



REQUEST FOR PROPOSALS
FOR
CONSULTING SERVICES
FOR THE
CASA GRANDE TRANSIT DEVELOPMENT PLAN

Issued:

April 12, 2016

Request for Proposals Due:

May 10, 2016 at 2:00 PM

Sun Corridor Metropolitan Planning Organization
211 North Florence Street, Suite 103
Casa Grande, AZ 85122
520-705-5143 | www.scmpo.org

Irene Higgs, Executive Director
ihiggs@scmpo.org



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1. NOTIFICATION

Release Date: **April 12, 2016** (Tuesday)

Closing Date: **May 10, 2016** (Tuesday)

The Sun Corridor MPO invites qualified firms or individuals to submit proposals to provide consulting services for the preparation of the **Casa Grande Transit Development Plan** (Transit Plan) to the designated managing agency, the Sun Corridor Metropolitan Planning Organization.

Proposals will be received until **2:00 PM** on Tuesday, **May 10, 2016**, at the offices of the Sun Corridor MPO located at 211 North Florence Street, Suite 103, Casa Grande, AZ 85122.

Any proposal received after **2:00 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.

Please note on the outside of the proposal envelope:

Proposal for Casa Grande Transit Development Plan

The outside of the proposal envelope shall also indicate the name and address of respondent and shall be addressed to the Sun Corridor MPO at the aforementioned address.

Issued by:

A handwritten signature in blue ink that reads "Irene Higgs".

Date: **April 12, 2016**

Irene Higgs, SCMPO Executive Director
520-705-5143
ihiggs@scmpo.org



2. SCMPO BACKGROUND INFORMATION

As a result of the 2010 Census, the City of Casa Grande's population reached 50,000 and was designated a 'small urban area' by federal mandate. In 2013, the Sun Corridor MPO (SCMPO) was formed to provide transportation planning services for the designated planning region. The SCMPO encompasses a total land area of 1,115 square miles (see the SCMPO Planning Boundary Map on the next page). The SCMPO provides transportation planning services to the cities of Casa Grande, Coolidge, Eloy, and small urban and rural portions of Pinal County. The population of the Sun Corridor MPO is approximately 119,332.

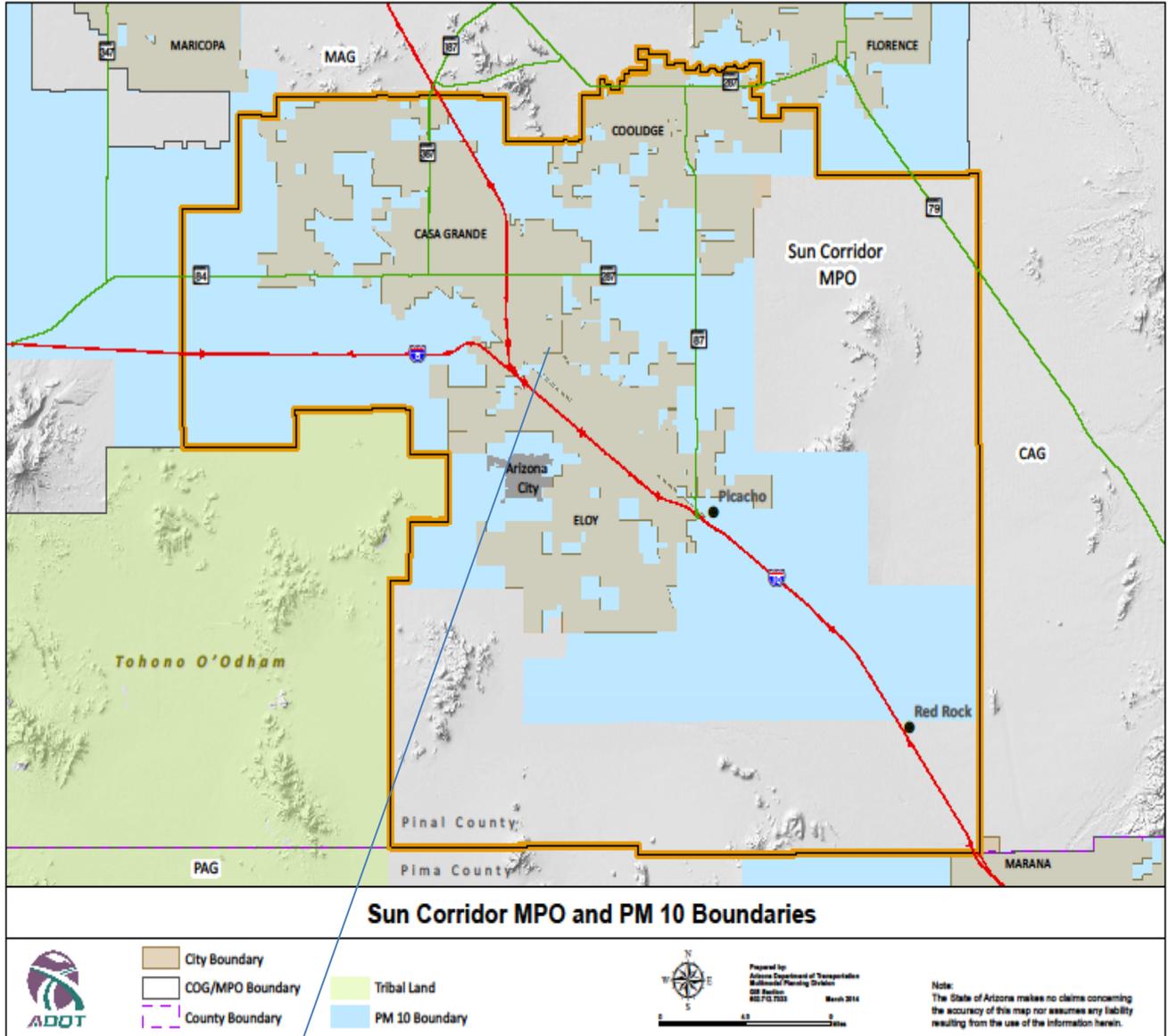
The SCMPO is in the process of developing a Regional Transportation Plan, a Strategic Transportation Safety Plan, and now intends on developing a Transit Development Plan for Casa Grande. Combined, these plans help determine the needs and priority projects to be implemented within the planning boundaries.

The SCMPO is nestled between two Transportation Management Areas: Maricopa Association of Governments (MAG) and Pima Association of Governments (PAG), along with lands of three Native American Tribes. The SCMPO is in a unique position of developing relationships that will enhance the corridor's ability to provide goods, services, and economic development strategies, improve regionally significant roads, plan for regional and local transit systems, and identify transportation needs and improvements along I-8, I-10, the future I-11, and the Union Pacific Railroad.

The transit activities within the SCMPO consist of:

- One (1) Rural Public Transportation Program (5311) in the City of Coolidge.
- Nine (9) identified Enhanced Mobility of Seniors and Individuals with Disabilities (5310) programs.
- Currently, the Central Arizona Governments (CAG) will be providing the FTA/ADOT required Mobility Management and Coordination activities for the SCMPO, which is detailed in the Joint Project Agreement (JPA) between CAG and the Sun Corridor MPO.

SCMPO PLANNING BOUNDARY MAP



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

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



3. INTRODUCTION

The City of Casa Grande occupies the predominant portion of an area designed as an Urbanized Area (UZA) by the Bureau of the Census following the 2010 census. This urbanized area qualifies for Federal Transit Administration (FTA) formula funding in support of public transportation.

The Sun Corridor MPO was formed in 2013, and started operations in February 2014. The boundaries include the cities of Casa Grande, Coolidge, Eloy, and a portion of Pinal County. The SCMPO encompasses 1,115 square miles, and has an estimated population of nearly 120,000.

The SCMPO requested and was awarded \$160,000 in federal aid funds (FTA Section 5304 planning funds) to conduct a transit development study and prepare a transit development plan for the City of Casa Grande. A previous transit planning study was completed in 2008 and will be used as foundational basis for the proposed Casa Grande Transit Development Plan. The precedent study shall be expanded upon to study the potential for and viability of a transit system that can meet the transit demands of the current development of the City of Casa Grande and provide for future regional connectivity. The transit plan study efforts will also include public outreach and involvement with the general public, businesses, interest groups, and involved government agencies.

The City of Casa Grande is located 45 miles south of Phoenix and 70 miles northwest of Tucson. Due to its strategic location at the junction of Interstates 8 and 10, and along the planned future I-11 corridor and the Union Pacific Railway transcontinental corridor, the City of Casa Grande has become a full-service urbanized area with manufacturing, retail trade, factory outlet shopping, government, and tourism-related employment. Spurred by affordable land, available water, public utilities, and one day or less access to many other major metropolitan markets of the Southwest, Casa Grande is experiencing growth of industrial, agricultural, warehousing, commercial, and service activity centers, in addition to housing. New jobs are being developed at a significant rapid rate.

The population of the City of Casa Grande is approximately 48,571. Projected population at “build-out” for the City is 900,000. In short, Casa Grande is evolving towards becoming a major metropolitan area in the center of the Sun Corridor ‘megapolitan’ area, with all the accompanying challenges to area mobility and need for additional multimodal transportation infrastructure.



The proposed study area is an approximately 19-square mile area within the City of Casa Grande:

- Bounded by Burriss Road on the West
- Val Vista Road on the North
- Interstate 10 and the extents of the Promenade Mall on the East
- And Earley Road on the South.

It is envisioned that the development of this Transit Plan will be closely coordinated with the 5311 programs in Coolidge, as well as any other Transit Plans that the SCMPO will be initiating and developing in the near future.

Over the years, a number of regional transit plans, and transportation plans that have included a transit component, have been conducted within the Pinal County area. Some of these studies and plans were funded through ADOT's Planning Assistance for Rural Areas (PARA) program and its precedent program for Small Area Transportation Studies (SATS). The nearly finished SCMPO Regional Transportation Plan will provide invaluable input to this Transit Plan,

Oversight for the preparation of the SCMPO Casa Grande Transit Development Plan will be provided primarily by SCMPO staff and the members of the SCMPO Technical Advisory Committee Subcommittee. The two individuals who will be the points of contact for this study are:

- Irene Higgs, SCMPO Executive Director, Transit Plan Project Manager
- Duane Eitel, City of Casa Grande TAC Member

Input will also be requested from additional stakeholders that may not be represented on the Technical Advisory Committee, and includes representatives from the Arizona Department of Transportation's Transit Planning section of the Multimodal Planning Division (including Sara Allred, the 5304 Planning Manager), regional transit service providers, and other interested parties and groups. A comprehensive stakeholder list will be derived from the SCMPO's network of stakeholder groups that have an interest in regional planning, multimodal transportation, and public transportation/transit services.

SCMPO's staff and TAC members will work diligently to ensure that public outreach processes are implemented and followed, and that a wide array of stakeholder groups are notified and involved in the Transit Plan's development. Along with the selected consultant team, the SCMPO staff will strive to identify key public transportation/transit stakeholders within the SCMPO region. Public input on the Sun Corridor MPO STSP will be sought during the Transit Plan's development through open meetings, workshops, outreach activities, public involvement programs, and comment forms on member agency websites.

4. PROJECT DESCRIPTION

This Request for Proposals (RFP) has been initiated to select the most appropriate planning, engineering, and/or consulting firm qualified to conduct, prepare, and provide the identified services and deliverable work products for the needed SCMPO **Casa Grande Transit Development Plan**. Interested firms should submit proposals listing their transit planning qualifications, relevant experience, and proposed project team, including subconsultants, to complete the transit plan as described in this Request for Proposals.

The primary deliverable services and work products for the SCMPO **Casa Grande Transit Development Plan** shall include the following:

- Project Management
 - Direct the project to an on-time and successful completion
 - Manage the subconsultant team for on-time and successful completion of their respective services and products
- Coordination of the Transit Plan development process with:
 - The existing ADOT 5300 transit programs
 - Central Arizona Governments (CAG)
 - Sun Corridor MPO
 - Maricopa Association of Governments (MAG)
 - Pima Association of Governments (PAG)
 - FTA and ADOT
- Public Outreach and Involvement
 - Public Outreach Plan
 - Public Involvement Summary Reports
- Preliminary Casa Grande Transit Coordination Plan
- Preliminary Casa Grande Transit System Implementation Plan
- Final Casa Grande Transit System Implementation Plan, including:
 - Evaluation and assessment of the City of Casa Grande Transit Needs
 - Development and description of three (3) alternatives for a viable transit system for the City of Casa Grande

- Provide estimated budgetary costs for each of the three transit system alternatives for a **privately run system**.
- Provide estimated budgetary costs for each of the three transit system alternatives for a **City (publicly) run system**.
- Estimated budgetary costs for each of the three transit system alternatives for both a private and public run system shall include:
 - Capital costs for transit fleet
 - Capital project costs for transit infrastructure
 - Capital costs for transit-related technologies
 - Recurring operational and maintenance costs for the fleet
 - Annual costs for labor/operators and system administration
 - Any and all other costs associated with the proposed transit system alternatives
- Provide operational and management alternatives and associated cost differences
- Implementation Schedule and Timeline for each Alternative
 - Developed with input from SCMPO staff and TAC members
- Final Coordination Plan, including:
 - All areas, issues, and service providers as identified by the SCMPO
- Air Quality Analysis, developed in consultation with MAG, and other regional and regulatory agencies

The professional services provided for this Transit Plan development will include all applicable facets of transit planning level work including but not limited to:

- Scoping, mapping, data collection, FAST Act Transportation Program requirements; and performance measures
- Scheduling and facilitating public involvement meetings per the Sun Corridor MPO's Public Participation Plan and the customized Public Outreach Plan developed for this Casa Grande Transit Development Plan
- Presentation of draft Transit Plan to the SCMPO Technical Advisory Committee; revising the plan based on the input received
- Presentation of the Final Casa Grande Transit Development Plan to the SCMPO Executive Board

5. SCMPO AREA TRANSIT SERVICE PROVIDERS

Below are the identified programs that reside within the MPO planning boundaries. Most all programs travel throughout the CAG, PAG and MAG region, and will also be identified within those plans:

Contact Name	Program	Contact Address	Phone Number	Email	Program
Marsha Ashcroft	Horizon Human Services	210 E Cottonwood Lane Casa Grande, AZ 85122	520-836-1688	mashcroft@horizonhumanservices.org	5310
David Maestas	COMET - City of Maricopa		520-316-6948 520-316-6959	david.maestas@maricopa-az.gov	5310
Gary Quill	Gila River Indian Community	PO Box 427, Sacaton, AZ 85247		gary.quill@gric.nsn.us	
Jill Dusenberry	City of Coolidge Cotton Express/CART	130 W Central Ave Coolidge, AZ 85128	520-723-6014	jilld@coolidgeaz.com	5311
Mike Meyer	Cotton Express - CART	395 W Palo Verde Ave. Coolidge, AZ 85128	520-723-7195	michaelm@coolidgeaz.com	5311
Mary Clement	Pinal County (CAG or MAG)	971 Jason Lopez Cir Florence, AZ 85123	520-866-7312	mary.clement@pinalcountyaz.gov	5310
Mary Lou Rosales	CAHRA	311 N Main St Eloy, AZ 85231	520-466-1112	mrosales@cahrapinal.org	5310
Olga Delsi	Cenpatico	211 N Florence St, Ste. 2 Casa Grande, AZ 85122	866-495-6738 x 26404	ODELSI@cenpatico.com	5310
Olivia Guerreo	Pinal-Gila Council for SC	8969 W McCartney Road Casa Grande, AZ 85194	520-836-2758	oliviag@pgcsc.org	5310
Victor Gomez	Pinal Gila Council for Senior Citizens	8969 W McCartney Road Casa Grande, AZ 85194	520-836-2758	victorg@pgcsc.org	
Sue Anderson	Dorothy Powell Senior Center	406 E 6th Street Casa Grande, AZ 85122	520-421-8765	sanderson@casagrandeaz.gov	5310
Tanya Cruz	Pinal Hispanic Council	107 E 4th St. Eloy, AZ	520-466-0921	tcruz@pinalhispaniccouncil.org	5310
Jacqueline Ibarra	Pinal Hispanic Council	107 E 4th St. Eloy, AZ	520-466-0921	jibarra@pinalhispaniccouncil.org	
Maggie Harris	Eloy Senior Center	3655 W Shedd Road Eloy, AZ 85131	520-466-3166	mharris@ci.elay.az.us	
Maggie Harris	Toltec Community Center & Senior Center	3650 West Shedd Road	520-466-3166	mharris@ci.elay.az.us	
Sepi Hoff	Achieve Health Services	Casa Grande	(928) 503-0366	shoff@achievehs.org	5310
Deena Fetzer	Achieve Health Services	Yuma - Head Office	(928) 341-4111	dfetzer@achievehs.org	5310
Ivan Velasco	Achieve Health Services		928-341-0335	ivelasco@achievehs.org	5310
Maria Elena Ochoah	Against Abuse		480-734-7496	meochoa@icloud.com	
	<u>Suggested Programs</u>				
	AFH - Arizona Foundation for the Handicapped	208 W. Main, Casa Grande AZ 85222	520-836-9798		
	Banner Casa Grande Medical Center	1800 E Florence Blvd, Casa Grande 85122	520-381-6300		
	Central Arizona Colledge	8407 Overfield Rd., Coolidge AZ 85228	800-237-9814		
	Pinal Connections	PO Box 12114, Casa Grande, AZ 85230	800-427-1271		

***Bolded names** are voting members for the Coordinated Council.

6. SCOPE OF WORK

The Casa Grande Transit Development Plan shall focus on proposed transit service for the City of Casa Grande. The City of Coolidge operates the Central Arizona Regional Transit (CART) system providing regional service between Florence, Coolidge, and Casa Grande. It is important that any transit system planned for and within the City of Casa Grande is coordinated with the CART system managers.

The scope of work for the **Casa Grande Transit Development Plan** includes review and incorporation of all applicable information and provisions of previously completed local or regional transit planning studies within the SCMPO boundaries or Pinal County and any others that may have an impact on the transit implementation plan that are outside the SCMPO planning boundaries.

This Scope of Work is provided as a guide to the type of work anticipated to be involved with this type of transit planning project. **Proposers are highly encouraged to offer refinements to this Scope of Work in their proposal, highlighting the suggested refinements.** The consultant will coordinate with the nearly completed SCMPO Regional Transportation Plan.

The Casa Grande Transit Development Plan project shall include the following tasks, each of which shall include development and provision of a summary working paper with its overview, key points, findings, and recommendations incorporated into the final report.

Task 1 – Project Management and Coordination

Provide project management and coordination with SCMPO staff, a Transit Plan Technical Advisory Subcommittee (Transit TAC) designated for this study by the full Technical Advisory Committee, and all transit stakeholders. The prime consultant shall also manage and coordinate closely with team subconsultants to ensure on time delivery and responsive performance. Upon notice to proceed, the consultant shall develop a refined project scope with input from the SCMPO Project Manager and the Transit TAC.

The consultant shall also prepare a GANTT type (bar chart) project schedule with study milestones, deliverables, T-TAC and stakeholder meetings, and key public outreach points.

This task is continuous throughout the length of the Transit Plan development period.

Deliverable: The consultant shall prepare and provide to the Transit TAC and full TAC a Project Management Plan including a refined scope of work and schedule for the Casa Grande Transit Development Plan.

Task 2 – Public Involvement

The consultant shall conduct at least **three public meetings** at local events (such as Downtown Friday Night) and public open houses for the purpose of gathering public information, origin and destination information, willingness to use public transportation, and other useful input. A second round of at least **three additional public meetings** shall be conducted to provide an overview and explanation of the three transit system alternatives. Following these meetings, a public outcome as to which alternative is preferred should be evident and documented.

The consultant shall **meet with local businesses, industrial managers, and service employers, and groups** (e.g. Chamber of Commerce) to gauge their interest in a local transit system that could include their potential involvement through incentives to assist their employees (and potentially customers) with transit passes and other financial assistance.

The consultant shall also provide **a set of two informational and educational presentations** to elected officials at a scheduled **Casa Grande City Council work study session** and at a **SCMPO Executive Board meeting**. The first set of presentations will provide a summary overview of the current conditions and needs assessment for transit in the Casa Grande community. The second set of presentations shall include the three transit system alternatives, options for service, and a summary of capital and on-going operational costs along with identified funding sources.

*The SCMPO and the City of Casa Grande are seeking an **innovative outreach program** that will be highly effective in gaining public input and acceptance of the transit plan. This will likely involve the use of web-based tools and social media programs. The consultant is encouraged to propose an alternate outreach program that will provide better information and input to inform the study enabling a more effective transit system design and a more successful result.*

The consultant shall be responsible for:

- Preparation of all presentation and informational materials for the City Council work study session, SCMPO Executive Board meeting, general public meetings, and stakeholder meetings.
- Preparation of materials and cost of advertisements and outreach activities.

- Preparation of contact lists, public notices, and documentation of the public involvement process and input received in the plan.

The consultant shall also be responsible for coordinating meetings between the SCMPO, CAG, MAG, and PAG, and for presentation of Draft Transit Plan and the Final Transit Plan to the SCMPO Transit TAC and the full SCMPO Transportation Advisory Committee.

The consultant is strongly encouraged to consider the use of social media and innovative internet-based survey and outreach mechanisms and strategies to strengthen outreach efforts to reach a larger audience.

Deliverable: The consultant shall prepare and provide a Public Outreach Plan summarizing all planned public outreach events, the processes to be employed for public and stakeholder involvement, and the objectives to be accomplished.

Task 3 – Current Transit Conditions and Systems Evaluation

The consultant shall evaluate current transit systems including the FTA Section 5311 funded Cotton Express and CART System, and all 5310 Elderly and Disabled, and Human Service programs.

The consultant shall collect, compile, and evaluate population, socioeconomic, and other related and pertinent data, and conduct research on the value of a transit system to serve the City of Casa Grande.

Deliverable: Findings and conclusions of the current transit conditions assessment shall be presented in a working paper and shall include maps illustrating existing transportation providers' service areas, including origin, destination, and any fixed route services.

Task 4 – Future Conditions and Multimodal Assessment

The consultant shall assess future conditions for the next ten years, including assessment of public transportation and transit needs based upon projections of:

- Population growth
- 'Aging in Place' of the senior population
- Needs and gaps in public transportation services
- Human service on demand response (5310) programs

A general assessment shall be conducted on other alternative modes of transportation (i.e. pedestrian and bicycles) and how they relate to and interconnect with public transit. Provide information and descriptions of the

potential benefits for the proposed transit system and the supporting infrastructure (access routes, shade shelters/bus stops, signage/wayfinding, etc.) that is required for pedestrians and to accommodate bicycles.

Previous and current ongoing studies will be utilized and documented for background information and to inform the Casa Grande Transit Development Plan.

Deliverable: The findings and conclusions of the future conditions and multimodal assessment shall be documented in a working paper prepared and provided to the Transit TAC and the full TAC.

Task 5 – Short Range Transit Plan Preparation

The consultant shall prepare a short range Casa Grande Transit Development Plan focusing on services that can be immediately or implemented in the near term (within the next 5 years). **The consultant shall identify three alternative approaches** to address the service areas identified in this task, closely coordinating and consulting with the Transit TAC, the full TAC, and the study Project Manager (Irene Higgs) throughout the process. The consultant shall recommend a preferred alternative and provide the justification for the recommendation, including public input on the preferred alternative.

Task Activities shall include:

- A. **Demand Estimation:** The first step will be to gauge the potential patronage of short range transit services. Traditional demand estimation tools often rely on analysis of socioeconomic data to predict populations most likely to use transit, but this only identifies what is typically referred to as “captive riders”; those who cannot make their trip by private auto due to age, income, or disability. This approach tends to ignore “choice” riders, a growing market share for transit. Choice riders make up a significant portion of overall transit users in the Phoenix metropolitan area. Travel distances and times between major attractors and work areas within the City of Casa Grande may likely make transit an appealing option for an increasing share of the choice rider market.

Develop and report a quantitative estimate of ridership. Include in the ridership estimate the number of daily, weekly, and monthly passenger trips.

- B. **Key Trip Destinations:** This task includes identification of destination locations sought by both local and regional travelers. Destinations include, but are not limited to:
- Medical centers and hospitals

- Education centers
- Downtown Casa Grande
- Major retail centers, including the regional shopping mall
- City hall and other public agency service centers
- Senior centers
- Major employment centers including the major industrial area on the southwest side of the City
- Future planned activity centers such as *Phoenix Mart*, expected to generate significant regional traffic.
- High density residential areas
- Major parks and recreational areas
- Resorts, hotels, and motels

C. **Key Stop Prioritization:** This step will evaluate, prioritize, and rank the universe of trip origins and destinations (some of which are identified above) to those most likely to generate significant transit ridership during the initial years of service.

Future activity centers are included to map their proximity to initial service routes. Future adjustments to the initial transit system shall be considered and discussed to address providing transit system service to the identified future activity centers.

Park-and-Ride Lots and Facilities: The consultant's investigation and assessment shall also include the identification of potential park-and-ride locations within the transit system network. A list of parameters shall be provided for any park-and-ride locations identified. The parameters are to include: estimate of the number of parking stalls needed, transit stop facilities, approximate area of land needed, siting options, and other related information.

D. **Route Development:** Service routes between the proposed transit served activity centers and transit centers/transfer stations will be identified, delineated, and routed to minimize mileage and/or transit time. Hours of operation will be considered and recommended, as should the need for and hours of weekend service.

While the initial service network may be limited, it shall be designed considering its future expansion as conditions and transit travel demand dictates.

Route development will also consider environmental justice and Title VI considerations to assure that the needs of minority and low income groups and neighborhoods are considered and served.

The consultant shall identify at least three alternative approaches to address the service areas identified in this task, and, in consultation with the Transit TAC, the full TAC, and the Project Manager, recommend a preferred alternative.

- E. **Fare Structure:** A reasonable fare structure will be developed and recommended. Farebox receipts shall be conservatively estimated as part of the overall system costing and identification of funding sources.
- F. **Americans with Disabilities Act (ADA) Accommodations:** It is initially envisioned that the transit service will be designed as a deviated fixed route service, with route deviations allowed to accommodate the needs of those with disabilities. Vehicles will be required to be lift-equipped. ADA accessibility shall be part of the investigation and siting of transit stop locations.
- G. **Operator Procurement:** The consultant is to assume that the City of Casa Grande will solicit and contract with a professional operator to manage and operate the proposed transit system. The transit system operations will include dispatch, transit service, financial management, operator/driver recruitment, employment and training, operations administration, and fleet vehicle maintenance. The consultant will prepare a draft procurement document for the professional management and operations of the proposed transit system for the City of Casa Grande and SCMPO review. The Consultant shall address the comments provided on the draft procurement document to finalize and furnish a final form of the procurement document for use by the City.

Rolling Stock Assessment: A cost analysis shall be conducted by the consultant to determine whether the City should acquire rolling stock or if it is more cost effective to place that requirement on the selected transit system operator. Identify and discuss the advantages and disadvantages for each option. The consultant shall perform an analysis and recommend the approach that is in the best interest of the City and explain why that is the case.

- H. **Safety, Performance Standards, and FTA Compliance:** The consultant shall identify and list various safety measures needed to assure that the transit service provided by the professional operator will be maintained

at a high level of safety for the passengers and other motorists. On time performance, vehicular maintenance measures, and record keeping requirements shall also be outlined, using best practices from similar transit systems in comparable communities in Arizona. The consultant shall identify and quantify the portion of the cost of the transit service that will be met with FTA funds, and the sources and amounts of funds needed to supplement the FTA funds.

The Casa Grande transit system routes, infrastructure, and operating parameters, and the professional transit operator procurement documents will be designed and prepared to meet all applicable federal transit safety standards.

- I. **Transit Stops:** Transit stop locations along the transit routes will be identified and mapped. Individual transit stop improvements are relatively expensive to construct individually as a stand-alone project, but much more affordable when done as part of a larger construction project for the multiple transit stops that will be needed for the initial transit system infrastructure. The consultant shall develop, as part of this study, a set of recommended transit stop improvements including but not limited to:
 - Visual theme, color palette, and branding design for the Casa Grande Transit system
 - Signage including schedules and contact information (content, size, location)
 - Wayfinding information, signage, and locations (content, size, location)
 - Seating – provisions for shading anywhere a shelter may not be located (size, location, type)
 - Shelters at high boarding locations (size, locations, concept plan)
 - Bus pullout bays (typical layouts)

Access routes to transit stops shall be scrutinized to identify evident “architectural barriers” with any needed corrections identified and noted with a mitigating solution. The objective is to provide an ADA compliant access routes to/from the origin and destination points. The transit stops shall be sited in locations that will enable a barrier free design so that those with wheelchairs, walkers, and other mobility aids can safely and conveniently access the transit stop site and transit vehicles. If the initially identified location for a transit stop is determined to be relatively expensive to be designed and constructed to meet ADA and transit

standards, an alternate nearby location shall be identified for the transit stop.

The City of Casa Grande intends on adopting the recommended design standards for transit stops developed by the consultant. Future City capital improvement programs can include the design and construction of transit stops and access route ADA improvements as part of major roadway projects and other capital improvement projects. Additionally, as new development and redevelopment occurs, transit stop improvements can be added to the various off-site improvements required of them through developer exactions.

Deliverable: The consultant shall prepare and provide a Short Range Transit Plan in accordance with the requirements of this task section including the Task 6 financial analysis information.

Task 6 – Financial Analysis

The consultant shall provide planning level budgetary cost estimates for each of the alternative approaches. The budgetary cost estimates will include operating and capital costs, transit stop improvements, and on-going maintenance costs, reasonable and appropriate administrative oversight costs for the City of Casa Grande, and all other required costs to implement, operate and maintain the proposed transit system. The budgetary level costs for the preferred alternative will be refined to show projected farebox revenues, anticipated one time and recurring federal and state funding, annual City appropriations, advertising income, and revenues from other potential public and private sources.

Deliverable: The findings and conclusions of the financial analysis completed for this task shall be included in the Short Range Transit Plan prepared under Task 5.

Task 7 – Long Range Vision

The consultant shall develop a long range vision (looking 10 years out) for the Casa Grande transit system based on the work undertaken and completed in the previous tasks. The long range vision for the transit system should include viable alternative service routes and extensions into areas not selected as part of the preferred short range alternative. The consultant shall identify potential service extensions to anticipated major new attractors and developments in the area (e.g. *PhoenixMart*, I-11 corridor TIs, etc.). These future potential route extensions should be logical extensions of the short range efforts, and should include a narrative and a map illustrating the concepts.

Deliverable: The consultant shall prepare and provide a working paper outlining and defining the Long Range Vision for a transit system to serve the City of Casa Grande.

Task 8 – Performance Measures

The consultant shall identify appropriate performance measures for the Casa Grande transit system and shall develop a performance evaluation process to track and monitor progress of system setup, implementation projects, procurements, staffing, ridership, services, funding, and support for the transit system. The consultant, working with SCMPO staff and City of Casa Grande staff, shall determine who will be responsible for the monitoring, evaluation, reporting on performance measures.

Deliverable: The performance measure plan developed for this task shall be included and incorporated in the Task 9 final implementation plan deliverable.

Task 9 – Final Implementation Plan

Develop an implementation plan that identifies all the necessary steps to plan, design, equip, construct needed infrastructure, initiate transit service, carry out the plan, continually evaluate, and provide for future extension of transit service within the City of Casa Grande and surrounding SCMPO area. Information provided shall be in non-technical language whenever possible and the use of tables, graphs, and pictures in lieu of text is highly encouraged.

The written implementation plan shall include, at a minimum, a summary of the research conducted and a survey and discussion of the models that currently exist in rural and small urban areas throughout Arizona and the US (provided they apply to the rural and small urban areas of the SCMPO and adjacent Pinal County). The final implementation plan shall also include the pertinent content of the working papers previously developed for the above mentioned tasks.

Deliverables: The consultant shall provide a **draft final Implementation Plan** report for review by the City of Casa Grande, the SCMPO staff, the Transit TAC, and the full TAC. The draft final report shall contain the performance measures plan developed under the previous Task 8. Following receipt of comments from the reviewers, a **Final Implementation Plan** and an **Executive Summary** shall be developed and submitted to the study's project manager.

The consultant shall **provide 15 printed and bound hard copies of the final Implementation Plan and a PDF digital copy and original program files contained on a USB drive.**



All materials and data used for this study are the property of the SCMPO.

7. 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 SCMPO will take all necessary and reasonable steps to ensure nondiscrimination in the award and administration of the contracts.

A DBE goal of **6.52 %** 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 the consultant is unable to achieve this goal, the consultant should identify the good faith effort made towards achieving the goal and associated with the stated tasks. Consultant and Subconsultant Affidavits and/or Good Faith Effort Certifications 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 on the Proposal Certification Forms** that are included herein.

8. DOCUMENTATION OF CONSULTANT PROGRESS

The selected consultant shall provide a **biweekly email progress reports to the Transit – Transportation Advisory Committee**. The biweekly reports shall state the work accomplished the preceding two weeks, the work anticipated to be accomplished the next two weeks, any issues that have arisen and how those were or will be resolved, and an update on the progress and adherence to the study schedule.

A progress report shall also accompany each monthly project billing. The reports shall include, at a minimum, a statement of work accomplished to date and during the billing period, the budgeted amount for each task, the amount expended by work task, percent completion, the hours expended, cost for the billing period, and the amount spent to date.

9. COMPENSATION

The consultant shall provide a price proposal for this study to prepare the SCMPO City of Casa Grande Transit Development Plan as part of the response to this Request for Proposal. ***The price proposal shall include a summary table showing the following for each task:***

- The name of each professional assigned and dedicated to this project
- The employee classification (role) for each professional listed
- The estimated hours for each employee classification
- The standard billing rate for each employee classification
- The extended amount total for each task

The price proposal shall show the summation of the professional services and shall also show the estimate for direct project-related expenses. A total project/study cost shall be presented in the summary table.

All work described in the ‘Scope of Work’ shall be completed by the consultant to the satisfaction of the SCMPO’s Technical Advisory Committee, the City of Casa Grande, the SCMPO staff, and the SCMPO Executive Board.

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

10. GUIDELINES FOR RFP SUBMITTALS

The RFP respondent shall submit written proposals in compliance with the following requirements:

- Maximum length of 20-pages
- Page limit is for the proposal content only and does not include covers, cover letter, table of contents, dividers, resume appendix, or required form appendix.
- Single-sided standard 8½” x 11” page size
- No other page size is allowed
- 12 Point Font only for text content
- 10 point font minimum for tables, charts, graphs, captions, and team organization chart

- Cover letter shall be limited to one page only and must be signed by a party authorized to bind the entity submitting the proposal
- **Eight (8) bound or stapled hard copies and an enclosed electronic copy in pdf format (on a CD or USB storage device)** of the complete proposal submittal document to be delivered to the Sun Corridor MPO offices no later than the due time and date stated in this RFP
- The hard bound copy package shall clearly identify it is a **Proposal for the Sun Corridor MPO Casa Grande Transit Development Plan.**
- The electronic PDF file shall not exceed 10 mb in file size so it can be emailed to SCMPO TAC members
- Submitted proposals become the property of the Sun Corridor MPO and will not be returned.

11. PROPOSAL CONTENT

IMPORTANT: Please prepare and organize 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 responsive. The consultant should respond to each of these items in the order listed below. To facilitate the evaluation of each proposal, potential consultants submitting a proposal are required to adhere to the following format:

1. **Cover Letter** – One page cover letter shall be attached as a part of the proposal summarizing the key points made in the proposal, with contact information for the submitting party, and signed by an authorized representative authorized to bind the entity submitting the proposal.
2. **Introduction** – Provide a brief review of the study team makeup and a summary of the team's specific qualifications and experience in preparing transit development plans.

Outline and discuss your general project approach, project management methodologies, and quality control plan.

3. **Scope of Work** – Address how your team proposes to accomplish the individual tasks of the scope of work contained in this RFP.

The scope of work presented in your proposal shall be a 'refined' scope of work incorporating any changes, additions, or modifications to the scope

of work presented in this RFP deemed beneficial to the project by the consultant. The consultant shall highlight any changes made to the scope and explain why the change was made and how it will benefit the overall transit plan. The reviewer should be able to readily see and understand the refined scope being presented by the consultant.

4. **Project Personnel** – Provide an organization chart identifying all key personnel who will actually lead and conduct the transit study for the SCMPO. Include names of all key project personnel and names of subconsultant personnel, all individuals who are assigned and dedicated to this study. For each person, include their job title (role), duties, responsibilities, and a brief summary of their qualifications and relevant experience in transit studies of this type.
5. **Experience and References** – Provide a description of at least three (3) previous transit planning projects similar in nature to the services requested. For each project, provide the:
 - Project title
 - Timing (start date, end date, duration)
 - Contract amount (original and final amounts with an explanation of the difference)
 - Sponsoring agency
 - Agency project manager (name and current contract phone number and email address)
 - Roles of individuals assigned to this project on the cited reference project.
6. **Project Schedule** – Provide a Gantt style (bar chart) timetable for accomplishing the tasks outlined in the proposed scope of work. Assume the notice to proceed per the procurement timeline provided below. Show the approximate dates for TAC meetings, stakeholder meetings, public outreach meetings, implementation plan presentations to SCMPO TAC and Executive Board, and other needed meetings.

The SCMPO would like the Casa Grande Transit Plan to be completed in whole within 12 months from the date of the Notice to Proceed. The consultant's schedule should reflect this timeline. The consultant may propose an alternate schedule period if deemed necessary to deliver a better transit plan for the City. The alternate schedule should be accompanied by a justification for the same.

7. **Project Budget** – Provide a standard line item budget that is structured to address the time budgeted for each of the tasks identified in the scope of work. At a minimum, the budget must show project personnel, job title (role), estimated hours of work, hourly charge rates, total amounts for each task, a total amount for the professional services fee, budgeted amount for direct expenses, budgeted amount for services provided by each subconsultant, and total amount for completing and providing the SCMPO Casa Grande Transit Development Plan. Direct expenses may include, but are not limited to, travel/mileage, telecommunications, postage, deliveries, printing, reproduction costs, etc. In a separate section, of the fee proposal, provide the same information for each subconsultant to be employed to help the prime complete the work to prepare and provide the transit plan.
8. **Availability** – List any and all present activities and job commitments for each key person. Include an estimation of available time each key person can commit to working on this project and completing the work tasks described herein.

The consultant must get approval from the SCMPO for any change in key personnel assigned to this project for any reason. Changing of key personnel may give rise to termination of the consultant contract depending on the nature and number of changes in key personnel at the sole discretion of the SCMPO TAC.

NOTE: THE PROPOSAL RESPONSE FOR SECTIONS 2 THROUGH 8 ABOVE IS SUBJECT TO THE 20-PAGE LIMIT SPECIFIED IN THE GUIDELINES ABOVE.

9. **Appendix 1 – Resumes**

Resumes for each key team member identified in the organization chart may be included in an appendix to the proposal document at the consultant's option. If resumes are provided, each resume shall not exceed one single-sided page in length.

10. **Appendix 2 – Required Forms**

Forms required to be completed and provided with the consultant's proposal shall be contained in an appendix to the proposal. Required forms to include in this appendix include:

- ***Request for Proposal Certifications Form***
- ***Sun Corridor MPO DBE Commitment Form***



12. GENERAL PROVISIONS

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

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

Proposal Preparation Costs – 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 – 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 Highway Safety Improvement Program (HSIP) for the purpose of this plan. In support of the plan, 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 – The maximum budget for this proposal is \$200,000; Federal funds provided are \$160,000.

13. PROPOSAL EVALUATION CRITERIA

Proposals for this project will be evaluated by a Consultant Selection Committee appointed by the Sun Corridor TAC according to the following proposal evaluation criteria, with the weighting of each criterion as indicated:

1.	Project understanding and approach	35
2.	Clarity of proposal, technical soundness, and enhancements to scope of work elements outlined in this Request for Proposals	25
3.	Experience and qualifications of the team in development of similar transit plans	15
4.	Experience and qualifications of the key personnel on the team	15
5.	Proposed schedule and budget	10
	Total Points	100

A Consultant Selection Committee made up of SCMPO TAC Members will evaluate submitting firm proposals and qualifications to select the best firm to

undertake the study and completion of the Casa Grande Transit Development Plan. The Consultant Selection Committee may select a consultant directly from the review and ranking of the proposals if there is a clear cut best firm/team. The Consultant Selection Committee may also choose to interview a maximum of three (3) of the submitting firms determined to be the most qualified of all the submittals.

14. INTERVIEW EVALUATION CRITERIA

After evaluation of the Proposals, a shortlist of a maximum of three (3) firms will be determined based upon the composite score of the Consultant Selection Committee members. A presentation/interview session with each of the short listed firms will comprise the second half of the consultant evaluation and selection process. In the presentation/interview, shortlisted firms will be required to demonstrate their understanding and familiarity with the nature, scope, locations, key issues, innovative concepts, and other aspects of this project. Criteria upon which the presentation/interview of each firm will be evaluated and scored, with weighting for each criterion are as follows:

1.	Observations on existing conditions and key project information	20
2.	Identification of key issues or problems that will need to be considered and any initial thoughts on the resolution process	25
3.	Innovative approaches and concepts	25
4.	Experience and capabilities in development of similar studies of both the key personnel and the project team	20
5.	Specific reasons why the firm should be selected for the project	10
	Total Points	100

The Consultant Selection Committee members will individually evaluate the presentation/interview of each of the candidate firms and rate them accordingly to the aforementioned criteria. The Consultant Selection Committee will then agree upon a consensus ranking, and the SCMPO Executive Director will notify each interviewed firm of their individual ranking, score, and top ranked firm's score. The SCMPO Executive Director shall then schedule a meeting with the top ranked firm for the purpose of finalizing the scope and negotiating a contract.



If negotiations are unsuccessful, the SCMPO staff will terminate negotiation efforts with the top ranked firm and open negotiations with the 2nd 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 SCMPO.

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

15. PROCUREMENT TIMELINE

April 12, 2016	RFP Advertised
May 10, 2016	Proposals Due Date – by 2:00 PM
May 24, 2016	Consultant Selection Committee reviews proposals and ranks top firms for presentations/interviews
June 07, 2016	Consultant Presentations/Interviews (optional)
June 08, 2016	Notification to Firm Selected

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.

16. QUESTIONS CONCERNING THE RFP

Written questions regarding this RFP should be mailed or emailed to the SCMPO and must be received no later than **10 calendar days** before the proposal submittal due date. Questions may then be responded to by written amendment to this document so that all proposers have the same information. Verbal statements or instructions shall not constitute an amendment to this RFP.



Inquiries shall be made to:

Irene Higgs, Executive Director, Sun Corridor MPO
211 North Florence Street, Suite 103
Casa Grande, Arizona 85122
Email: ihiggs@scmpo.org
(520) 705-5143

17. 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 subconsultant agreement. It is further agreed that the clause shall not be modified, except to identify the subconsultant 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 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 SCMPO 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 SCMPO 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 SCMPO, 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 SCMPO 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 any of its suppliers and subconsultants to immediately 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 SCMPO, based on the agreed Scope of Work actually completed by the Consultant.

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 to be 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 SCMPO, the termination shall not affect any rights of the SCMPO against Consultant then existing or which may thereafter accrue.

c. Termination for Misrepresentation: The SCMPO 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 SCMPO. Any such action is subject to the legal and contractual remedies available to the SCMPO 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 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 Subconsultants 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 (subgrant or contract) at 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 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.

18. **CERTIFICATION FORMS**

Responders to this 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 forms specified in this RFP with the RFP will result in the RFP being rejected.

- **Request for Proposal Certifications Form**
- **Sun Corridor MPO DBE Commitment Form**



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 this Certification Form attached to each Proposal for 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 Proposal will result in the Proposal being rejected.

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

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

7.	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.
8.	No Federally appropriated funds have been paid or shall be paid, by or on behalf of the Consultant, for the purpose of lobbying.
9.	If the project is funded in whole or in part 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.
10.	The Consultant will utilize all Project Team members, subconsultants, and DBE firms, if applicable, submitted in the RFP, and will not add other Project Team members or subconsultants, unless the Consultant has received prior written approval from SCMPO Director.
11.	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.
12.	If selected, the Consultant is committed to satisfactorily carry out the Consultant's commitments as detailed in the contract and its RFP proposal.
13.	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).
14.	The Consultant is required to comply with mandatory standards and policies, as applicable, relating to energy efficiency.

15.	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 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:* _____

Proposing Firm Name: _____



Sun Corridor MPO DBE Commitment Form

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 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.
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.



I hereby certify that I have read and agree to adhere to the statements above as a condition of award of this contract.

Print Name and Title: _____

Signature and Date: _____ *Date:* _____

Proposing Firm Name: _____