florence Street, Ste. 103

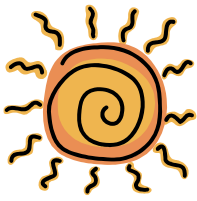
Casa Grande, AZ 85122

520-705-5153

Sharon Mitchell, Director

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[www.scmpo.org](http://www.scmpo.org)



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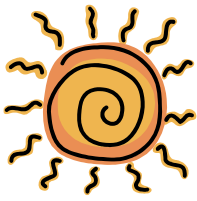
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**1. NOTIFICATION:**

Release Date: August 27, 2014  
Closing Date: September 16, 2014

The Sun Corridor MPO invites qualified persons/firms to submit Proposals to provide consulting services for preparation of a Regional Transportation Plan (RTP) for the designated Sun Corridor Metropolitan Planning Organization.

Proposals will be received until **3:00 PM** on **September 16**, 2014 at the Sun Corridor MPO offices, located at 211 N. Florence Street, Ste. 103, Casa Grande, AZ 85122.

Any proposal received after **3:00 PM** on the above date will be returned unopened. The Sun Corridor MPO reserves the right to reject any and all proposals and assumes no liability for the costs of preparing a response to this request.

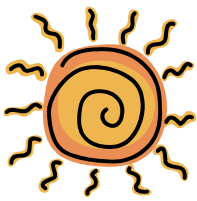
The outside of the Proposal envelope shall indicate the name and address of respondent and addressed to the Sun Corridor MPO, at the aforementioned address.

Please note on the outside of the envelope:

Request for Proposals: Regional Transportation Plan

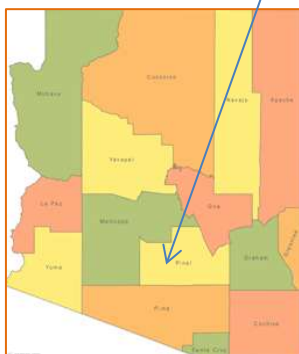
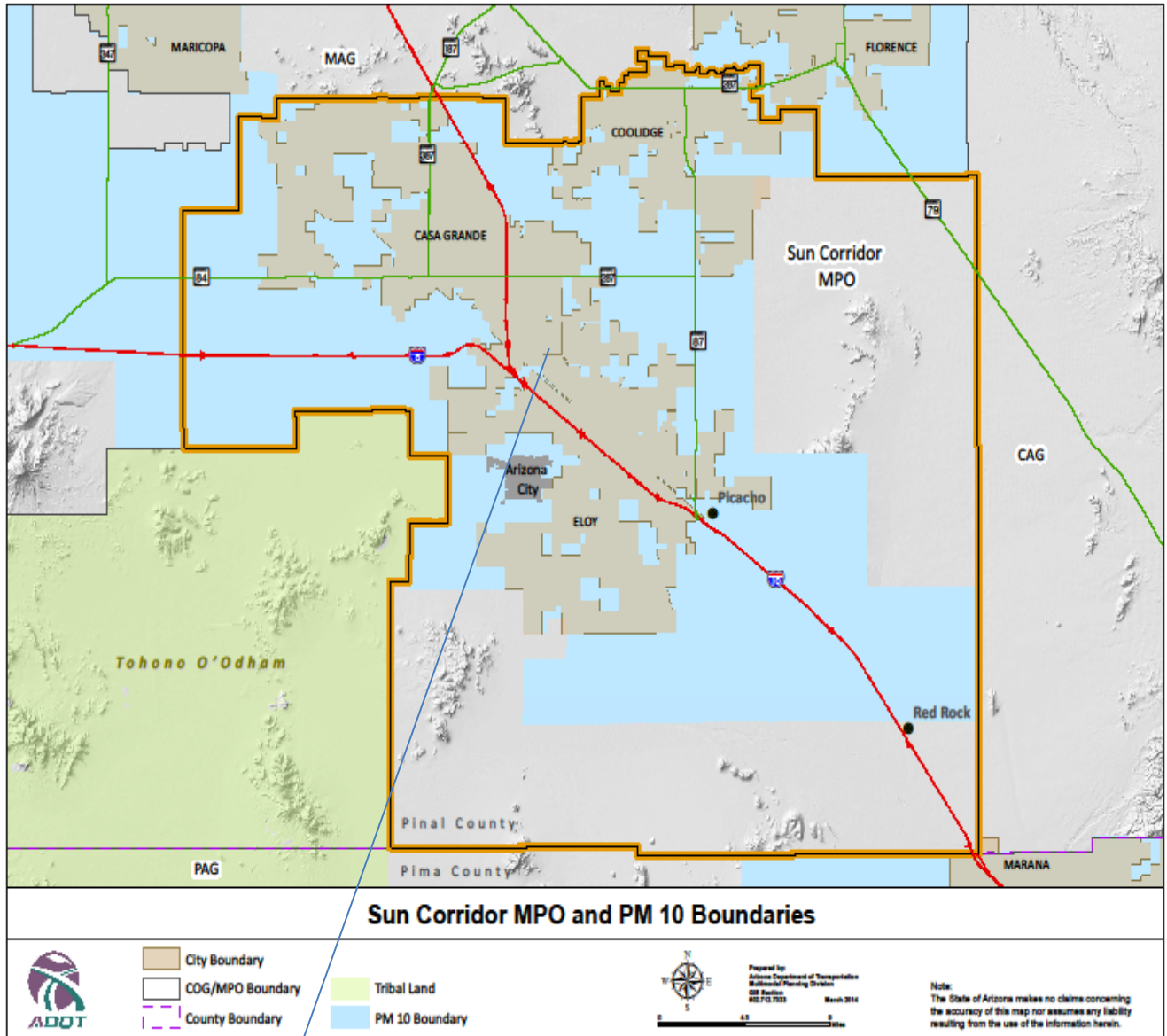
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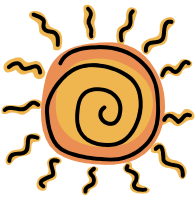
# SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION

## SUN CORRIDOR MPO PLANNING BOUNDARIES



The Sun Corridor MPO provides transportation planning services to the cities of Casa Grande, Coolidge, Eloy, and the small urban and rural portions of Pinal County.

It encompasses 1,115 square miles, and has an estimated population of 119,332.



## 2. INTRODUCTION AND PROJECT DESCRIPTION

The 2010 Census determined that the City of Casa Grande had reached a population over 50,000. As a result, federal law requires that a Metropolitan Planning Organization be formed to provide transportation planning services within the designated boundaries.

The Sun Corridor MPO was officially formed on March 5, 2013, and includes the cities of Casa Grande, Coolidge, Eloy and the small urban and rural areas of Pinal County. Portions of the Sun Corridor MPO are also within PM 10 and PM 2.5 non-attainment areas. The Sun Corridor MPO covers 1,115 square miles, and hosts a population of 119,332.

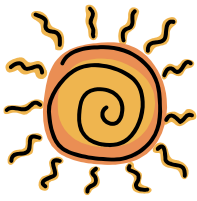
The Federal Highway Administration requires that all new MPO's have a formally adopted Long Range Transportation Plan (or Regional Transportation Plan (RTP)) completed four years after the official formation of the MPO. For the Sun Corridor MPO, the deadline is March 2016. Thereafter, the plan shall be updated every four years after it is published.

The RTP shall be for the period through the 2040 planning horizon, validating and/or updating any existing plans previously performed within the Sun Corridor planning area.

A Request for Proposals (RFP) has been initiated to determine which planning; engineering; and/or consulting firms may have the qualifications to conduct the development of this RTP. Interested firms will submit proposals listing their qualifications, experience, and proposed team members to develop the RTP as described in this Request for Proposals.

***The primary services and deliverable products for the RTP shall include, but are not limited to the following:***

- Project Management and Coordination
- Public Involvement Plan
- Current Socioeconomic Conditions
- Current Existing Transportation Conditions
- Multimodal Assessment



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- Congestion Reduction and Safety Improvement Strategies
- System Preservation
- Freight Assessment
- Infrastructure Technology Assessment
- Economic Development
- Air Quality Conformity
- Access Management
- Future Socioeconomic Projections
- Future Travel Demand and Transportation Modeling
- Airport Assessment

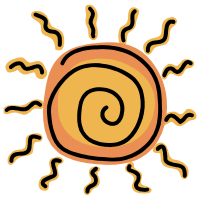
The general scope of professional services will include all facets of planning level work including:

- Scoping, mapping, data collection, land-use data, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) requirements; performance measures
- Facilitate public involvement meetings per the Sun Corridor MPO's Public Participation Plan
- Presentation of draft report and plan to the Sun Corridor MPO Technical Advisory Committee
- FINAL presentation of the study report and Regional Transportation Plan to the Sun Corridor MPO Executive Board.

The RTP will consider system-level investments as they relate to a minimum 25 year forecast period:

- Identification of Transportation facilities
- Performance measures and targets
- A system Performance Report
- Mitigation Activities
- A financial Plan (fiscally constrained RTP)
- Operational and Management Strategies
- Capital Investment and other Strategies
- Transportation and Transit enhancement activities

***The RTP will define unique and specific goals and objectives that reflect the Sun Corridor MPO region.***



### 3. SCOPE OF WORK

The Scope of Work is provided as a guide to the type of work this project will involve. Proposers are encouraged to offer refinements to this Scope in their proposals:

**Task 1: Project Management and Coordination**

Product: Work Plan; to include a minimum of four (4) RTP Transportation Advisory Committee meetings

**Task 2: Public Involvement Plan**

Product: Public Involvement Plan (Meetings)

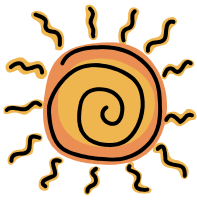
- Public Open House Meetings (four total)
- Newspaper ads and/or other means of advertisement for public meetings
- Utilizing the Sun Corridor MPO and member agency web sites to deliver project information and updates
- Presentation of study (draft and final) to the Sun Corridor TAC and Executive Board

**Task 3: Evaluate Current Socioeconomic Conditions**

Product: MPO Area Characteristics

***Subtask 3.1: Collect Socioeconomic Data***

The consultant will utilize all available population information; to include the State of Arizona's Demographers office population estimates; the 2010 Census information; and other means of data.



**Subtask 3.2: TAZ Information**

The current TAZ system boundaries may be retained, but the socioeconomic information within the TAZ boundaries will need to be reviewed and modified as necessary. Consideration will be given to updated land use, population, and employment information from each member jurisdictions' most current approved or substantially completed draft general plan. (Pinal County/CAG RTP)

**Subtask 3.3: Analyze Environmental Considerations**

The RTP process must include a discussion on environmental mitigation in which a general approach to mitigation activities, in accordance with federal, state, regional, and local regulations, are considered. This discussion must occur on a regional system-wide level rather than on project-specific issues. Areas of consideration include mitigation policies, strategies and activities derived from regional resources, conservation, and mitigation plans. The discussion needs to include, among other issues, wetlands, water resources, protected species, cultural resources, and wildlife corridors.

**Subtask 3.4: Analyze Title VI and Environmental Justice Population Segments**

The consultant will ensure that the Title VI/Environmental Justice, and impacts to the human environment areas designated for future mitigation, conservation, or preservation, must be mapped in both its existing area as well as its future area.

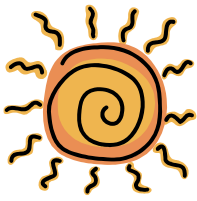
**Task 4: Current Existing Transportation Conditions**

Product: Working Paper – Transportation Conditions

**Subtask 4.1: Develop Street Network**

The consultant will develop a base 2015 street network utilizing information that is available from member governmental agencies, the Pinal County/CAG Regional Transportation Plan, ADOT, and MAG information.





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### ***Subtask 4.2: Road Classification***

Product: Update Functional Classifications

The consultant, in concert with ADOT, Pinal County, Coolidge, Casa Grande, Eloy, and the Sun Corridor MPO, will evaluate each existing roadway for proper classification into the ADOT/FHWA HPMS system.

### ***Subtask 4.3: Determine Traffic Forecasting Model***

Product: Determination of Traffic Forecasting Model.

The consultant, in concert with ADOT Traffic Modeling Division, MAG Modeling Division, and Pinal County/CAG Modeling process, will determine the model or sub-model for the Sun Corridor MPO region. The consultant will identify and obtain any additional traffic count data needed to validate the model.

### **Task 5: Conduct Multimodal Assessment**

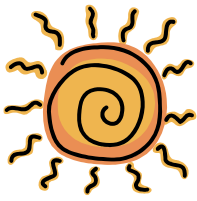
Product: Identify Existing Alternative Modes of Transportation

A general assessment will be conducted on alternative modes of transportation including all transit programs, pedestrians, bicycles and other non-motorized transport modes. Previously completed studies are to be reviewed and existing, implemented, and planned multimodal facilities will be documented.

Consultant will evaluate and develop short-term and long-term bicycle and pedestrian transport facility recommendations to serve non-motorized travel within the Sun Corridor MPO.

Consultant will evaluate existing transit facilities and programs, and coordinate with the ongoing Transit Implementation Planning process to ensure information is consistent for each plan.

The information will include existing and proposed future pedestrian and bicycle pathways, as well as existing and proposed transit programs within and beyond the Sun Corridor MPO boundaries.



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### **Subtask 5.1: Conduct Assessment of Connectivity between Modes**

Product: Connectivity Assessment

The Sun Corridor MPO Region is situated at the crossroads of two existing interstate highway systems (I-10 and I-8), one designated highway (I-11) and four (4) State Highways (SR 84, 87, 287, 387) as well as one proposed state highway (North/South Freeway). The main line of Union Pacific Railroad is also located within the region. There are three international airports (Tucson International, Phoenix International, and Williams Gateway), and four (4) general aviation airports.

The Consultant should identify the key regional transportation facilities and analyze and recommend improvements needed to interconnect the modes of transportation to enhance intermodal mobility and drive economic development.

### **Subtask 5.2: Pedestrians and Bicycle Movements**

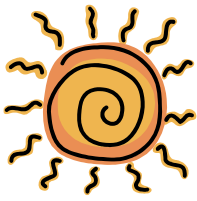
Product: Connectivity Assessment

The Consultant should assess and report on how bicycles and pedestrians can safely and conveniently operate among vehicular traffic and identify the non-motorized corridors that will connect to existing and proposed business and community centers.

### **Subtask 5.3: Public Transit**

Product: Connectivity and Needs Assessment

The Consultant should report on the existing public transit programs, future feasibility, and need of region wide systems, and provide a summary of recommendations for public transit. The consultant will coordinate with the on-going Sun Corridor MPO's Transit Implementation Plan.



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### **Task 6: Identify Congestion Reduction**

Product: Develop Congestion Reduction Improvement Strategies

The traffic forecasting efforts will identify corridors and locations that exhibit congestion under future traffic conditions. The consultant will identify strategies and facility improvements that can reduce congestion in these corridors and locations.

### **Task 7: Safety Improvement Strategies**

Product: Develop Safety Improvement Strategies

The *'existing conditions'* evaluation efforts will include a summary of the analysis of crashes in the MPO region. The consultant will identify strategies and facility improvements that are effective in reducing overall crashes and mitigating the severity of crashes. The consultant will coordinate with the ongoing Sun Corridor MPO Strategic Safety Plan.

### **Task 8: Identify Strategies for System Preservation**

Product: System Preservation Assessment

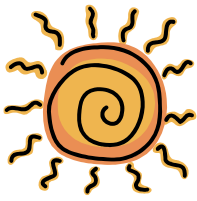
The priority of transportation agencies needs to focus on preserving the transportation system already in place as the first priority, followed by modernizing and upgrading of existing facilities to provide safer and more efficient travel, and adding capacity where needed to address immediate and long term needs.

The consultant will identify and discuss strategies that can more effectively and efficiently address the preservation of the existing transportation facilities. Additionally, the consultant will identify the best practices being employed to address preservation of existing facilities, and how might they be adapted for use in the Sun Corridor MPO.

### **Task 9: Conduct Freight Assessment**

Product: Develop detailed Freight Assessment

A general assessment will be conducted on existing and planned future high-capacity highway facilities, to ascertain the capability of serving existing and future freight goods generation and demand within the Sun



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Corridor MPO boundary area, as well as throughout the region. The assessment will reference existing land use planning and USDOT/ADOT published freight data.

Recommendations presented in the product deliverables will include identifying innovative delivery methods for a short or long term recommended infrastructure needs, including, but not limited to private toll road development.

### **Task 10: Conduct Infrastructure Technology Assessment**

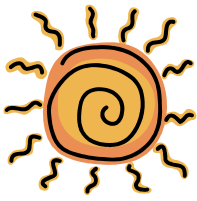
Product: Infrastructure Technology Assessment

Rapid development of new information technology communications and devices, as well as evolving vehicle propulsion and control, warrants evaluation and planning for road infrastructure needs. Meeting these technology advances which collectively lend to improved efficiency and safety of roadway operations will be a distinct benefit to the Sun Corridor MPO and its member agencies. Examples include (1) vehicle-to-infrastructure (V2I) technologies to enhance, for example, intersection and curve safety, transit safety, and emergency vehicle priority assignment and (2) curbside electric vehicle supply equipment sites. The consultant is encouraged to identify and discuss other technological advances that might impact transportation and recommend measures that could facilitate their future implementation.

### **Task 11: Economic Development**

Product: Economic Development Opportunities

Identify clusters or groups of interrelated businesses that form business activity centers that drive the wealth in Pinal County. These activity centers will consist of one or more traffic analysis zones. A minimum of three traffic forecast model runs will be prepared to assess the potential travel demands associated with these business activity centers. A framework of strategies for business clusters and work force development linking economic development and planning with regional transportation infrastructure needs will be prepared.



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### **Task 12: Air Quality Conformity**

Product: Regionally Significant Project List (plan)

An update to the Air Quality Conformity Analysis will be developed to assess the contribution of emissions to the ambient air quality resulting from the proposed roadway element of the plan. The Air conformity analysis should be done for a baseline near, mid and far term timeframe and align with the traffic modeling. All air quality analyses will be coordinated with MAG; Pinal County Air quality, EPA, and ADEQ to determine air quality impacts and conformity with environmental regulations.

Identification of Regionally Significant projects within the Sun Corridor MPO region will be determined for future Pinal County Air Quality Conformity Modeling with MAG.

### **Task 13: Access Management**

Product: Access Management Assessment

Access management can enhance roadway capacity and safety by limiting the points where vehicles enter the roadway, thus reducing overall conflict points.

The consultant will identify, discuss, and recommend potential policy principles by functional classification that might make up an access management plan for the Sun Corridor MPO's regional transportation system.

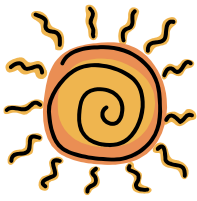
### **Task 14: Assess Future Socioeconomic Projections**

Product: Socioeconomic Projections

The consultant will review and analyzed the most recent population, employment, housing, and other information, to determine future socioeconomic projections for the Sun Corridor MPO region.

### **Task 15: Assess Future Travel Demand:**

Product: Future Transportation Conditions  
Listing of Capital Improvement Projects



***Subtask 15.1: Develop Future Year Transportation Networks and Improvement Plan***

The consultant will create a list of improvement projects identified utilizing existing Casa Grande, Coolidge, Eloy, and Pinal County Small Area Transportation Studies and, Planning Assistance for Rural Areas studies, information derived from the current Pinal County/CAG RTP, and other corridor and multimodal studies within the study areas housed within the MPO and surrounding areas.

The list will be identified, at a minimum:

- Local Roadways
- Regionally Significant Roadways
- Interstates
- County Roadways
- New Roadways – New business developments, etc.

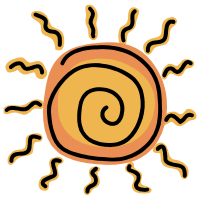
***Subtask 15.2: Prepare Future Analyses***

Traffic projections for the years 2025 and 2040 (horizon years) will be conducted using the socioeconomic data, roadway network information, and traffic count data.

**Task 16: Airport Assess and Report**

Product: Regional Airport Assessment on the role of airports within the Sun Corridor MPO as part of the Regional Transportation System

There are a number of airports located within the Sun Corridor MPO boundaries, each with their own airport master plan and approved airport layout plan. The consultant is to review the available information and assess and report on the role that these airports play as part of the region's transportation system. Identify economic development opportunities associated with the airports and transportation linkages that might be needed to fully realize potential and future development.



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### **Task 17: Plan Preparation**

Product: Draft and Final Report

A draft report will be prepared, composed of the results and assumptions of each of the previous tasks. The draft report will include a long-range plan, as well as the implementation program that identifies schedule and responsibilities for implementing the proposed projects, and a review of potential funding mechanisms.

*Draft Executive Summary and Draft Final Report (Ten (10) Hard and Ten (10) Digital Copies)*

A meeting will be held with the RTP Technical Advisory Committee (TAC) to receive input on the draft report. Comments received will be incorporated into the final report.

#### ***Subtask 17.1: Prepare Transportation Plan***

Based on the analysis of future socioeconomic and network data, the transportation plan will be prepared for the years 2025 and 2040. Documentation of the plan will include the anticipated level of service of roadway improvements.

#### ***Subtask 17.2: Prepare Implementation Plan***

An implementation plan, balancing transportation needs with available funding, will be prepared including actions, responsibilities, and a time table to implement the transportation plan by the region. **The plan must be fiscally constrained.**

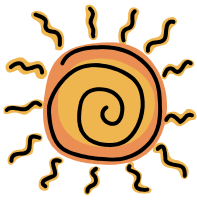
#### ***Subtask 17.3: Evaluate Environmental Justice Assessment Considerations***

The Title VI and Environmental Justice implications of the plan will be discussed and documented in the final plan.

#### ***Subtask 17.4: Prepare Final Report***

Product: *Final* Executive Summary and *Final* Regional Transportation Plan & Report

***Fifteen (15) Hard and Fifteen (15) Digital Copies.***



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The Regional Transportation Plan shall be completed no later than March 15, 2016.

The consultant shall ensure all seven goals in MAP-21 align with the federal and State established performance measures:

1. Safety Improvement Assessment
2. Infrastructure Condition
3. Congestion Reduction
4. System Reliability
5. Conduct Freight Movement and Economic Vitality Assessment
6. Environmental Sustainability and Protect and Enhances the Environment
7. Reduce Project Delivery Delays

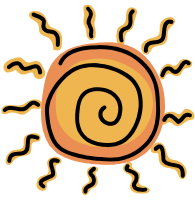
***The plan shall also consider:***

1. Economic Vitality
2. Improves Safety
3. Improves Transportation System Security
4. Improves Person Mobility
5. Improves Flight Mobility
6. Protects/Enhances the Environment
7. Enhances Connectivity between modes
8. Promotes System Management and Operational Efficiencies, and
9. Emphasizes System Preservation
10. Economic Development and Vitality
11. Air Quality
12. Access Management
13. Enhances Connectivity Between Modes

***The Plan Accounts For:***

Completed State Mobility Plans  
Local Agency Transportation Plans  
Tribal Plans  
State Land Department Plans  
Concurrent Transit and Safety Studies and Plans, locally and statewide





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### **Plan Verification:**

The Plan's socioeconomic growth totals match the Arizona Department of Administration Office of Employment and Population Statistics.

The Plan will be adopted following the procedures outlined in the Public Involvement Plan.

### **Subtask 17.5: Present report to Sun Corridor MPO and Elected Officials**

The recommended Regional Transportation Plan will be presented to the Sun Corridor MPO Technical Advisory Committee (TAC) and Executive Board.

## **4. DBE Goal/Commitment and Documentation**

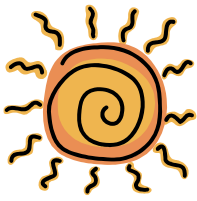
As required by 49 CFR 26.13, the Sun Corridor MPO will not discriminate on the basis of race, color, national origin, religion, gender, age, familial status, or disability in the award and performance of any USDOT assisted contract or in the administration of its DBE program or the requirements. The Sun Corridor MPO will take all necessary and reasonable steps to ensure nondiscrimination in the award and administration of the contracts.

A DBE goal of **5.03%** has been established on this contract. The consultant is encouraged to obtain DBE participation above and beyond the goal on this project.

The consultant shall identify how it intends to meet or exceed DBE participation within its RFP.

If unable to achieve this goal, the consultant should identify the good faith effort made towards this goal and associated with the stated tasks. Consultant and Sub-consultant Affidavits and/or Good Faith Effort Certification will be required and shall be submitted with the cost proposal, upon contract acceptance.

Responders to the Request for Proposals are **required** to sign and return with their response the Proposal Certification Forms that are included herein.



## 5. DOCUMENTATION OF CONSULTANT PROGRESS

The selected consultant shall provide a brief written progress report that will accompany each project billing. The report shall include, at a minimum, a statement of work accomplished to date and during the billing period, the budgeted amount by work task, and percent completion, the hours expended and cost for the billing period, and the amount spent to date.

## 6. COMPENSATION

All work described in the ‘*Scope of Work*’ shall be completed to the satisfaction of the Sun Corridor MPO’s Technical Advisory Committee, the Sun Corridor staff, and the Sun Corridor Executive Board.

Progress payments can be made, upon request, following submittal and satisfactory review by the Sun Corridor staff.

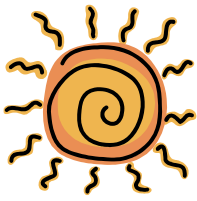
Ten percent (10%) of the consultant’s billing amount will be withheld until the Sun Corridor MPO’s Executive Board officially accepts the final report.

## 7. GUIDELINES FOR RFP SUBMITTALS

The RFP respondent shall submit Proposals with the following information:

- Proposals shall be prepared using standard white 8x11 paper, and not exceed 20 pages in length, including maps. Other documentation such as resumes and signed assurances can be provided as an appendix, but the appendix can be no more than five pages.
- ***Eight (8)*** bound hard copies and an emailed electronic copy in pdf format (no larger than 10 MG) of the complete Proposal will be delivered to the Sun Corridor MPO, no later than the time and date provided in this RFP.

The hard bound copy package shall clearly identify it is a Request for Proposal for the Sun Corridor MPO Regional Transportation Plan. Submitted proposals become the property of the Sun Corridor MPO and will not be returned.



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### ***IMPORTANT NOTE:***

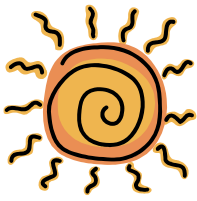
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Please submit your Proposal in the order outlined below. This will assist the review committee in evaluating your firm's proposal and qualifications more efficiently:

The following items ***must*** be included in each proposal to be considered complete and responsible. The Consultant should respond to these items in the order below. As part of the proposal, a cover letter shall be attached discussing a summary of the proposal, with contact information regarding the proposal and signed by the CEO, Owner or Chair of the firm.

To facilitate the evaluation of each proposal, potential consultants are required to adhere to the following format:

1. **Cover Letter:** One page summary of proposal.
2. **Introduction:** Include the general project approach, project management methodologies, and any applicable experience and qualifications of the firm and its subcontractors.
3. **Scope of Work:** Address how the potential consultant proposes to accomplish the individual tasks contained in the RFP scope of work.
4. **Project Personnel:** Include names of all project personnel, including subcontractors, along with their job title, duties, responsibilities, and resumes. In a separate table, by task, include all project personnel, including subcontractors, along with job titles and required hours of work.
5. **Project Schedule:** Provide a timetable for accomplishing the tasks outlined in the proposed scope of work.
6. **Project Budget:** Provide a standard line item budget that is structured similarly to the tasks identified in the RFP's scope of work. At a minimum, the budget must show project personnel, job title, required hours of work, and hourly charge rates. Direct expenses may include, but are not limited to; travel/mileage, telephone, postage, and reproductions, etc.
7. **Experience and References:** Provide description of at least three (3) previous projects similar to the services requested. Provide the project title, timing, budget, sponsoring agency, agency project manager, and roles of individuals used in these projects. Include the name and contact information of the person for whom the work was performed. List any and all present activities and job commitments, including an indication of availability to pursue completion of the work tasks described.



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### ***WITHDRAWAL OF PROPOSALS***

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Proposals may be withdrawn by written notice received at any time prior to the award.

### ***LATE PROPOSALS***

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Any proposal received after the time specified above will not be considered.

### ***PREPARATION AND REFERENCES***

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Proposals of ***no more than 20 printed pages***, including the front cover and maps. Up to five (5) pages can be in an appendix (such as resumes, etc., and assurances do not count as pages.). The proposal should be prepared by simply providing a straightforward and concise description of the consultant's qualifications for providing the outlined scope of work, and listing of the team members.

The proposal should be signed by the person in the consultant's firm responsible for the decision as to the qualifications stated in the proposal and with the authority to enter into a contract with the Sun Corridor MPO.

### ***PROPOSAL PREPARATION COSTS***

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All costs incurred for the proposal preparation, presentation, or contract negotiations are the responsibility of the consulting firm. Sun Corridor MPO will not pay for any information solicited or received.

### ***FUNDING***

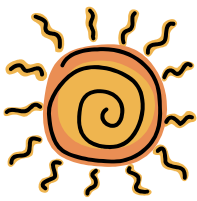
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Sun Corridor MPO is a designated Metropolitan Planning Organization (MPO) for the Sun Corridor Arizona Urbanized Area, and has elected to utilize a portion of their allocated Surface Transportation Funds (STP) for the purpose of this study. In support of the study, Sun Corridor MPO is partnering with the cities of Casa Grande, Eloy, Coolidge and Pinal County to provide the local government match for the funding (in the form of in-kind or cash match).

### ***BUDGET:***

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The maximum not-to-exceed budget for this proposal is \$280,000.



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**PROJECT SCHEDULE**

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August 27, 2014	RFP Advertised
September 16, 2014	Proposals Due Date – by 3:00 PM
September 25, 2014	Working group reviews proposals and ranks top three (3) firms for presentations - interviews
October 7, 2014	Consultant Presentations - Interviews
November 7, 2014	Notification to Firm selected

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**EVALUATION CRITERIA**

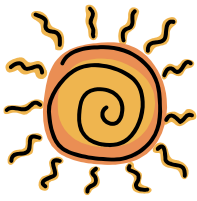
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The Sun Corridor MPO invites interested firms to submit written Proposals relating to this solicitation. A Screening Committee will evaluate submitting firms’ qualifications and experience with similar projects. Three (3) firms determined to be best qualified will then be invited to participate in a presentation/interview.

Request for Proposals for this project will be evaluated by a Review Committee appointed by the Sun Corridor MPO Director according to the following criteria, with the weighting of each criterion as indicated:

- 1) Specific experience of the firm in a planning project of this type 30%
- 2) Experience of the proposed project team 20%
- 3) Experience of project Subject Matter in multimodal, freight, economic development / land use, air quality, and infrastructure 20%
- 4) Proposed project approach to include a detailed discussion and identification of areas that will require special attention 10%
- 5) Proposed schedule – 10%
- 6) Overall quality of Request for Proposals evidencing interest in the project 10%

After evaluation of the Request for Proposals, a shortlist of three (3) firms will be determined based upon the composite score of the Review Committee members. A presentation/interview session with each of the three (3) firms will comprise the second half of the evaluation/selection process. In the presentation/interview, candidate firms will be required to demonstrate their understanding and familiarity with the scope, location, and other aspects of this project. Criterion upon which the presentation/interview of each firm will be evaluated, with weighting for each criterion are as follows:



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- 1) Observation of existing conditions and key project information 20%
- 2) Identification of key issues or problems that will need to be considered 20%
- 3) Innovative approaches in the process 20%
- 4) Experience and capabilities in development of similar studies 30%
- 5) Specific reasons why the firm should be engaged for the project 10%

The Review Committee members will individually evaluate the presentation/interview of each of the candidate firms and rate them accordingly to the aforementioned criteria. The Review Committee will then formulate a consensus ranking, and the Sun Corridor MPO Director will notify each candidate firm's rankings and meet with the top ranked firm for the purposes of negotiating a contract. If negotiations are unsuccessful, the Sun Corridor MPO staff will terminate negotiation efforts and open negotiations with the 2<sup>nd</sup> ranked firm. This process will continue until negotiations are successful. The shortlist will remain in effect for a period of twelve months from the date of issuance by Sun Corridor MPO.

Once a contract has been successfully negotiated with a firm, the contract will be required to be approved by the Sun Corridor MPO Attorney, and Sun Corridor MPO Executive Board. Federal language is required to be in all Sun Corridor MPO contracts/professional services agreements and will be provided to the accepted firm.

The Sun Corridor MPO reserves the right to reject any or all proposals and to make any award which it considers to be in the best interest of the region. This Request is for a Request for Proposals is not a commitment to initiate a contract for services.

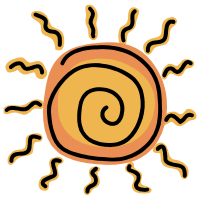
This is a qualifications based selection process and is not a bidding process.

### 8. QUESTIONS CONCERNING THE RFP

Emailed (written) questions regarding this RFP must be received no later than **10 working days** before submittal due date. Questions may then be responded to by written amendment to this document. Verbal statements or instructions shall not constitute an amendment to the RFP.

***Inquiries may be made to:***

Sharon Mitchell, Director, Sun Corridor MPO  
211 N Florence Street, Ste 103  
Casa Grande, Arizona 85122  
Or via Email: [smitchell@scmpo.org](mailto:smitchell@scmpo.org)  
(520) 705-5153



## 9. FEDERAL THIRD PARTY AGREEMENTS

### **APPLICABLE LAWS AND REGULATIONS**

#### 1. ***NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES***

The Consultant acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Consultant or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

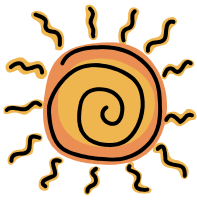
The Consultant agrees to include the above clause in each sub-consultant. It is further agreed that the clause shall not be modified, except to identify the sub-consultant who will be subject to its provisions.

#### 2. ***FRAUD AND FALSE STATEMENTS***

The Consultant understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Consultant represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Consultant and any company that the Consultant represents may be subject to prosecution under the provision of 18 USC §1001 and §1020.

#### 3. ***ACCESS TO THIRD PARTY CONTRACT RECORDS***

Pursuant to A.R.S. §35-214, the Consultant and its Subconsultant(s) shall keep and maintain all books, papers, records, accounting records, files, accounts, expenditure records, reports, cost proposals with backup data and all other such materials related to the Contract and other related project(s). The Consultant shall make all such materials related



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to the project(s) available at any reasonable time and place during the term of the Contract and for five (5) years. All Documents shall be retained for auditing, inspection and copying upon the MPO or at FHWA's request, or any other authorized representative of the Federal Government.

#### 4. **CHANGES TO FEDERAL REQUIREMENTS**

The Consultant shall at all times comply with all applicable Federal regulations, policies, procedures, and directives, including without limitation those listed directly or by reference between the MPO and the Federal agency providing funding for this contract, as they may be amended or promulgated from time to time during the term of this contract. Consultant's failure to so comply shall constitute a material breach of this contract.

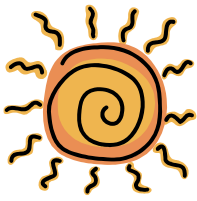
Changes to Contract Scope: Federal legislation and implementing regulations allow for change orders within the scope of the work covered by the contract. In the event of changed conditions, an adjustment of contract scope is permissible if the altered character of the work does not differ materially from that of the original contract as long as the work is approved by the MPO with the requirement that the change must involve the work covered by the contract. Changes that materially differ from the scope of work are considered Cardinal Changes and are not permissible. All work changes must be reviewed by the MPO, ADOT Contracts Program Manager and/or ADOT Procurement Officer in advance of proceeding to ensure the change is permissible under State and Federal requirements and regulations. Work cannot proceed until appropriate financial and administrative processing has occurred and any federal approvals are received when and where necessary and a modified contract is issued.

#### 5. **TERMINATION**

##### **a. Termination for Convenience:**

The MPO reserves the right to terminate this Agreement or any part thereof for its sole convenience with thirty (30) days written notice. In the event of such termination, Consultant shall immediately stop all work hereunder, and shall immediately cause





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any of its suppliers and sub-consultants to cease such work. As compensation in full for services performed to the date of such termination, the Consultant shall receive a fee for the percentage of services actually performed. This fee shall be in the amount to be mutually agreed upon by the Consultant and MPO, based on the agreed Scope of Work.

**b. Termination for Cause:**

The MPO may terminate this Agreement for Cause:

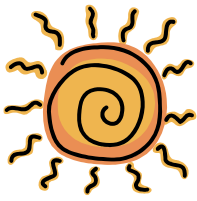
Upon the occurrence of any one or more of the following events:

- 1) If Consultant fails to perform pursuant to the terms of this Agreement
- 2) If Consultant is adjudged a bankrupt or insolvent;
- 3) If Consultant makes a general assignment for the benefit of creditors;
- 4) If a trustee or receiver is appointed for Consultant or for any of Consultant's property;
- 5) If Consultant files a petition to take advantage of any debtor's act, or to reorganize under the bankruptcy or similar laws;
- 6) If Consultant disregards laws, ordinances, rules, regulations or orders of any public body having jurisdiction;
- 7) Where Agreement has been so terminated by the MPO, the termination shall not affect any rights of the MPO against Consultant then existing or which may thereafter accrue.

**c. Termination for Misrepresentation.** The MPO may, upon written notice, terminate this Contract for any attempt by Consultant to represent any goods or materials not specifically awarded as being under contract with the MPO. Any such action is subject to the legal and contractual remedies available to MPO inclusive of, but not limited to, contract cancellation, suspension and/or debarment of Consultant.

### 6. **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

The Consultant is required to comply with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, Title 49, Code of Federal Regulations, Part 26 through Appendix H and Title 23, CFR 710.405 (b) are made applicable by reference and are hereinafter considered a part of this contract. The Consultant is required to comply with the provisions of Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in



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Department of Labor Regulations (41-CFR Part 60). Said provisions are made applicable by reference and are hereinafter considered a part of this contract.

**7. *DISADVANTAGE BUSINESS ENTERPRISE (DBE)***

The Consultant and Sub-consultants are required to comply with all Disadvantaged Business Enterprise (DBE) requirements, as part of the Arizona Department of Transportation Disadvantage Business Enterprise Plan.

**8. *DEBARMENT AND SUSPENSION***

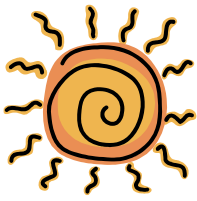
Consultant shall not make any award or permit any award (sub-grant or contract) to any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension".

**9. *LOBBYING***

The Consultant agrees that it will not expend any funds appropriated by Congress to pay any person for influencing or attempting to influence an officer or employee of any agency, or a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

**10. *ENVIRONMENTAL PROTECTION***

The Consultant is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt



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Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement (EN-329).

### 11. **ENERGY CONSERVATION**

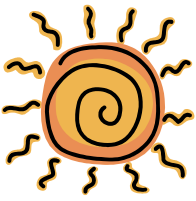
The Consultant is required to comply with mandatory standards and policies, as applicable, relating to energy efficiency, which is contained in the State Energy Conservation Plan issued by the Department in compliance with the Energy Policy Conservation Act (Public Law. 94-163).

### 12. **DRUG-FREE WORK PLACE**

The Consultant agrees that it will comply with the provisions of the Drug-Free Work Place Act of 1988 (Public Law 100-690, Title V, subtitle D; U.S.C. § 701 et seq.) and maintain a drug-free work place.

### 13. **INSURANCE**

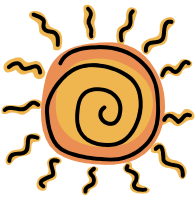
Consultant shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from, or in conjunction with, the performance of the work hereunder by the Consultant, its agent's representatives or employees.



## 10. CERTIFICATION FORMS

Responders to the Request for Proposals are **required** to sign and return with their response the **Request for Proposal Certifications Form and the Sun Corridor MPO DBE Commitment Form** that are included herein.

***Failure to sign and submit the certification form specified in this RFP with the RFP will result in the RFP being rejected.***



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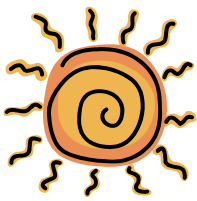
**Request for Proposal Certifications Form**

Contact #: \_\_\_\_\_ Consultant Name: \_\_\_\_\_

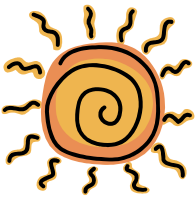
**Please read the fifteen (15) statements below. The statements are to ensure Consultants are aware and in agreement with Federal, and State guidelines related to the award of this contract. Consultants shall submit the specific Certification form attached to each RFP advertised, as revisions to the form may occur from time to time. Failure to sign and submit the certification form specified in this RFP with the RFP will result in the RFP being rejected.**

**Submission of the RFP by the Consultant certifies that to the best of its knowledge:**

<b>1.</b>	The Consultant and its sub-consultants have not engaged in collusion with respect to the contract under consideration.
<b>2.</b>	The Consultant, its principals and sub-consultants have not been suspended or debarred from doing business with any government entity.
<b>3.</b>	The Consultant shall have the proper Arizona license(s) and registration(s) for services to be performed under this contract. Furthermore, the Consultant shall ensure that all Sub-consultants have the proper Arizona license(s) and registration(s) for services to be performed under this contract. Key members of the Project Team, including sub-consultants, are currently licensed to provide the required services as requested in the RFP package.
<b>4.</b>	The Consultant's signature on any RFP or contract constitutes an authorization to the MPO to ascertain the eligibility of the Consultant, its principals and sub-consultants to enter into contract with the MPO and with any other governmental agency.
<b>5.</b>	The Consultant's Project Team members are employed by the Consultant on the date of submittal.
<b>6.</b>	All information and statements written in the proposal are true and accurate and that the MPO reserves the right to investigate, as deemed appropriate, to verify information contained in proposals.
<b>7.</b>	Consultant shall procure and maintain, for the duration of the



	contract, insurance against claims for injuries to persons or damages to property which may arise from, or in conjunction with, the performance of the work hereunder by the Consultant, its agents representatives or employees.
<b>8.</b>	No Federally appropriated funds have been paid or shall be paid, by or on behalf of the Consultant for the purpose of lobbying.
<b>9.</b>	If project is funded with Federal Aid funds, the Consultant affirmatively ensures that in any subcontract entered into pursuant to this advertisement, minority business enterprises shall be afforded full opportunity to submit proposals/bids in response to this invitation and shall not be discriminated against on the grounds of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation.
<b>10.</b>	The Consultant will utilize all Project Team members, sub-consultants and DBE firms, if applicable, submitted in the RFP, and will not add other Project Team members or sub-consultants, unless the Consultant has received prior written approval from MPO Director.
<b>11.</b>	The Consultant shall meet its DBE goal commitment and any other DBE commitments as stated in its RFP proposal or Cost Proposal; and shall report on a timely basis its DBE utilization as detailed in the contract.
<b>12.</b>	If selected, the Consultant is committed to satisfactorily carry out the Consultant's commitments as detailed in the contract and its RFP proposal.
<b>13.</b>	The Consultant is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h), Section 508 of the Clean Water Act (33 U.S.C. 1368).
<b>14.</b>	The Consultant is required to comply with mandatory standards and policies, as applicable, relating to energy efficiency
<b>15.</b>	The Consultant agrees that it will comply with the provisions of the Drug-Free Work Place Act of 1988 (Public Law 100-690, Title V, subtitle D; U.S.C. § 701 et seq.) and maintain a drug-free work place.



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*I hereby certify that I have read and agree to adhere to the fifteen (15) statements above and/or that the statements are true to the best of my knowledge as a condition of award of this contract.*

*Print Name and Title:* \_\_\_\_\_

*Signature and Date:* \_\_\_\_\_ *Date:* \_\_\_\_\_



Professional Services/Engineering Design

Project-Specific Contract

Disadvantaged Business Enterprise (DBE) Goal Commitment

Contract No.: \_\_\_\_\_

(\_\_\_\_\_) Firm Name, (CONSULTANT) certifies that:

(CHECK ONE)

\_\_\_\_\_ The established \_\_\_\_% goal for DBE participation will be met and subcontract agreements have been made with certified DBEs for the above referenced contract;

or

\_\_\_\_\_ The CONSULTANT has been unable to meet the established \_\_\_\_% goal but has made good faith efforts to do so for the above referenced contract.

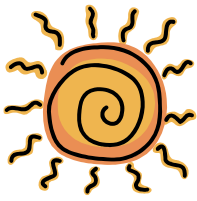
Firm Name: \_\_\_\_\_

Principal Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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### **Sun Corridor MPO - General Assurance**

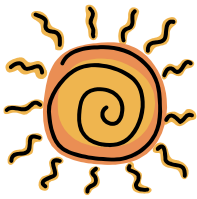
Sun Corridor Metropolitan Planning Organization HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the Arizona Department of Transportation that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, that no person in the United States shall, on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) of the Regulations, a copy of which is attached.

### ***Specific Assurances***

#### **Federal-aid Highway Program Assurance**

More specifically and without limiting the above general assurance, the Sun Corridor Metropolitan Planning Organization hereby gives the following specific assurances with its Federal-aid Highway Program.

1. That agrees that each “program” and each “facility” as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Sun Corridor Metropolitan Planning Organization shall insert the following notifications in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal-aid



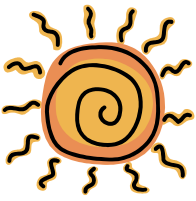
## SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION

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Highway Programs and, in adapted form in all proposals for negotiated agreements:

The Sun Corridor Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, gender, age, familial status, or disability in consideration for an award.

3. That where the Sun Corridor Metropolitan Planning Organization receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection within.
4. That where the Sun Corridor Metropolitan Planning Organization receives Federal financial assistance in form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
5. That this assurance obligates the Sun Corridor Metropolitan Planning Organization for the period during which Federal financial assistance is extended to the program, except where the federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Sun Corridor Metropolitan Planning Organization or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Sun Corridor Metropolitan Planning Organization retains ownership or possession of the property.



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6. The Sun Corridor Metropolitan Planning Organization shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
  
7. The Sun Corridor Metropolitan Planning Organization agrees that the United States has right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.