



NOTICE OF REQUEST FOR PROPOSALS

For

CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION

**ACTIVE COMMUNITY TRANSPORTATION – UNIFIED PLAN (ACT-UP):
*A VISION FOR ENHANCED ACTIVE TRANSPORTATION IN THE REGION***

Issued: Friday, March 17, 2023

Request for Proposals Due: Friday, April 14, 2023, by 2:00 pm

ADOT Project #: MPDG218159-402.1

Issued by the Central Yavapai Metropolitan Planning Organization
REQUEST FOR PROPOSALS
Central Yavapai Metropolitan Planning Organization
Active Community Transportation – Unified Plan (ACT-UP)

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 Active Community Transportation – Unified Plan (ACT-UP).

Proposals will be received electronically until 2:00 pm on Friday, April 14, 2023.

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 Bryn.Stotler@yavapaiaz.gov with a copy to Allison.McCarthy@yavapaiaz.gov. Please note on the subject line of the email: **Request for Proposals: Active Community Transportation – Unified Plan (ACT-UP)**.

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.

DocuSigned by:

Bryn Stotler

By: Bryn Stotler

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1. INTRODUCTION AND BACKGROUND

The Central Yavapai Metropolitan Planning Organization (CYMPO) is acting as the lead agency in the development of a Central Yavapai Active Transportation Plan, to be known as **ACT-UP: Active Community Transportation – Unified Plan**, for the Central Yavapai Metropolitan Planning Organization (CYMPO) and its member jurisdictions/agencies. This plan is produced in consultation and coordination with our member jurisdictions/agencies (listed alphabetically):

Arizona Department of Transportation – Northwest District

City of Prescott

Town of Chino Valley

Town of Dewey-Humboldt

Town of Prescott Valley

Yavapai County

and CYMPO standing committees:

Technical Advisory Committee (TAC)

Ecosystem Connectivity Mitigation Advisory Committee (EMAC)

and regional School Districts (listed alphabetically):

Chino Valley Unified School District (CVUSD)

Humboldt Unified School District (HUSD)

Prescott Unified School District (PUSD)

and Community transportation partners:

Yavaline, Town of Prescott Valley

Yavapai Regional Transit, Town of Chino Valley

and regional and local multi-modal transportation special interest groups:

City of Prescott Pedestrian-Bicycle Technical Advisory Committee (PBTAC)

Prescott Mountain Bike Alliance (PMBA)

Mountain Bike Association of Arizona

American Endurance Ride Conference (AERC)

Yavapai Trails Association (YTA)

It is intended that the **ACT-UP** will be considered and accepted by the CYMPO Executive Board, and subsequently be referenced within the **CYMPO 2045 Regional Transportation Plan (RTP) (2020)** as later updated or amended, and will consider CYMPO's and other required and/or correlated planning documents:

Regional Strategic Transportation Safety Plan (RSTSP)

(CYMPO / NACOG / Metroplan of Flagstaff 2018; as updated 2023)

Yavapai Passenger Transportation Study (YPTS) (NACOG 2021)

Yavapai County Regional Mobility Management Implementation Plan (YCRMMIP)

(CYMPO 2017)

Coordinated Public Transit – Human Services Transportation Plan

(CYMPO 2017; as updated 2023-24)

Central Yavapai Phased Transit Plan (CYMPO 2020)

Transit Implementation Plan Update (CYMPO 2019)

Town of Prescott Valley General Plan 2035 (2022)

Yavapai County Comprehensive Plan 2032 (2022)

City of Prescott General Plan (2015; update currently in process)

Town of Chino Valley General Plan (2014; update currently in process)

Town of Dewey-Humboldt General Plan (2009)

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 ACT-UP.

2. PROJECT PURPOSE

The purpose of the project is to identify regional and local networks for active transportation, providing connections between cities, towns, and the unincorporated areas of Yavapai County, including activity centers, transit hubs, employment, hospital and medical providers, educational facilities, and housing, among other destinations. The plan will study and determine existing facilities, gaps, and potential barriers between these transportation connections, while analyzing the latest safety data and prioritizing active transportation needs and opportunities within the CYMPO jurisdictions and the greater CYMPO region.

For **bicycling**, the plan will include identifying regional and local networks of bicycle routes and improved bicycle facilities. For **pedestrians**, the plan will focus on safe walking access for short trips and access to transit for longer connections. For **transit**, the plan will identify transit facilities that best serve existing ridership, as well as identify proposed facilities that will support the region's transit operators as ridership and programming is increased. Activities within the plan will include identifying the most traveled origin/destination scenarios, while incorporating transit connection options for cyclists and pedestrians that may not currently exist, and seeing how transit facilities can be expanded to serve the future ridership of our local and regional transit operators.

For **schools**, the plan will examine both pedestrian and bicycling facilities in close proximity to primary and secondary schools, to optimize the safety of students and their families as they navigate the most common routes to and from school campuses throughout the region.

For **other multi-modal users** (e.g., equestrians / trail and multi-use path users / accessibility device users / e-bike & e-scooter riders), the plan will identify regionally significant and local active transportation routes and opportunities which complement the multi-modal experience, and enhance connectivity within or across regional and local recreation facilities.

Finally, the intent of the plan is to identify and prioritize projects supporting active transportation across the region, while also examining local and regional project opportunities that are readily implementable, so active transportation users can see and utilize the changing active transportation landscape, and incorporate new and more efficient options into their active transportation lifestyle.

A Note on Technology

Active transportation and accessibility has been profoundly impacted, broadened and improved by the advent of e-transport devices such as E-bikes, One Wheels, E-Scooters, and accessibility scooters, to name a few of an ever-evolving list of options for enhanced mobility. While the plan to be developed under this Scope of Work will include network options and facilities for users of these devices, CYMPO is opting to address these transportation devices in a separate white paper, while maintaining a broader view of active transportation for purposes of the ACT-UP planning process. The development of a number of e-devices for transportation alternatives has made the pursuit of active transportation more available than ever, as such devices support those who may be physically aided by the motorization of bikes and scooters, or may simply provide other choices for the car-driving public. With fuel price volatility and climate concerns within the purview of active transportation users, the modes of transportation in our region become more diverse by choice and also perhaps out of necessity. It is our intent that all active transportation users are represented within this plan, while not shifting the larger focus of the plan to the newest active transportation methods and modalities.

Study Area

The Study area is within the CYMPO boundary.

3. VISION AND GOALS INTRODUCTION

CYMPO continues to facilitate a consolidated vision for safe multi-modal transportation for all, with particular attention to the pedestrian, transit and bicycle options already in existence in the region, and with a view and vision toward the future of a more expansive network of multi-modal transportation region-wide.

Through the creation of this plan, the first of its kind in the region, a thorough approach and thoughtful design and implementation perspective that will serve the Central Yavapai region in all ways supportive to safe and effective transportation of people, goods, and services, and by many means, is born. The resulting goals for a better developed and safer system of facility options, with connections to existing or future transit options moving people from home to shopping to employment to school to medical and professional services, is possible.

4. EXPECTATIONS ABOUT THE ADVISORY COMMITTEES ROLES AND PUBLIC MEETINGS

CYMPO shall utilize its TAC made up of CYMPO Member Agency representatives, and establish an Active Community Advisory Committee (“ACAC”) composed of interested people from across the region and key community groups and business members interested in active transportation. The TAC and ACAC will, along with CYMPO staff, review Consultant deliverables and provide feedback. The TAC and ACAC will act in an advisory role, while the PMT will make day-to-day project-related decisions. The CYMPO Executive Board, following review and recommendation by the CYMPO TAC and CYMPO ACAC, will be the final decision-makers in the acceptance of the plan.

CYMPO shall provide information and/or advertise meetings through community media outlets, the CYMPO and Member Agencies’ websites, and via emails to local organizations and identified stakeholders. CYMPO shall provide logistics for workshops and committee meetings.

Consultant shall facilitate all PMT, TAC and ACAC meetings and prepare meeting agendas, presentations, and meeting summaries. TAC and ACAC meetings are assumed to be held on the same day, or over a consecutive two-day period to minimize travel costs, if in-person consultant appearances are agreed to. Virtual options will be available, as agreed to by the parties, throughout the planning process.

5. ADDITIONAL DEFINITIONS APPLICABLE TO THE REQUEST FOR PROPOSAL

ADOT means Arizona Department of Transportation

Contract means the Contract attached hereto named Active Community Transportation - Unified Plan (ACT-UP) Contract

FTA means Federal Transit Authority

FHWA means Federal Highway Administration

6. PROJECT SCOPE OF WORK

Task 1: Project Management and Coordination

Consultant shall manage tasks and deliverables and coordinate with CYMPO staff and the Project Management Team (PMT) throughout the project. Consultant shall develop a project schedule and attend all PMT meetings. Consultant shall provide monthly progress reports on project status. Consultant shall provide monthly or quarterly invoicing to CYMPO, as agreed to by the parties.

Task 2: Public & Stakeholder Involvement

Consultant will develop a Public Involvement Plan (PIP) designed to engage the community and build support for the ACT-UP by identifying champions for active transportation, creating ownership and investment, as well as the strategic capturing of local knowledge. The PIP will emphasize connecting with people where they are, inclusive of community-based events such as The Whiskey Off-Road Mountain Bike Race, the Prescott Valley Bike Rodeo, Bike with the Mayor, Run for the Hill of It, and Man against Horse, or other similar active transportation-focused local events. These events, and others as determined through the planning process, will provide an active transportation backdrop to the gathering of community input and establishment of plan priorities. The PIP will include:

- Engaging technical and active community advisory committees (TAC and ACAC) to build an understanding by all agencies and all perspectives of the community. The TAC and ACAC meetings are included within each task below (four (4) meetings for each advisory group are included);
- A proposed schedule for outreach activities;
- A communications strategy for getting the word out about the plan and the opportunities for community input;
- At least two (2) online open houses;
- Outreach materials and event plans for local community events, which may occur in tandem with the online open houses. These local community events may be staffed by CYMPO and/or by community volunteers (e.g. bicycle-pedestrian committee members) and the primary event may be community-based rather than an event solely hosted by CYMPO or Consultant (the aforementioned Whiskey Off-Road bicycle race, for example);
- Strategy to gather community input via the ACT-UP process in conjunction with any member jurisdictions undertaking the update of a General Plan or Comprehensive Plan, or other related jurisdictional planning process, as applicable;
- Documentation of community input received at each stage and how it may have impacted the decision-making process.

The PIP will be organized around the following five phases:

Phase 1-Get the Word Out: project branding; initial TAC and ACAC meetings; develop vision, goals, objectives, and key messaging;

Phase 2-Needs & Opportunities: engage the community to understand its needs and desires, while collecting local knowledge of routes, safety issues, existing conditions, potential improvements;

Phase 3-Report Back & Proposed Improvements: visually summarize input from Phase 2, show how it has led to the improvements under consideration, and collect feedback on proposed projects and priorities;

Phase 4-Draft Plan to Acceptance: summarize input and how it was incorporated into the ACT-UP, then direct interested parties to ACT-UP draft documents and acceptance process.

Phase 5-Project Opportunities and Implementation: identify gaps and opportunities in the regional and local networks and create a deliverable project list with strategies for near-term implementation. Projects may include preliminary cost estimates and potential project scopes to facilitate network modifications.

Task 2 Deliverables:

- Draft and final public involvement plan
- Online open houses (minimum of 2)
- Event support materials including all presentation materials, physical or virtual
- Presence at in-person open houses as agreed to by the parties (up to 3)
- Draft and final public involvement summary (updated with each stage)

Task 3: INVENTORY -- Existing Conditions and Existing Data

The planning process will start by taking stock of existing conditions within the study area based on existing data. Yavapai County, and the member jurisdictions as applicable, will provide existing GIS data for all land within the study area. The Consultant shall develop the existing conditions mapping summary based on existing data which incorporates facility level and functional classification, and includes the following:

- Bicycle facilities (including bike lanes, shoulders, sharrows, and signed bicycle routes), multi-use paths, sidewalks, and transit, where data is available;
- Signalized intersections and other enhanced crossing opportunities;
- Bicycle and pedestrian related crash history (5-year history – additional details in Task 6);
- Existing land uses, development patterns, and common community origins and destinations:
 - o “Activity centers” (entertainment districts / outdoor recreation facilities / trailheads)
 - o “Place types” (shopping / education / hospitals & medical)
 - o Comprehensive or General Plan land use designations
 - o Transit activity data, if exists

The consultant shall develop the existing conditions mapping summary based on the data provided by CYMPO and/or its member agencies.

Deliverables:

- Existing conditions summary

Task 4: SUMMARIZING THE PLANNING CONTEXT

Consultant shall review and summarize the existing plans of local jurisdictions within the CYMPO region, specifically as they relate to active transportation. Consultant shall also summarize relevant local, regional and state plans and policies, as applicable.

Documents to be included in the review are:

- **CYMPO 2045 Regional Transportation Plan (RTP)** (2020, and any update concluded within the study period)
- **CYMPO 2022-2026 Metropolitan Transportation Improvement Program (MTIP)** (as amended or updated)
- **Regional Strategic Transportation Safety Plan (RSTSP)** (2017, 2023 in process) – CYMPO / Metroplan Flagstaff / NACOG
- CYMPO member agencies' **Capital Improvement Plans (CIP)** or **Transportation Improvement Plans (TIP)** or Traffic Safety Plans, as applicable
- **CYMPO – Town of Prescott Valley Phased Implementation Plan** (2021)
- **Yavapai Passenger Transportation Study (YPTS)** (NACOG 2021)
- **CYMPO Central Yavapai Phased Transit Plan** (2020)
- **CYMPO Transit Implementation Plan Update** (2019)
- **ADOT Pedestrian Safety Action Plan** (2017 Update)
- **Yavapai County Regional Mobility Management Implementation Plan (YRMMIP) -- Coordinated Public Transit – Human Services Transportation Plan** (2017)
- **Town of Prescott Valley Transit Evaluation** (2016)
- **CYMPO Transit Implementation Plan** (2009)
- **CYMPO Regional Transit Needs Study** (2007)
- Currently adopted **comprehensive or general plans**, as amended or updated, for all member agencies
- Currently adopted **bicycle, pedestrian, multi-modal plans and/or maps**, as amended or updated, for all member agencies
- Other applicable plans as determined by the parties.

The review will focus on the following questions:

- What are the vision and goals from existing plans as related to active transportation in the region?
- To what extent do the plans specify walking and bicycling routes, and how were routes identified?
- What are the needs and priority projects for walking and biking included in those plans, if any?
- Do the plans speak to regional and local connections?
- Do the plans provide guidance on facility design?
- How does facility design differ across jurisdictional boundaries?
- Do the plans identify barriers to active transportation?
- What are the specific requirements associated with state policy and local code that are applicable?

Consultant shall summarize the review in a memorandum, along with recommendations for the development of the Active Community Transportation – Unified Plan (ACT-UP).

Task 4 Deliverables:

- Draft and final Policy and Planning context memorandum

Task 5: VISION & GOALS – establishing a regional vision for active transportation

Prior to embarking on a technical analysis related to active transportation networks, the consultant team will lead stakeholders through a process to agree on the regional vision for active transportation in the Central Yavapai region and outline goals that will achieve the vision. As part of this exercise, local goals will be identified and prioritized through the planning process. Local goals will be integrated into an over-arching regional vision that serves all member agencies, but also underscores the unique needs, initiatives, and character of each jurisdiction considered within the plan.

Consultant shall prepare a draft vision and set of goals based on information from Tasks 2, 3 and 4. Consultant shall then facilitate TAC and ACAC meetings to share and receive feedback on the existing conditions information, planning context, and the draft vision and goals for active transportation in the CYMPO region.

Based on feedback from the TAC and ACAC, consultant will further develop the recommended vision and goals, along with proposed criteria for active transportation route selection, evaluation and prioritization. Criteria shall consider, but are not limited to, the following:

- Routes of regional significance;
- Routes representing or enabling significant local connections, or that are locally significant in terms of volume of users or origin/destination data;
- Connection of communities to local and regional destinations, which may include parks, schools, employment centers, medical services, entertainment districts, transit stops, trailheads or recreational facilities;
- Safety and level of comfort for users walking and biking, including consideration of existing vehicle volumes and speeds;
- Types of users that can be served.

Consultant will then develop final vision, goals, and related criteria.

Task 5 Deliverables:

- TAC meeting #1
- ACAC meeting #1
- Draft, recommended, and final Vision, Goals, and Criteria

Task 6: SAFETY – Assess Regional and Local Safety Data

CYMPO, along with NACOG and Metroplan of Flagstaff, is currently engaged in a full-scale planning process to create an updated Regional Strategic Transportation Safety Plan (RSTSP) for central and northern Arizona counties. The planning process will complete in calendar year 2023 and will provide a full complement of regional and local safety data and scenarios which will be utilized by consultant and will inform the planning process and completion of the ACT-

UP. Targeted implementation of safety facilities for active transportation users, including those accessing transit systems, is an identified goal of this planning process.

Task 6 Deliverables:

- Regional Strategic Transportation Safety Plan data receipt and correlated ACT-UP safety summary

Task 7: SCHOOLS – Identify Safety Improvements that will specifically benefit Students and Schools

Schools generate a significant amount of walking and biking activity. While this study is not specifically a Safe Routes to School Plan, special consideration should be given to provide students with better connected, comfortable, and safer active transportation facilities to schools, colleges, and universities throughout the planning process. This includes identifying infrastructure gaps and incorporating school access into the project evaluation and prioritization process.

Task 7 Deliverables:

- Analysis of district facilities: CVUSD / HUSD / PUSD / Charter Schools
- Prioritized project list to identify immediate opportunities to improve school access and safety

Task 8: COMPLETE NETWORK -- Developing the Regionally Classified Routes

Task 8 will develop the envisioned network routes for walking and bicycling, including functional classifications of minor collector and above, using the following process:

8.1 ORIGIN AND DESTINATION -- Develop the Regional Routes

Define key destinations for walking and biking access. Based on the mapping of existing conditions and land uses in Task 3, guidance from the PMT, and initial public input, the consultant will identify key destinations or areas of regional importance that need to be connected via the regional networks. Each of these locations will be identified based on whether it is a priority for walking/transit access, a priority for biking access, or both. Additional information related to trailheads and trail connectivity may be included.

- Define predominant origin points for most pedestrian and bicycling activities and correlate common routes for most popular destinations;
- Define regional corridors and route options to connect these destinations. Based on the identified destinations, consultant will identify regional corridors that will connect the destinations. Each corridor will be identified as follows:
 - o Does this corridor need to serve as a walking connection or is the distance better served by transit?
 - o Does this corridor provide (or will it provide in the future) a transit connection?
 - o Does this corridor need to serve bicyclists of all ages and abilities, or is it primarily focused on longer-distance bicyclists?

- Select a designated route within each corridor to be part of the regional networks for walking, bicycling, and/or transit connections. These routes may be different for walking/transit and biking, or in some cases may be the same route. These are distinct from major vehicle routes and may include alternative or parallel routes. Transit connections and access to those connections will also be considered. Selection of the designated routes will be based on the criteria from Task 5.

8.2 ORIGIN AND DESTINATION -- Identify the Regionally Significant Local Connections and Routes

Task 8.2 will focus on the local connections to and from the regional network. These connections may be shorter in distance or may occur on **local streets**, but they are regionally significant because they connect communities and destinations to the regional route network in Task 8.1. To identify these local routes, consultant will determine:

- Existing access points that may not provide a comfortable or accessible connection and need improvement or safety enhancements;
- Locations where informal paths or connections exist which can be formalized;
- Parts of the regional network that lack local access points.

Consultant shall prepare draft network maps of the regionally classified routes, local connections and routes of significance for walking and bicycling. Consultant shall then facilitate TAC and ACAC meetings to share and receive feedback on the network maps. Consultant will then develop final network maps based on existing plan guidance, community input, and the goal of optimization of bicycle and pedestrian facilities within the region, and through the definition of local connections and routes of significance in the local jurisdictions.

Task 8 Deliverables:

- TAC meeting #2
- ACAC meeting #2
- Draft, recommended, and final Regional and Local Walking/Transit and Bicycling Network Maps and facility classification descriptions

Task 9: EQUITY ANALYSIS – Identify Potential Barriers to Use of the Network and Strategies for Increased and Equitable Access Across the Region

Consultant will perform an equity analysis of facilities and access to facilities, including strategies for broadening access to active transportation users across the region, and introducing opportunities for active transportation to non- or potential users. Socio-economic metrics, geographic obstacles, or urban/rural characteristics affecting equity may be included. Particular focus will be placed on users who are utilizing active transportation routes and/or multi-modal options to travel to and from primary and secondary schools and employment centers.

Task 10: IDENTIFY GAPS AND OPPORTUNITIES -- Develop List of Needs

Based on the work in the previous tasks, Consultant will develop a list of needs for completing the regional and local networks. This task will augment the existing data for bicycle and pedestrian facilities within the region, focusing on the routes that are part of the regional and local systems. It will include an inventory of existing sidewalks and other pedestrian facilities on regional and local routes within the urbanized areas (i.e. Census-defined), and will augment the bicycle facility data in areas where there are current data gaps. Consultant will be responsible

for compiling and formatting datasets for the regional and local system routes designated in Task 8. Consultant will create complete sidewalk/walkway and bicycle facility (including shoulder) datasets on these routes built on the street centerline file to allow for analysis. The dataset should include information about both sides of the roadway. The street centerline file will also include street characteristics that are available in existing datasets, such as posted and prevailing speeds, functional classification, and roadway owner. Consultant will develop data on crossing opportunities on the regional and local routes, including signalized intersections, unsignalized intersections with marked crosswalks, and marked midblock crossings.

Consultant will identify areas of community awareness (or the lack thereof) around the active transportation regional and local networks which may benefit from educational programming or non-infrastructure types of investment, and will incorporate recommendations for such programmatic or educational opportunities to enhance the use of the regional and local networks.

Consultant will develop additional GIS data to display the gaps or identified needs. The list of needs will include:

- New or improved bicycle facilities, sidewalks, shoulders, paths, or transit-supportive infrastructure on the regional and local networks (including improvements to existing connections, or new connections);
- Opportunities to address barriers to bicycle or pedestrian travel on the regional and local routes (e.g. crossings);
- Needs that address safety issues identified through the planning process;
- Community-identified pedestrian and bicycle needs;
- Other non-infrastructure investments, such as education or programming.

Task 10 Deliverables:

- Augmented data sets for bicycle and pedestrian facilities along regional and local routes
- Draft and final map and narrative of improvement needs for both the bicycle and pedestrian regional and local networks, including non-facility approaches (education / programs)

Task 11: PROJECTS AND DESIGN CONCEPTS -- Provide Design Guidance

Consultant will build on the local jurisdictions' capital and transportation plans to include design guidance for routes within the study area. Consultant will analyze existing level of traffic stress for both pedestrians and bicyclists for the identified regionally classified and locally significant routes. Consultant will then identify potential improvements for the different regional classifications, as well as identifying readily implementable improvements within the locally significant routes. The design guidance should include strategies for near-term incremental improvements in addition to the ultimate envisioned design. The ACT-UP will not designate local routes within jurisdictions that are not regionally significant, unless they are regionally significant local connections. A design guidance toolkit will provide recommended design guidance for these types of routes.

Task 11 Deliverables:

- Draft and Final regional and local route maps
- Draft and Final design guidance toolkit

Task 12: PRIORITIZING ROUTE INVESTMENTS

Consultant will prioritize the needs and projects from Task 11 in the plan. The prioritization process will be developed in collaboration with the TAC and ACAC and will consider:

- The need to identify near-, med-, and long-term projects.
- The need to identify projects that offer a high return on investment (ROI) towards completing the regional network and incorporating a time interval within which to re-review such projects for delivery statuses and updated priority.
- The need to identify projects that offer a high return on investment (ROI) towards completing the local networks with prioritization of improvements that support the regional network, and incorporating a time interval within which to re-review such projects for delivery statuses and updated priority.
- The need to provide guidance to local jurisdictions in their own prioritization efforts.
- Project prioritization will be directed by available resources and funding availability.

Task 12 Deliverables:

- Proposed prioritization process
- TAC Meeting #3
- ACAC Meeting #3
- Prioritized list of needs

Task 13: PLAN ACCEPTANCE AND IMPLEMENTATION

Task 13.1: Program and Project Development

The consultant will develop a set of proposed projects or programs based on the existing conditions and public input designed to improve conditions for active transportation users and enhance equitable access across the Central Yavapai region. Projects are as identified in Task 11 of the Plan. Programs may include, but are not limited to:

- Safe Routes to School
- Bicycling education
- Community events
- Establishing or expanding bikeshare (see also CYMPO White Paper on E-Technology and Active Transportation)

Task 13.2 Funding Strategies:

Consultant will develop funding strategies based on existing and potential funding sources.

Task 13.3 Implementation Strategy:

Consultant will provide a near-term implementation strategy that identifies actions for various agencies/jurisdictions over the next five years.

Task 13.4 Concept Development & Cost Estimates:

For up to ten (10) high-priority regional/local projects, Consultant will develop conceptual designs and cost estimates to facilitate expedited implementation. For each of these regional/local projects, Consultant will develop cut sheets summarizing the existing conditions, proposed improvement, concept designs, cost estimate, and potential funding sources.

Task 13.5 Code Amendments

Consultant shall provide guidance on local jurisdiction code amendments needed to implement the ACT-UP. The guidance will be in the form of a checklist with the key outcomes/recommendations from the plan and the corresponding “model” policy and regulatory language that each jurisdiction should include in order to implement and align with the plan.

Task 13.6 Compile Final Plan

Consultant shall compile a final ACT-UP document, including the following sections:

- vision and goals
- public involvement
- plan context and development
- inventory of complete network, including local connections, for walking and bicycling
- safety
- schools
- equity
- gaps & opportunities / list of needs
- project and design guidance
- prioritizing route investments and identifying funding scenarios
- education and engagement programs to support active transportation
- return on investment and implementation priority
- plan acceptance and measuring success

Consultant shall prepare a final presentation, and shall present the draft final plan to the CYMPO TAC and Executive Board. CYMPO staff may utilize the final presentation for purposes of presenting to other interested bodies.

Task 13 Deliverables:

- Final Presentation for draft final plan
- TAC Meeting #4
- Executive Board Meeting
- Draft, Recommended, and Final Central Yavapai Active Community Transportation - Unified Plan (ACT-UP)

7. 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 April 14, 2023. 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:

Bryn Stotler at Bryn.Stotler@yavapaiaz.gov
and copy Allison McCarthy at Allison.McCarthy@yavapaiaz.gov

8. 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.

9. WITHDRAWAL OF PROPOSALS

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

10. DELIVERABLES/SUBMITTALS

Proposal submittal of no more than one (1) electronic copy with not more than ten (12) 8 ½ x 11 pages with font no smaller than twelve (12) point, proposals 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. All certifications required by ADOT should be provided, but are not subject to the page count limitations. A cover letter, resumes of key personnel, and front or back covers are also acceptable but are not subject to the page count limitation.

Where feasible, the Consultant will present information in visual or graphic format, with a simple and concise accompanying narrative (e.g. system inventories, traffic conditions). Consultant shall provide native files in Microsoft Office, InDesign, ArcGIS, and other programs as identified and/or agreed to by the parties.

One (1) **electronic copy** of the proposal to be received no later than **2:00 pm, Friday, March 17, 2023**. Email submittals should be sent to Bryn.Stotler@yavapaiaz.gov with a copy to Allison.McCarthy@yavapaiaz.gov.

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

11. 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 0.00%. 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.

12. LATE SUBMITTALS

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

13. 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.

14. 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.

15. 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.

16. ESTIMATED RFP SCHEDULE

Friday March 17, 2023	Request for Proposals Advertised
Friday April 14, 2023	Request for Proposals due to CYMPO by 2pm
April / May 2023	CYMPO TAC Working Group review of submittals
April / May 2023	Consultant interviews if necessary
Thursday May 4, 2023	CYMPO TAC recommendation of consultant selection to Board
Wednesday May 17, 2023	CYMPO Board approval of consultant selection
Wednesday June 7, 2023	Notice to proceed contingent upon approval from Yavapai County Board of Supervisors (CYMPO Fiscal Agent)
Wednesday June 7, 2023	Contract fully executed and Notice to Proceed

17. REVIEW PROCESS

A review committee comprised of the CYMPO Technical Advisory Committee (“TAC”), CYMPO staff, and key subject matter 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) Project approach, including identification of geographic areas or multi-modal transportation issues that may require specialized focus – 30
- 2) Specific experience of the consultant in a project of this type, and a demonstrated understanding of the region; identification of how consultant’s relevant experience informs this Central Yavapai regional plan – 25
- 3) Ability to provide innovative strategies and solutions to create a robust multi-modal transportation network across four sub-jurisdictions and the unincorporated County, including implementation – 25
- 4) Cost proposal and budget breakdown – 10
- 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.

18. 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 including: changes required due to changes in applicable law or interpretation of applicable law; additions and clarifications due to proposals received under this RFP; and alterations due to negotiations with Consultant. 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 in its sole discretion and staffing are requirements in the contract to be awarded.

19. 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.

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

21. 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 (Vincent.Gallegos@yavapai.gov) by 2:00PM, MST, March 24, 2023. The CYMPO Executive Director will respond to these protests by March 31, 2023 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 2:00PM, MST, May 22, 2023. The CYMPO Executive Director will respond to these protests by May 29, 2023, 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.

22. 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.