



NOTICE OF REQUEST FOR PROPOSALS

For

CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION

2045 REGIONAL TRANSPORTATION PLAN

Issued: June 21, 2018

Submittals Due: July 19, 2018 by 2:00 pm

Issued by the Central Yavapai Metropolitan Planning Organization

REQUEST FOR PROPOSALS
Central Yavapai Metropolitan Planning Organization
2045 REGIONAL TRANSPORTATION 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 the 2045 Regional Transportation Plan (herein referred to as the Plan).

Response to Request for Proposals will be received until 2:00 pm on July 19, 2018, at the CYMPO office, 1971 Commerce Center Circle, Suite E, Prescott, AZ 86301.

Any proposal received after 2:00 pm 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.

The proposal envelope shall indicate the name and address of respondent, and shall be addressed to CYMPO, 1971 Commerce Center Circle, Suite E, Prescott, AZ 86301. Please include on the outside of the envelope: **Request for Proposals: CYMPO 2045 Regional Transportation Plan.**

Allison McCarthy, Accounting Specialist
Published June 21, 2018: www.CYMPO.org

INTRODUCTION

The updated RTP shall be for the 25-year planning horizon, validating and/or updating the existing 2040 plan as previously adopted in 2015 for the metropolitan planning area of CYMPO.

The primary deliverable products for the RTP Update shall include the following:

- Project Administration
- Public Involvement
- Plan Preparation
- Final Plan

The focus of the Plan shall include the following:

- Evaluate Current Socioeconomic and Transportation Conditions
- Develop and Calibrate New Traffic Forecast Model
- Assess Future Conditions
- Conduct Multimodal Assessment
- Environmental Considerations
- Develop Policy-Driven Recommended Investment Choices

BACKGROUND

CYMPO adopted the 2030 RTP in 2006, a population update in 2012, the 2040 RTP in 2015, and a Regional Strategic Transportation Safety Plan in 2018. In addition, CYMPO participated in the SR89 Corridor Study from Chino Valley to Paulden and the SR89A Corridor Study from SR89 to Robert Road.

TASKS

The 2045 RTP will provide the following:

Main Deliverables:

Task 1. Project Administration

1.1 Kick-off Meeting

Conduct a kick-off meeting to review the scope, project schedule, public involvement plan, and deliverables.

1.2 Ongoing Project Management

Consultant will maintain regular communication with the CYMPO project manager, provide a written status report and invoice on a monthly basis.

1.3 Technical Advisory Committee (TAC)

Schedule and conduct regular project meetings with the CYMPO project manager and TAC.

1.4 Public Involvement Plan

Develop a public involvement plan and schedule of public meetings.

Task 2. Evaluate Current Socioeconomic and Transportation Conditions

2.1. Collect Socioeconomic Data

The consultant will utilize and evaluate any US Census, State, or other socioeconomic data as applicable.

2.2. Modify Transportation Analysis Zone (TAZ) Information

The current TAZ system boundaries will primarily be retained, but the socioeconomic information within the TAZ boundaries will require review and modification as necessary. Consideration will be given to updated land use, population, and employment information from each CYMPO member jurisdiction.

2.3. Develop 2018 Street Network

The consultant will develop a base 2018 street network for the traffic model utilizing information as necessary from each CYMPO member jurisdiction.

2.4. Analyze Title VI and Environmental Justice Population Segments

The consultant will analyze Title VI and Environmental Justice population segments and document in the final Plan.

Task 3. Develop and Calibrate Updated Traffic Forecasting Model

The consultant will coordinate with ADOT and CYMPO to update the Statewide Traffic Model with CYMPO Focus Area. Traffic forecast modeling services are provided at no cost to the MPO and include the following performed by ADOT Modeling & Forecasting staff:

- Provide the base network and demographic data used by the Arizona Travel Demand Model (AZTDM)
- Consult on modifications to the network, demographic, and parameter data used by AZTDM
- Create a customized and focused transportation analysis zone system for the study area
- Execute AZTDM to produce various outputs including transportation network loadings and more than 100 performance measures

In order to conduct traffic forecast modeling services, ADOT will require that the MPO and/or its consultants perform the following:

- Complete an ADOT Data Sharing Agreement (and, if applicable, a Data Confidentiality Agreement) for all agencies and/or companies that will be handling provided modeling data
- Consult with ADOT staff on study objectives, modeling requirements, schedule, and deliverables

- Maintain a TransCAD license (agency or consultant) or other capability to edit AZTDM data files
- Modify the base data files to represent the various desired planning scenarios (e.g., network, demographic, etc.)
- Correct issues in modified planning scenario data files identified by ADOT staff that may affect model execution

Task 4. Assess Future Conditions

4.1. Develop Future Year Socioeconomic Projections

The population, dwelling unit, and employment information will be reviewed and analyzed.

4.2. Code Future Year Transportation Networks

The consultant will update the base transportation network to reflect any improvements completed since the CYMPO 2040 study, evaluate the 2040 recommended network, and include a “no-build” scenario.

4.3. Prepare Future Analyses

Using the socioeconomic data, roadway network, and traffic counts, traffic projections for years 2030 and 2045 will be conducted.

Task 5. Conduct Multimodal Assessment

A general assessment will be conducted on alternative modes of transportation including transit, pedestrians, and bicycles. Previously completed studies and existing or planned multimodal facilities will be documented.

Task 6. Environmental Considerations

6.1 Conduct Environmental Justice Assessment

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

6.2 Ecosystem Connectivity and Mitigation Advisory Committee (EMAC)

The consultant will coordinate with the EMAC to evaluate the interconnected ecosystems in the CYMPO region, including interaction with the 2045 recommended transportation network and wildlife connectivity, and document in the final Plan.

Task 7. Develop Policy-Driven Recommended Investment Choices

Consultant will identify Recommended Investment Choices within the CYMPO region, using a policy-driven approach consistent with the ADOT Long Range Transportation Plan to include:

- **Preservation:** Activities that protect transportation infrastructure by sustaining asset condition or extending asset service life; preservation includes regular maintenance and resurfacing of pavements.
- **Modernization:** Roadway improvements that upgrade efficiency, functionality, and safety without adding capacity; examples of modernization activities include widening of narrow lanes, access control, bridge replacement, hazard elimination, lane reconstruction and sidewalks.
- **Expansion:** Improvements that add transportation capacity through the addition of new facilities and or services; expansion activities include adding new roadway lanes and construction of new roadway facilities.

Task 8. Final Plan

8.1 Prepare Transportation Plan

Based on the analysis of socioeconomic and network data, transportation plans will be prepared for 2030 and 2045. Documentation of the plans will include Recommended Investment Choices identified in Task 7.

8.2 Prepare Implementation Plan

An implementation plan balancing transportation needs with available and anticipated funding will be prepared including actions, responsibilities, and timetable to implement the transportation plan by the region.

8.3 Prepare Final Draft Plan

A final draft Plan will be prepared based on the results of each of the previous tasks. The draft Plan will include a long-range plan as well as an implementation program that identifies schedule and responsibilities for implementing the proposed projects.

8.4 Present Final Draft Plan to CYMPO TAC and Executive Board

A meeting will be held with the CYMPO TAC and Executive Board to receive input on the draft Plan. Approved changes will be incorporated into the final Plan.

8.5 Present Final Plan to CYMPO TAC and Executive Board

A presentation of the final Plan will be made to the CYMPO TAC at its regular meeting. A presentation of the final Plan will also be made to the CYMPO Executive Board at its regular meeting.

Task 9. Optional Grant Assistance

The Consultant will help CYMPO by actively looking for construction grant funding opportunities. These programs could include but not be limited to BUILD Grants or INFRA Grants. The Consultant will assist CYMPO in filling out necessary paperwork and applying for at least one relevant grant opportunity.

WRITTEN QUESTIONS

Questions regarding this RFP must be received **in writing** no later than **10 business days** after the issuance date of the RFP. 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:

Christopher Bridges, CYMPO Project Manager
1971 Commerce Center Circle, Suite E
Prescott, AZ 86301
Or via Email: Christopher.Bridges@yavapai.us

PREPARATION

Proposals shall consist of no more than ten (10) double-sided 8 ½ x 11 pages including the front and back cover, using not less than type size 11 font. Proposals should provide a concise description of the consultant's qualifications, team members, project approach, project schedule, and a detailed cost proposal, by task, to deliver the proposed work under the RFP.

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

SUBMITTALS

One (1) electronic copy (flash drive) and twelve (12) bound printed copies of the complete response to RFP to be received no later than **2:00 pm, July 19, 2018**. The response to RFP should be addressed to:

CYMPO
1971 Commerce Center Circle, Suite E
Prescott, AZ 86301

Submitted proposals become the property of CYMPO and will not be returned.

LATE PROPOSALS

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

REVIEW PROCESS

A review committee comprised of the CYMPO TAC, CYMPO Administrator, and CYMPO Transportation Planner will evaluate the responses to RFP for this project. Each submittal will be evaluated according to the following weighted criteria:

1. Specific experience of the consultant in a project of this type – 20%
2. Experience of the proposed project team and availability within current and anticipated work load for this project – 20%
3. Proposed project approach, including identification of areas that may require special attention – 30%
4. Proposed schedule – 5%
5. Overall quality of the response to RFP evidencing interest in the project – 10%
6. Cost proposal – 15%

After evaluation of the responses to RFP, a shortlist of three (3) consultants will be determined based upon the ranking of the Review Committee members. A presentation/interview session with each of the three (3) consultants may comprise the second half of the evaluation/selection process. If presentations/interviews are conducted, candidates will be required to demonstrate their understanding and familiarity with the scope, location, and other aspects of this project. Criteria upon which the presentation/interview of each firm will be evaluated, with weighting for each criterion, are as follows:

1. Observation of existing conditions and project information – 25%
2. Identification of key issues – 25%
3. Innovative approaches in the process – 25%
4. Experience and capabilities in development of similar studies – 25%

The review committee members will individually evaluate the presentation/interview of each of the candidate firms and rank them according to the aforementioned criteria. The review committee will formulate a consensus ranking and generate a recommendation to the CYMPO Executive Board. The CYMPO Administrator will notify each candidate firm of its ranking. The CYMPO Executive Board will consider the Committee's recommendation and approve initiation of contract negotiations. The CYMPO Administrator will meet with the top ranked consultant for the purposes of negotiating a contract. If negotiations are unsuccessful, the CYMPO Administrator 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.

RESPONSIBILITIES/COMPLIANCE

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

The consultant shall comply with MAP-21, FAST Act, and applicable federal requirements.

PROPOSAL REFERENCES

Proposal shall include contact information and references for the lead staff and firm submitting the RFP.

WITHDRAWAL OF PROPOSALS

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

FUNDING

CYMPO is a designated Metropolitan Planning Organization (MPO) for the Prescott Valley-Prescott, AZ Urbanized Area, and has available FTA Section 5305(d), FHWA Planning (PL), Statewide Planning Research (SPR), and Surface Transportation Program Block Grant (STPBG) funds in accordance with federal and state allocations. In support of the Plan, CYMPO has budgeted these funds for planning activities as identified in accordance with the CYMPO Unified Planning Work Program.

RFP SCHEDULE

June 20, 2018	CYMPO Executive Board approval to advertise, consultant selection, and initiate contract negotiations
June 21, 2018	RFP Posted
July 19, 2018	Responses to RFPs due by 2:00 pm
August 6, 2018*	Responses to RFPs reviewed and ranked
August 29, 2018	Presentations/ Interviews <u>may be conducted</u> as determined by selection committee
September 2018	Contract negotiations
October 4, 2018	CYMPO Technical Advisory Committee final contract review
October 17, 2018	CYMPO Executive Board final approval of contract
November 7, 2018	Notice to Proceed contingent upon approval from Yavapai County Board of Supervisors (CYMPO Fiscal Agent)

*Should consultant be selected on August 6, remainder of schedule is subject to change.

Appendix A

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda and/or guidance, the Recipient hereby gives assurances that it will promptly take any measures necessary to ensure that:

*"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**.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its *Federal Aid Highway Program*.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Federal Aid Highway Program* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The **Central Yavapai Metropolitan Planning Organization**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42 U.S.C. §§ 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be*

discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to a construct a facility or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project or program.
8. That this Assurance obligates the Recipient 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 Recipient, 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 Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other

participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, **Central Yavapai Metropolitan Planning Organization** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing *Federal Highway Administration or Arizona Department of Transportation* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *Federal Highway Administration or Arizona Department of Transportation*. You 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.

Central Yavapai Metropolitan Planning Organization gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal Highway Administration and Arizona Department of Transportation*. This ASSURANCE is binding on Arizona, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the ***Federal Aid Highway Program*** the person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.