



NOTICE OF REQUEST FOR PROPOSALS

For

CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION

STATE ROUTE 69 URBANIZED CORRIDOR MASTER PLAN

Issued: Friday, July 1, 2022

Request for Proposals Due: Friday, July 29, 2022, by 2:00 pm

ADOT Project #: MPDG218159-200.2

Issued by the Central Yavapai Metropolitan Planning Organization

REQUEST FOR PROPOSALS
Central Yavapai Metropolitan Planning Organization
State Route 69 Urbanized Corridor Master Plan

The Central Yavapai Metropolitan Planning Organization (herein referred to as CYMPO) invites qualified consultants to respond to the Request for Proposals (RFP) to provide professional services for an Urbanized Corridor Master Plan.

Proposals will be received electronically until 2:00 pm on Friday, July 29, 2022.

Any proposals received on or after 2:00 pm on the above stated date will be returned and will not be considered. This is **NOT** a bid process and selection of the final contractor will not solely be based on cost. CYMPO reserves the right to reject any and all proposals and assumes no liability for the cost of preparing a response to this request.

Proposals must be delivered by email to Lindsay.Post@yavapaiaz.gov with a copy to Allison.McCarthy@yavapaiaz.gov. Please note on the subject line of the email: **Request for Proposals: SR69 Urbanized Corridor Master Plan.**

Any proposal received after 2:00 p.m. on the above stated date will be returned unopened. Submittals must conform to the prepared Scope of Work within the RFP available at www.CYMPO.org or by request made to the CYMPO office at (928) 442-5730.

Lindsay Post _____

By:

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1. INTRODUCTION AND BACKGROUND

The Central Yavapai Metropolitan Planning Organization (CYMPO) has programmed Federal funding, as outlined in the Fiscal Years 2023-2027 Metropolitan Transportation Improvement Program, for the purpose of conducting an Urbanized Master Corridor Plan on SR69 in Yavapai County. The study area exists along 15.3 miles of the SR 69 corridor between SR 89 in Prescott and SR 169 in Dewey-Humboldt. The current corridor consists of 4 and 6 lane urban and semi-urban highway sections. SR 69 is identified as part of the National Highway Freight Network and is also a regional freight route connecting the region to I-17 and I-40. There are currently 45,000 cars during peak travel times in Prescott and Prescott Valley.

The Central Yavapai Metropolitan Planning Organization (CYMPO) invites qualified firms to submit in response to the Request for Proposals (RFP) a delineated proposal to provide creative and professional services for the SR 69 Urbanized Corridor Master Plan.

2. ADDITIONAL DEFINITIONS APPLICABLE TO THE REQUEST FOR PROPOSAL

ADOT means Arizona Department of Transportation

Contract means the Contract attached hereto named SR69 Urbanized Corridor Master Plan Contract

FTA means Federal Transit Authority

FHWA means Federal Highway Administration

3. PROJECT SCOPE OF WORK

The project limits consist of the 15.3 miles from Mile Post 280 (approx.) at the interchange with SR 169 in Dewey-Humboldt, AZ to Mile Post 296 (approx.) at the interchange with SR 89 in Prescott, AZ.

A. Project Kickoff with TAC and CYMPO

B. Obtain and review existing data:

1. traffic signal design and timing plans (ASCT May 2022)
2. Identify pedestrian, bicycle, transit and motorist facilities
3. Identify basic utility and railroad locations
4. Identify marked crosswalks and other common pedestrian crossings, bike lanes, curb ramps, signage*
5. Inventory of managed and unmanaged multiuse trails in study area

C. Transportation Modeling and Analysis:

1. Conduct origin/destination study
2. traffic and crash data analysis
3. speed surveys
4. Conduct and analyze traffic counts*

5. Intersection turning movement
 6. Conduct travel time runs
- D. Project Management and Coordination**
1. Meet regularly with project team for Sundog Connector DCR for life of project to coordinate as needed and ensure data efficiency
- E. Conduct Needs Assessment:**
1. Identify all infrastructure needs
 2. Outline future level of service
 - a. Scenario A: Sundog Connector gets built
 - b. Scenario B: Sundog Connector is not built
 - c. Scenario C: Other potential arterials/roads/connections
 3. Map out sidewalks, bicycle facilities, and street improvements identified in study area plans
 4. Identify gaps in pedestrian, bicycle, transit, and motorist facilities
 5. Assess current commuting characteristics—walking, bicycling & transit
 6. Collect & analyze data on safety*
 7. Identify gaps in regional connectivity
- F. Land Use, Zoning, and Development**
1. Identify area businesses, community services, and current and future development projects including residential development
 2. Identify the impact of land use projects in study area on the transportation network
 3. Right-of-Way: existing land ownership and identify quantity, if new right of way is required, and who controls or owns the land
 4. Identify access management opportunities and needs including change of access for future development
 5. Identify opportunities for local jurisdictions to consider for zoning and development
 6. Identify impacts on SR69 from future commercial and/or industrial development along the SR89A corridor
- G. Urbanized Public Transit (5307) Corridor Evaluation**
1. Analyze corridors for potential bus stops and other facilities such as park-and-rides, fare kiosks, etc.
 2. Analyze future level of service if public transit is made available (will transit reduce traffic counts?)
 3. Identify “last mile” connections that need to be made to transit facilities
- H. Freight**
1. Identify improvements and possible implementations
 2. Identify possible funding sources
 3. Identify impacts of the freight corridor of commercial and/or industrial development along SR69
- I. Public Involvement**
1. Conduct 1 Public community meeting
 2. Conduct 1 Stakeholder meeting
 3. Social Media/Digital Engagement
- J. Identify Smart Road ITS architecture opportunities**
1. Smart polymer pavement

2. Traffic monitoring solutions
3. Advanced Traffic Signal Technology (ASCT April 2022*)
4. Electric Vehicle infrastructure development opportunities

K. Environmental Overview

1. Identify wildlife crossing hotspots*
2. Provide potential solutions (funnel fencing, culverts, underpasses, overpasses etc.)
3. Drainage, flood control and erosion control solutions
4. Emergency Management, environmental justice, and resiliency

L. Implementation/Deliverables

1. Scope and cost
2. Identify funding sources (IIJA, etc.) for the corridor
3. Identify potential partnerships for project delivery (ADOT, LPAs, FWHA and CYMPO)
4. Prioritize segments for design/construction
5. Desktop Review of key project components
6. 10% planning level design of corridor
7. 15% design for high-priority segments/locations
8. Alternatives Development and Evaluation
 - a. Provide at least 2 build scenarios
 - b. Analyze and evaluate levels of service for build scenarios

****Represents known data, studies, or plans that can be used to inform this plan***

4. WRITTEN QUESTIONS

Questions regarding this RFP must be received **in writing** no later than **10 business days** after the issuance date of the RFP. Responses to questions of significance to all respondents will be posted on the CYMPO Web site at <https://www.cympo.org> under “RFPs and RFQs” not later than six (6) working days prior to the closing date of July 29, 2022. Questions of significance to all respondents may require an amendment to this RFP, which may also require adjustments to the schedule. Verbal statements or instructions shall not constitute an amendment to the RFP.

Inquiries may be made to:

**Lindsay Post at Lindsay.Post@yavapaiaz.gov
and copy Allison McCarthy at Allison.McCarthy@yavapaiaz.gov**

5. INSTRUCTIONS

The Central Yavapai Metropolitan Planning Organization invites interested firms to submit written proposals relating to this solicitation. The Project Review Committee, comprised of the CYMPO TAC, staff, and key subject personnel, will evaluate each proposal based upon the enclosed scoring process and recommend approval from the CYMPO Board. The proposals will be ranked based on the merits of the submitted proposals, and then the top ranked firm(s) will be selected.

The Central Yavapai Metropolitan Planning Organization 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 proposal is not a commitment to initiate a contract for services and is not to be considered a bid for services based on lowest cost.

Specific federal language is required to be in all CYMPO contracts/professional services agreements and will be provided to the selected firm during development of the final contract.

6. WITHDRAWAL OF PROPOSALS

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

7. DELIVERABLES/SUBMITTALS

One (1) **electronic copy** of the proposal to be received no later than **2:00 pm, Friday, July 29, 2022**. Email submittals should be sent to Lindsay.Post@yavapaiaz.gov and copy Allison.McCarthy@yavapaiaz.gov.

Submitted proposals become the property of Central Yavapai Metropolitan Planning Organization and will not be returned.

8. RESPONSIBILITIES/COMPLIANCE

The Contractor shall comply with the Title VI Civil Rights Act of 1964, and Title 49, Code of Federal Regulations, part 21.

The DBE GOAL associated with this project is 1.74%. Contractors must also maximize DBE participation in ADOT Federal-Aid funded contracts, make good faith efforts to meet any DBE goals stated in contract solicitations and must adhere to commitments made to utilize DBEs as indicated in the firm's submittal.

The Contractor shall comply with the Title VI Civil Rights Act of 1964, and Title 49, Code of Federal Regulations, part 21.

The Contractor shall comply with the FAST Act and applicable requirements.

9. LATE SUBMITTALS

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

10. PREPARATION

Proposal submittal of no more than fifteen (15) printed 8 ½ x 11 **single sided** pages with font being no smaller than twelve (12) point, **not** including a cover letter, or front and/or back cover, should be prepared providing a straightforward concise description of the Contractor's qualifications, team members and a detailed proposed cost by task and man hours to deliver the proposed work under the RFP.

11. SIGNATURE AND REFERENCES

The proposals should be signed by the person in the Contractor's firm responsible for the decision as to the qualifications stated in the proposal. Proposals should also include references and contact information of the key staff and firm submitting the proposal.

12. PREPARATION COSTS

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

13. FUNDING

CYMPO is a designated Metropolitan Planning Organization (MPO) for the Prescott, Arizona Urbanized Area and has been granted funds in accordance with Federal and State allocations. In support of the Campaign, CYMPO has budgeted Federal Highway Administration funding and Federal Transit Administration funding for planning activities as identified in accordance with the CYMPO Unified Planning Work Program and Metropolitan Transportation Improvement Program.

14. ESTIMATED RFP SCHEDULE

Friday July 1, 2022	Request for Proposals Advertised
Friday July 29, 2022	Request for Proposals due to CYMPO by 2pm
August, 2022	CYMPO TAC Working Group review of submittals
Thursday September 1, 2022	CYMPO TAC recommendation of consultant selection to Board
Wednesday September 21, 2022	CYMPO Board approval of consultant selection
Wednesday October 5, 2022	Notice to proceed contingent upon approval from Yavapai County Board of Supervisors (CYMPO Fiscal Agent)
Wednesday October 5, 2022	Contract fully executed and Notice to Proceed

15. REVIEW PROCESS

A review committee comprised of the CYMPO Technical Advisory Committee ("TAC"), CYMPO staff, and key subject personnel will evaluate the responses to the RFP for this project. Each submittal will be evaluated according to the following weighted criteria totaling 100 points:

- 1) Proposed project approach, including identification of areas that may require special attention – 30

- 2) Proven track record in the areas of expertise sought; Specific experience of the consultant in a project of this type – 25
- 3) Demonstrated ability and commitment to deliver required products and services, meet all deadlines for submitting associated work products, and ensure quality control. – 20
- 4) Cost proposal and budget breakdown – 15
- 5) Proposed schedule – 5
- 6) Overall quality of the response to the RFP evidencing interest in the project – 5

The review committee will formulate a consensus ranking and generate a recommendation to the CYMPO Executive Board. The CYMPO Executive Director will notify each candidate firm of its ranking and score. The CYMPO Executive Board will consider the Committee's recommendation and approve initiation of contract negotiations. The CYMPO Executive Director will meet with the top ranked consultant for the purposes of negotiating a contract. If negotiations are unsuccessful, the CYMPO Executive Director will terminate negotiation efforts with the top ranked consultant and open negotiations with the next highest ranked consultant, and so on. This process will continue until negotiations are successful, or until this RFP is terminated.

CYMPO reserves the right to conduct interviews if desired by the Project Review Committee.

CYMPO reserves the right to reject any and all proposals.

This is not a bidding process.

16. GENERAL TERMS AND CONDITIONS

The RFP does not commit CYMPO to award an Agreement, to pay any cost incurred in the preparation of the Consultant/Firm's RFP response, or to procure or contract for services or supplies.

A. Submission of a proposal means that the Consultant hereby agrees to all terms and conditions set forth in all the pages of this solicitation. The Consultant must contain within the proposal, a description of those terms and/or conditions to which the Consultant does not agree.

B. Submission of a proposal means that Consultant will commit to the terms of the Contract to be awarded, a draft of which is attached hereto, subject to: changes required due to changes in applicable law or interpretation of applicable law; and additions and clarifications due to proposals received under this RFP. The Contract includes various provisions applicable by law, rules and regulations, including Arizona law, ADOT rules and regulations, federal statutes, rules and regulation applicable to funding provided by the USDOT, FTA and/or FHWA.

C. The Consultant, and any Sub-Consultant, shall possess any necessary license(s) relative to the work to be performed required by an appropriate licensing authority of the State of Arizona, and shall provide evidence of such to CYMPO with their proposal or prior to commencement of the work in such form as CYMPO shall require.

D. The selected Consultant may not assign its rights or duties without the prior written consent of CYMPO, which may be withheld in CYMPO's unfettered discretion. Consultant may not utilize subcontractors for portions of the work/tasks not disclosed in Consultant's Proposal without the

written approval of CYMPO which may be withheld in CYMPO's unfiltered discretion and if Key Personnel will cease to be involved or their involvement is materially altered.

E. Any award is based in part upon the Key Personnel (Project Manager(s) and Personnel whose qualifications and experience were significant in meeting the overall qualifications for the project) identified in Consultant's Proposal and their qualifications and, where a substantial portion of the work/tasks are performed by Sub-Consultants, on Sub-Consultant's Key Personnel and their qualifications. A proposing Consultant will promptly and prior to the award date, disclose any changes in such staffing. Requirements for maintaining qualified such Key Personnel or alternates acceptable to CYMPO and staffing are requirements in the contract to be awarded.

17. ADDITIONAL TERMS AND CONDITIONS

The following conditions apply to this RFP:

A. Solicitation & Withdrawal: CYMPO reserves the right to withdraw this solicitation for a proposal at any time without prior notice. Further, CYMPO makes no representations that any agreement will be awarded to any Consultant/Firm submitting a proposal.

B. CYMPO reserves the right to reject any, and/or all, proposals submitted in response to this request and to reject any sub consultants specified in any proposal pursuant to this RFP.

C. CYMPO shall not be liable or responsible for any pre-agreement expenses incurred by any proposed or selected Consultant. Consultants shall not include any such expenses as part of the price proposed set forth in its proposal.

D. No prior, current, or post-award verbal agreement(s) with any officer, agent or employee of CYMPO shall affect, modify or supersede any terms or modifications of this request for proposals or any written agreement or option resulting from this process.

E. Any changes to the proposal requirements will be made by a written addendum.

18. THIRD PARTY AGREEMENT REQUIREMENTS

A. Interest of CYMPO Personnel: By submitting a proposal, the Consultant represents and warrants that no Board Member, officer or employee of CYMPO is in any manner interested directly or indirectly in the proposal or in Agreement which may be made under it, or in any expected profits to arise therefrom.

B. Debarment and Suspension: Each Consultant must certify and submit a certification showing that neither the Consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

C. Drug Free Workplace: Consultant must include with its proposal properly completed and executed certification of compliance with applicable state and federal Drug-Free Workplace Acts.

D. Restrictions on Lobbying: Each Consultant must include in its proposal a properly completed and executed certification regarding Restrictions on Lobbying in the form set forth as an exhibit hereto.

~~E. Free Competition Certification: Each Consultant shall file an executed statement certifying that such Consultant has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid. Failure to submit the executed statement as part of the bidding documents will make the bid nonresponsive and not eligible for award consideration.~~

F. DBE Intended Participation Affidavit. Each Consultant shall submit the requested DBE Participation Certificate.

19. PROTEST PROCEDURES

A. Protests Prior to Proposal Openings: Protests regarding any aspect of the attached materials and CYMPO selection procedures must be submitted in writing (via mail, email or fax only) to Vincent Gallegos by _____, MST, _____, 2022. The CYMPO Executive Director by respond to these protests by _____, 2022 with an addendum to this RFP, by email and on CYMPO's website. This action completes the pre-opening administrative protest remedy at the CYMPO level.

B. Protests After Proposal Opening/Announcement of Award: Protests regarding CYMPO's proposed selection of Consultant after proposal opening and award announcement must be submitted in writing (via mail, email or fax) to Vincent Gallegos by _____, MST, _____, 2022. The CYMPO Executive Director will respond to these protests by _____, 2022, by email and/or fax. This action completes the proposal opening/award announcement administrative protest remedy at the CYMPO level. Remedies beyond such level, if any, will be as provided in applicable state and federal law.

20. ASSURANCES

A. Non-discrimination

Central Yavapai Metropolitan Planning Organization ("CYMPO") HAS AGREED THAT, as a condition to receiving any Federal financial assistance from the Arizona Department of Transportation that it will comply with and Contractor agrees and its Sub-Contractors 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 et seq., 78 Stat. 252 (prohibiting discrimination on basis of race, color, national origin), and all requirements imposed by or pursuant to Title 49, Part 21, entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation – Effectuation Of Title VI Of The Civil Rights Act Of 1964*, 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964). Consultant hereby assures assurance that it will comply with the forgoing, other applicable non-discrimination Statutes, Rules, Regulations and orders and the following:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any

program or activity,” for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

Additional provisions applicable to this RFP regarding non-discrimination requirements are found in attachments referenced under Additional Assurances below.

B. Additional Assurances

1. Consultant has reviewed and agrees that the “ADOT, FTA and FHWA Addendum” attached to the Contract are incorporated herein and made a part of this RFP by this reference and that Consultant’s proposal is subject to the terms of the same.

2. The Central Yavapai 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 ensure 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, or disability in consideration for an award.

3. Consultant agrees and its Subconsultants will agree to comply with all applicable provisions governing Federal Highway Administration, FHWA and Arizona Department of Transportation access to records, accounts, documents, information, facilities, and staff, all as more fully provided in the Contract. Consultant also recognizes that it must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Highway Administration, FHWA or Arizona Department of Transportation. Consultant must keep records, reports, and submit the material for review upon request to Federal Highway Administration, Arizona Department of Transportation, or its designee in timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

4. ADOT has established a Disadvantaged Business Enterprise (DBE) program in accordance with the regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 26. The Department has received Federal financial assistance from the U.S. Department of Transportation and as a condition of receiving this assistance, the Department has signed an assurance that it will comply with 49 CFR Part 26. It is also the policy of ADOT to facilitate and encourage participation of Small Business Concerns (SBCs) in USDOT-assisted contracts. The Consultant is encouraged to eliminate obstacles to contract performance by SBCs and to utilize SBCs when feasible

While the DBE Assessment Goal for this FRP and the Contract is 1.74%, Consultants are still encouraged to employ reasonable means to obtain DBE participation to help ADOT meet its overall goal. The Consultant agrees and affirms has reviewed, that it will comply with all terms set forth in the Disadvantaged Business Enterprise Addendum to the Contract, which is incorporated in an made a part of this RFP by this reference.

5. Consultant is aware of and agrees that the Contract will be subject to the Insurance Requirements set forth in the Insurance Addendum to Contract.

6. Consultant has reviewed and agrees that this RFP and Consultant's proposal is subject to the terms of the ADOT Addendum A attached to the Contract which is incorporated herein and made a part of this RFP by this reference.

7. In addition to other certifications required by this RFP, Consultant is required to execute and return with its Proposal the attached Request for Proposal Certifications Form and is advised that the failure to include the same with its proposal Will Result in the Rejection of Consultant's Proposal.