

**REQUEST FOR PROPOSALS**

**MARICOPA ASSOCIATION OF GOVERNMENTS (MAG)**

**2012 AIRPORT GROUND SURVEY**



June 23, 2011

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## **PUBLIC NOTICE**

### **REQUEST FOR PROPOSALS:**

#### **2012 AIRPORT GROUND SURVEY**

The Maricopa Association of Governments (MAG) is requesting proposals from qualified consultants for the 2012 Airport Ground Survey to update existing airport sub-models. The project will be completed in a maximum twelve (12) months from the date of the notice to proceed at a cost not to exceed \$400,000.

Detailed proposal requirements may be obtained by contacting the MAG Office at the address indicated below or may be downloaded from <http://www.azmag.gov/>, under "RFPs and RFQs" For further information, please submit questions in writing by fax to the attention of Vladimir Livshits at (602) 254-6490, or by e-mail to [vlivshits@azmag.gov](mailto:vlivshits@azmag.gov) not later than eight (8) working days prior to the closing date of July 25, 2011. Any addenda responding to questions will be posted on MAG's Web site at <http://www.azmag.gov> under "RFPs and RFQs" not later than five (5) working days prior to the closing date of July 25, 2011.

Proposals will be accepted until 2:00 PM (Mountain Standard Time) on July 25, 2011, at MAG, 302 North 1st Avenue, Suite 300, Phoenix, Arizona 85003.

## **SCOPE OF WORK**

### **Introduction**

The Maricopa Association of Governments (MAG) is requesting proposals from qualified consultants to conduct 2012 Airport Ground Surveys at Phoenix Sky Harbor International Airport and Phoenix-Mesa Gateway Airport and to develop and update MAG's airport travel sub-models. The purpose of the project is two-fold: to collect travel, economic and demographic data for both airport passengers and people picking up or dropping off passengers and to improve and update modeling of airport related travel in the MAG regional travel forecasting model.

### **Background**

The Maricopa Association of Governments is the designated Metropolitan Planning Organization (MPO) for transportation planning for the metropolitan Phoenix area. MAG is also the designated Air Quality Planning Agency for the region. The MAG membership consists of the 25 incorporated cities and towns within Maricopa County and the contiguous urbanized area, the Gila River Indian Community, the Salt River Pima-Maricopa Indian Community, Fort McDowell Yavapai Nation, Maricopa County, the Arizona Department of Transportation (ADOT), and the Citizens Transportation Oversight Committee (CTOC). ADOT and CTOC serve as ex-officio members for transportation-related issues.

The MAG regional travel demand forecasting model currently uses the 2005 airport ground survey from Phoenix Sky Harbor International Airport. The model does not address the Phoenix-Mesa Gateway Airport as a special generator. Substantial changes in socio-economic environments in the region as well as in the regional transportation system require an update and development of sub-models for the airports in order to maintain relevance of the regional travel forecast.

A technical advisory group comprised of representatives from MAG, the City of Phoenix, and the City of Mesa will initiate work on the project. All major technical and administrative decisions for the project will be closely coordinated with the group members.

The 2012 Airport Ground Survey will be the major source of information for the MAG airport model update and development. The following main information is normally collected (and is targeted in this survey) for the purposes of model development, estimation, and calibration:

- Socio-economic and socio-demographic profiles, attributes, and characteristics of the traveling public in order to establish relationships between socio-economic and socio-demographic characteristics and travel behavior and to develop travel models. Information about "meeters and greeters" is often collected as well. The purpose of the air travel (business, personal, etc.) that can help to distinguish characteristics of business travelers versus personal travel (or any other specified purposes) and reflect these differences in the travel models if required.
- Travel characteristics. This information often includes but is not limited to the mode of travel to/from airports (for example, alone, shared ride, light rail, bus), start times and duration of trips, possibly intermediate stops, origin locations, point of entrance to the airport, and utilization of parking lots.
- People counts might be conducted where required in order to provide for the survey sample data expansion.
- Traffic information about vehicular traffic and parking lot utilization, including vehicle counts, traffic volume counts, and speed data collections might be conducted in order to subsequently validate developed travel models and traffic projections.
- Any other information that might be required for the purposes of airport and regional planning. Details of the required data collections will be finalized through contractual negotiations with successful proposer.

## Proposed Tasks

The consultant is encouraged to be creative in developing a sound analytical approach which achieves the goals for this project. The consultant is urged to be as specific as possible when describing the activities that will be performed to support each task. The consultant is also urged to make maximum use of matrices, tables and drawings in working papers produced for the project to ensure conciseness and clarity and to minimize the amount of text required. In preparing a proposal for consideration by MAG, the consultant will not be required to adhere strictly to the proposed tasks specified below. Additional tasks may be warranted.

### Task 1                    Develop Data Collection and Acquisition Work Plan

The consultant will develop a detailed plan for surveying Phoenix Sky Harbor International Airport and Phoenix-Mesa Gateway Airport. The plan will outline tasks, resources, and responsibilities as well as include schedules for the surveys. Specific dates and times aimed at different markets with different travel behavior characteristics (e.g. business travelers vs. personal travelers) will be detailed in the schedules. The data collection plan will describe survey design, proposed sample design, and a sample size of no less than 6,000 surveys. Specific proposed survey methods and techniques and sampling procedures should be outlined in the proposal. MAG encourages creative survey methods that can help to improve efficiency and effectiveness of the survey without compromising survey results. Targeted efforts will be required to survey transit users and other market segments. The proposed time frame for the data collection is spring 2012. This plan will also address survey locations and times for all terminals, the time periods for each airport, and will detail statistical properties of the survey's design. A clear data expansion plan should be developed in the proposal. Consultants will specify details of any additional counts, data acquisitions, or utilizations required for the purposes of survey data expansion. Complementary data collection will be required such as traffic volume counts and parking lot counts. The consultant will develop survey instruments in close cooperation with the project's technical advisory group. Consultants are encouraged to propose innovative data collection and relevant data acquisition techniques relevant for the purposes of this study.

### Task 2                    Data collection

Using the guidelines established in the Data Collection and Acquisition Plan, the consultant will conduct pre-tests. The necessity of conducting separate pre-tests for each of the airports should be determined in the proposal. The pre-tests will examine all aspects of the survey design and survey methodologies, including the adequacy of the sampling frame, recruitment procedures and potential recruitment rates, effectiveness of the survey instrument, and potential response rates. The final number of respondents and timing for the pre-tests will be determined as part of the survey plan. Based on the results from the pre-tests, the survey plan will be revised to incorporate any appropriate changes in close collaboration with the projects technical advisory group.

Throughout the data collection and acquisition process, the consultant will employ a multistage data quality assurance/quality control (QA/QC) process under the general guidance of the technical advisory groups and MAG staff. Detailed QA/QC procedures should be spelled out in the consultant proposal. Final QA/QC approaches will have to be approved by the MAG project manager. In addition to the primary data collection, the consultant will compile all of the necessary socioeconomic data, network and zone data, and other inputs to provide for the concurrent geocoding and QA/QC procedures.

Special attention will be paid to the specific requirements related to airport security. All survey locations will be exactly specified in the survey design, and required security measures will be determined by the relevant authorities. Survey teams staff might be required to go through background checks, wear special badges, and uniforms and comply with other requirements as will be determined necessary for the proper execution of the surveys.

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### Task 3                      Data Analysis and Model Development

Using the data gathered in the study, the consultant will update, re-calibrate, and improve the existing Sky Harbor International Airport sub-model and will develop a new Phoenix-Mesa Gateway Airport sub-model within the MAG regional travel forecasting model. Documentation of the MAG travel demand model and the Sky Harbor sub-model will be available to interested proposers.

MAG model documentation is available to proposers. Proposers will be required to sign a data license agreement in order to receive the model documentation files. Please refer to the contact information provided under the Proposal Delivery section of this RFP in order to request the license agreement form.

### **Deliverable Products**

The products of this project are listed below. Each working paper should present information in a succinct manner with extensive use of tables, matrices, and drawings. The working papers ultimately will be consolidated into a final report. The exact number of the required copies, delivery methods, and draft review processes will be detailed in the contract with the successful proposer. An administrative draft of each working paper will be submitted in both electronic and hard copy format to the MAG project manager for review. Comments from the MAG project manager will be incorporated into the working paper by the consultant, before it is distributed for external review. Comments received during the external review process will be incorporated into the working paper by the consultant, which will then become a chapter in the draft final report. All main deliverables will be reviewed by the project technical advisory group that includes representatives of MAG, the City of Phoenix, and the City of Mesa. Selected consultants will attend in person or via electronic means the technical advisory group meetings as required. The frequency and details of the meetings will be determined in the contract with the successful proposer.

#### Task 1. Deliverables:

- 1.1      Technical Memorandum with detailed Data Collection and Acquisition Plan including survey design, suggested locations for surveyors, time, specifications for data expansion, and complementary data plans. The acquisition plan must be approved by the MAG project manager and the project technical advisory group.

#### Task 2. Deliverables:

- 2.1      Completed data sets for both Phoenix Sky Harbor International Airport and Phoenix-Mesa Gateway Airport with accompanying documentation including data dictionary.
- 2.2      Report detailing QA/QC procedures used for data collection for both Sky Harbor International Airport and Phoenix-Mesa Gateway Airport.

#### Task 3. Deliverables

- 3.1      Project management documents including, at a minimum, a technical memorandum documenting and detailing the scope and schedule for technical deliverables, shall be provided based on the data that will be available for the sub-models development and calibration. A detailed description of all modeling steps and proposed methodologies should be included in the technical memorandum. The memorandum will describe approaches for trip rate calculations, taxonomy, and specifics of the special generators, trip distribution, and mode choice procedures and results.
- 3.2      The fully operational airport sub-models incorporated in the MAG regional model, including all software source code, compiled executables, and Graphic User Interfaces where applicable.
- 3.3      A complete model documentation incorporated into the MAG model documentation electronic files, including a user's guide, detailed descriptions of the model structure and methods in both graphical and textual forms, and individual modeling procedures with the results of the model calibration.

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- 3.4 A project report documenting surveys (design, samples, locations, etc.), models development, and calibration and validation results. Report delivery dates will be finalized in the contract with the successful proposer.
- 3.5 Completed future and base years model runs with outputs specified in the scope documents. MAG will assist the consultant in performing model runs and models validation.
- 3.6 The final version of the model source code, executables, and all files required to run or modify the sub-models in base and future years.

## PROPOSAL REQUIREMENTS

### Project Cost and Schedule

The estimated time frame for this project is twelve (12) months from the date of the notice to proceed with intermediate deliverables due in accordance with the schedule as agreed to between MAG and the consultant at a cost not to exceed \$400,000. The date of the notice to proceed is anticipated to be mid-September 2011.

### Proposal Delivery

1. Eleven (11) copies of the proposal must be submitted by 2:00 PM Mountain Standard Time (MST) on July 25, 2011, to:

Maricopa Association of Governments  
Attention: Vladimir Livshits  
302 North 1st Avenue, Suite 300  
Phoenix, AZ 85003

Timely receipt of proposals will be determined by the date and time the proposal is received at the above address. Hand delivery is therefore encouraged. No late submissions, facsimile, or electronic submissions will be accepted.

Proposals will be opened publicly and the name of each entity submitting a proposal will be read at 2:05 PM on July 25, 2011, at the MAG Offices, 302 North 1st Avenue, Suite 300, Phoenix, Arizona, 85003.

All material submitted in response to this solicitation becomes the property of MAG and will not be returned. After contract award, the proposals shall be open for public inspection except to the extent that the withholding of information is permitted or required by law. If the offeror designates a portion of its proposal as confidential, it shall isolate and identify in writing the confidential portions in accordance with Arizona Administrative Code R2-7-103; which shall be included in the proposal. Upon receipt of your written notification, MAG will review any portions of the proposal that the proposer considers to be confidential and then make a determination on what should be released. MAG will also notify you in writing of our determination and provide you with an opportunity to respond to our decision prior to releasing the proposal.

2. Any questions regarding this Request for Proposals should be submitted in writing to Vladimir Livshits by fax at (602) 254-6490; or by email at [vlivshits@azmag.gov](mailto:vlivshits@azmag.gov) not later than eight (8) working days prior to the closing date of July 25, 2011. Responses to questions submitted will be posted on the MAG Web site at <http://www.azmag.gov/> under "RFPs and RFQs" not later than five (5) working days prior to the closing date of July 25, 2011. Additional information regarding MAG activities, including Committee meeting schedules, may be found on the MAG Web site <http://www.azmag.gov>.
3. A proposer's conference may be scheduled at MAG's sole discretion. Invited proposers will be given one (1) week's notice to prepare for the conference.

## **Proposal Content**

It is required that the proposal:

1. Be limited to a maximum length of sixty (60) pages, including a cover letter, résumés, and any appendices. The cover letter must be signed by a party authorized to bind the entity submitting the proposal. Covers, dividers, and the proposer's registration form are excluded from the total page count. Blank pages are not included in the total page count.
2. Be prefaced by a brief statement describing the proposer's organization and outlining its approach to completing the work required by this solicitation. This statement shall illustrate the proposer's overall understanding of the project.
3. Contain a work plan which concisely explains how the consultant will carry out the objectives of the project. In the work plan, the proposer shall describe each project task and proposed approach to the task as clearly and thoroughly as possible.
4. Include a preliminary schedule for the project in bar-chart format. Indicate all work plan tasks and their durations. The schedule shall clearly identify project deliverable dates.
5. Contain a staffing plan for the project. The plan shall include the following in table format:
  - a. A project organization chart, identifying the project manager.
  - b. Names of key project team members and/or subconsultants. Only those personnel who will be working directly on the project should be cited.
  - c. The role and responsibility of each team member.
  - d. Percent effort (time) of each team member for the contract period.
  - e. The role and level of MAG technical staff support, if any.
6. Include résumés for major staff members assigned to the project. These résumés should focus on their experience in this type of project.
7. Each firm submitting a proposal is required to certify that it will comply with, in all respects, the rules of professional conduct set forth in A.C.R.R. R4-30-301 (see Appendix A), which is the official compilation of the Rules of Professional Conduct from the Administrative Rules and Regulations for the State of Arizona.
8. Include proposer's recent experience (last five years) in performing work similar to that anticipated herein. This description shall include the following:
  - a. Date of project.
  - b. Name and address of client organization.
  - c. Name and telephone number of individual in the client organization who is familiar with the project.
  - d. Short description of project.
  - e. Consultant team members involved and their roles.
9. A labor cost allocation budget formatted as noted in Appendix B.

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10. All firms proposing on this project will be required to include a “*Proposer’s Registration Form*” (See Appendix C) in the submitted proposal. In addition, a “*Proposer’s Registration Form*” is required to be included for each subcontractor proposed for this project.
  
11. Each firm shall document within its proposal any potential conflicts of interest. A conflict of interest shall be cause for disqualifying a consultant from consideration. A potential conflict of interest includes, but is not limited to:
  - a. Accepting an assignment where duty to the client would conflict with the consultant’s personal interest, or interest of another client.
  - b. Performing work for a client or having an interest which conflicts with this contract.
  - c. Employing personnel who worked for MAG or one of its member agencies within the past three (3) years.
  - d. All relationships with MAG and/or any employees of MAG.

MAG will be the final determining body as to whether a conflict of interest exists.

12. All proposers are required, as specified in 49 CFR 29 (Debarment and Suspension), to certify its eligibility to receive federal funds and a copy of which certification may be furnished to ADOT or other government entities. A certification to that effect is included in this RFP as Appendix F and must be submitted by a proposer in order for the proposer to be considered responsible and their proposal to be considered responsive.
  
13. Anti-Lobbying: MAG complies with the provisions of Section 1352 of Title 31, U.S. Code (Public law 101.121) as codified in Title 48, Federal Acquisition Regulations Subpart 3.8 and Subpart 52.203-11 and 23 CFR 630.112(c)(5). That legislation prohibits Federal funds from being expended by a recipient or any lower tier sub-recipients of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence a Federal agency or Congress in connection with the award of any Federal contract, the making of any Federal grant or loan, or entering into any cooperative agreement, including the extension, continuation, renewal, amendments or modification of any Federal contract, grant, loan, or cooperative agreement.

## PROPOSAL EVALUATION AND SELECTION PROCESS

1. All proposals will be evaluated by an evaluation team consisting of MAG staff and MAG member agency staff. Evaluation criteria include the following:
  - a. Demonstrated understanding of the project through a well-defined work plan consistent with program objectives.
  - b. Clarity of proposal, realistic approach, technical soundness, and enhancements to elements outlined in this Request for Proposals.
  - c. Experience of the project manager and other project personnel in similar studies. Only those personnel assigned to work directly on the project should be cited.
  - d. Proven track record in this area of study. Proposers should identify the principal people who worked on past projects and the amount of time they devoted to the work effort.
  - e. Availability of key personnel throughout the project effort.
  - f. Price, except for the procurement of architectural or engineering (A&E) services.
  - g. Ability and commitment to complete the project within the specified time period, meet all deadlines for submitting associated work products, and ensure quality control.
  - h. Recognition of work priorities and flexibility to deal with change and contingencies.
2. On the basis of the above evaluation criteria, selected firms submitting proposals may be interviewed prior to the selection of a consultant. It is anticipated that firms selected for interviews will be contacted approximately one (1) week prior to the in-person interview date. MAG strongly suggests that the project manager and key members of the consultant team be present at the in-person interview.
3. MAG may conduct discussions with offerors who submit proposals determined to be reasonably susceptible of being selected for award.
4. MAG reserves the right to:
  - a. Cancel this solicitation.
  - b. Reject any and all proposals and re-advertise.
  - c. Select the proposal(s) that, in its judgment, will best meet its needs.
  - d. Negotiate a contract that covers selected parts of a proposal or a contract that will be interrupted for a period or terminated for lack of funds.

## ADMINISTRATIVE REQUIREMENTS

1. This Request for Proposals is for a cost-reimbursement plus fixed fee contract.
2. During the course of the project, a monthly progress report is required to be submitted within ten (10) working days after the end of each month until the final report is submitted. Each report shall include a comprehensive narrative of the activities performed during the month, an estimated percent complete for each project task, monthly and cumulative costs by task, activities of any subcontractors, payments to any subcontractors, a discussion of any notable issues or problems being addressed, and a discussion of anticipated activities for the next month (See Appendix E for format).
3. MAG shall retain ten percent (10%) of the contract amount, withheld from each invoice, as final payment until completion of the project to the satisfaction and acceptance of the work. Final payment shall be made after acceptance of the final product and invoice.
4. An audit examination of the consultant's records may be required.
5. The firm selected will be required to comply with MAG insurance requirements, which may include: Workmen's Compensation, Architects and Engineers Professional Liability insurance, Commercial General Liability insurance, Business Automobile Liability insurance, and Valuable Papers insurance.
6. The firm selected is required to document any potential conflicts of interest during the contract period. A conflict of interest shall be cause for terminating a contract. A potential conflict of interest includes, but is not limited to:
  - a. Accepting an assignment where duty to the client would conflict with the consultant's personal interest, or interest of another client.
  - b. Performing work for a client or having an interest which conflicts with this contract.
  - c. Employing personnel who worked for MAG or one of its member agencies within the past three (3) years.

MAG will be the final determining body as to whether a conflict of interest exists.

7. Non-Discrimination: MAG, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, the Civil Rights Restoration Act of 1987 (Public Law 100.259). 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 proposers that it will affirmatively insure that in any contract entered into pursuant to this solicitation, minority business enterprises will be afforded full opportunity to submit proposals 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. Any contract resulting from this RFP shall contain Title VI compliance language as specified in Appendix D of this RFP.

**APPENDIX A**

**ARIZONA ADMINISTRATIVE CODE R4-30-301**

**CH. 30**

**BOARD OF TECHNICAL REGISTRATION**

**R4-30-301**

**ARTICLE 3. REGULATORY PROVISIONS**

R4-30-301. Rules of Professional Conduct

All registrants shall comply with the following rules of professional conduct:

1. A registrant shall not submit any materially false statements or fail to disclose any material facts requested in connection with an application for registration or certification, or in response to a subpoena.
2. A registrant shall not engage in fraud, deceit, misrepresentation or concealment of material facts in advertising, soliciting, or providing professional services to members of the public.
3. A registrant shall not commit bribery of a public servant as proscribed in A.R.S. § 13-2602, commit commercial bribery as proscribed in A.R.S. § 13-2605, or violate any federal statute concerning bribery.
4. A registrant shall comply with state, municipal, and county laws, codes, ordinances, and regulations pertaining to the registrant's area of practice.
5. A registrant shall not violate any state or federal criminal statute involving dishonesty, fraud, misrepresentation, embezzlement, theft, forgery, perjury, bribery, or breach of fiduciary duty, if the violation is reasonably related to the registrant's area of practice.
6. A registrant shall apply the technical knowledge and skill that would be applied by other qualified registrants who practice the same profession in the same area and at the same time.
7. A registrant shall not accept an engagement if the duty to a client or the public would conflict with the registrant's personal interest or the interest of another client without making a full written disclosure of all material facts of the conflict to each person who might be related to or affected by the engagement.
8. A registrant shall not accept compensation for services related to the same engagement from more than one party without making a full written disclosure of all material facts to all parties and obtaining the express written consent of all parties involved.
9. A registrant shall make full disclosure to all parties concerning:
  - a. Any transaction involving payments to any person for the purpose of securing a contract, assignment, or engagement, except payments for actual and substantial technical assistance in preparing the proposal; or
  - b. Any monetary, financial, or beneficial interest the registrant holds in a contracting firm or other entity providing goods or services, other than the registrant's professional services, to a project or engagement.
10. A registrant shall not solicit, receive, or accept compensation from material, equipment, or other product or services suppliers for specifying or endorsing their products, goods or services to any client or other person without full written disclosure to all parties.

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11. If a registrant's professional judgment is overruled or not adhered to under circumstances where a serious threat to the public health, safety, or welfare may result, the registrant shall immediately notify the responsible party, appropriate building official, or agency, and the Board of the specific nature of the public threat.
12. If called upon or employed as an arbitrator to interpret contracts, to judge contract performance, or to perform any other arbitration duties, the registrant shall render decisions impartially and without bias to any party.
13. To the extent applicable to the professional engagement, a registrant shall conduct a land survey engagement in accordance with the April 12, 2001 Arizona Professional Lands Surveyors Association (APLS) Arizona Boundary Survey Minimum Standards, as adopted by the Board on June 15, 2001, the provisions of which are incorporated in this subsection by reference and on file with the Office of the Secretary of State. This incorporation by reference does not include any later amendments or editions and is available at the Board's office and APLS at <http://www.aia.org>.
14. A registrant shall comply with any subpoena issued by the Board or its designated administrative law judge.
15. A registrant shall update the registrant's address and telephone number of record with the Board within 30 days of the date of any change.
16. A registrant shall not sign, stamp, or seal any professional documents not prepared by the registrant or a bona fide employee of the registrant.
17. Except as provided in subsections (18) and (19), a registrant shall not accept any professional engagement or assignment outside the registrant's professional registration category unless:
  - a. The registrant is qualified by education, technical knowledge, or experience to perform the work; and
  - b. The work is exempt under A.R.S. § 32-143.
18. A registered professional engineer may accept professional engagements or assignments in branches of engineering other than that branch in which the registrant has demonstrated proficiency by registration but only if the registrant has the education, technical knowledge, or experience to perform such engagements or assignments.
19. Except as otherwise provided by law, a registrant may act as the prime professional for a given project and select collaborating professionals; however, the registrant shall perform only those professional services for which the registrant is qualified by registration to perform and shall seal and sign only the work prepared by the registrant or by the registrant's bona fide employee.
20. A registrant who is designated as a responsible registrant shall be responsible for the firm or corporation. The Board may impose disciplinary action on the responsible registrant for any violation of Board statutes or rules that is committed by a non-registrant employee, firm, or corporation.
21. A registrant shall not enter into a contract for expert witness services on a contingency fee basis or any other arrangement in a disputed matter where the registrant's fee is directly related to the outcome of the dispute.

Amended by final rulemaking at 12 A.A.R. 1609, effective July 1, 2006 (Supp. 06-2).

## APPENDIX B

### LABOR COST ALLOCATION BUDGET SAMPLE

Available in Excel on request

PRIME CONSULTANT		Hours by Personnel and Task Description					
Personnel	Raw Direct Hourly Rate	Task 1 (Task Description)	Task 2 (Task Description)	Task 3 (Task Description)	Task 4 (Task Description)	Total Hours	Total Cost
Personnel 1	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 2	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 3	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 4	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 5	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 6	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 7	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 8	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 9	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 10	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 11	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 12	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 13	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 14	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 15	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 16	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 17	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 18	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 19	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Personnel 20	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
<b>Total Task Hours</b>		0.00	0.00	0.00	0.00	0.00	
Total Task Cost		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Overhead (or Fringe) Rate (Audited Rate)	1.2500	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Total Labor with Overhead		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Fee (10% max rate)	10%	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Labor With Overhead and Fee</b>		\$ -	\$ -	\$ -	\$ -		\$ -
PRIME CONSULTANT		Directly Reimbursable Expenses					
Reimbursable Expenses		Task 1	Task 2	Task 3	Task 4		Total Cost
Postage		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Copying/Printing		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Travel		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Local Travel		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
PI Meeting Materials		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Focus Group Incentives		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Display Boards		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Miscellaneous		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Other (Description)		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Prime Reimbursable Expenses</b>		\$ -	\$ -	\$ -	\$ -		\$ -
SUBCONSULTANTS		Task Hours					
Personnel	Loaded Hourly Rate	Task 1 (Task Description)	Task 2 (Task Description)	Task 3 (Task Description)	Task 4 (Task Description)	Total Hours	Total Cost
Subconsultant 1	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Subconsultant 2	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Subconsultant 3	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Subconsultant 4	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
Subconsultant 5	\$0.0000	0.00	0.00	0.00	0.00	0.00	\$0.00
<b>Total Task Hours</b>		0.00	0.00	0.00	0.00	0.00	
<b>Total Subconsultant Costs</b>		\$ -	\$ -	\$ -	\$ -		\$ -
Total Costs By Task							
TOTAL COST SUMMARY		Task 1 (Task Description)	Task 2 (Task Description)	Task 3 (Task Description)	Task 4 (Task Description)		Total Cost
<b>Total Labor With Overhead and Fee</b>		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Prime Reimbursable Expenses</b>		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Subconsultant Costs</b>		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>GRAND TOTAL</b>		\$ -	\$ -	\$ -	\$ -		\$ -

v-6.10.2008

APPENDIX C

PROPOSER'S REGISTRATION FORM

All firms proposing as prime contractors or subcontractors on Maricopa Association of Governments (MAG) projects are required to be registered. **Please complete this form and return it with your proposal.**

If you have any questions about this registration form, please call the MAG Fiscal Services Manager, (602) 254-6300.

1. GENERAL INFORMATION:

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

Street Address: \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Web address: \_\_\_\_\_ Year firm was established \_\_\_\_\_

*Check all that apply:*

Is this firm a prime consultant? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this firm a sub-consultant? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, Identify specialty: \_\_\_\_\_

Is this firm a certified DBE? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, by whom? \_\_\_\_\_

Is this firm currently debarred? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this firm currently the subject of debarment proceeding? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. FINANCIAL INFORMATION

Firm's annual gross receipts (average of last three years)

- \_\_\_\_\_ <\$300,000
- \_\_\_\_\_ \$300,000 - \$599,999
- \_\_\_\_\_ \$600,000 - \$999,999
- \_\_\_\_\_ \$1,000,000 - \$4,999,999
- \_\_\_\_\_ >\$5,000,000

Information will be maintained as confidential to the extent allowed by federal and state law. The undersigned swears that the above information is correct. Any material misrepresentation may be grounds for terminating any contract which may be awarded and initiating action under federal and state laws concerning false statements.

\_\_\_\_\_  
Name, Title Date

## APPENDIX D

### TITLE VI AGREEMENT/CONTRACT REQUIREMENTS

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, or sex in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, or sex.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Arizona Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Arizona Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Arizona Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
  - b. cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs 1 through 6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract, or procurement as the Arizona Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Arizona Department of Transportation to enter into such litigation to protect the interests of the Arizona Department of Transportation, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

**APPENDIX E**  
**PROGRESS REPORT FORMAT**

**(Progress Report Format - SAMPLE)**

(Consultant's Letterhead)

April 15, 2010

(MAG Project Manager)  
Maricopa Association of Governments  
302 North First Avenue, Suite 300  
Phoenix, Arizona 85003

Re: Progress Report No. 3 and Invoice for the Period of March 2010

*For Each Task, the consultant is to provide the percent of work completed to date, a narrative describing the work accomplished, data obtained, problems encountered, meetings held and reports and/or data produced. It is the responsibility of the consultant to document that the work accomplished for each task during the reporting period is commensurate with the amount of money billed for the task in the invoice.*

*The narrative describing the work accomplished should be of sufficient detail to enable the Project manager to clearly understand the progress on the task during the reporting period. Wherever possible, the consultant should submit along with the progress report appropriate documentation of work accomplished, such as partial or complete draft technical reports or working papers, etc.*

**TASK 1 - DATA COLLECTION**

Percent of Work Completed: 100 percent.

Work Accomplished: A database in both hard copy and electronic format was developed and a methodology for keeping the database current was established.

Data Obtained: Information on the transportation facilities was secured for each of the facilities in the study area. The data included, but was not limited to: name, location, and current and historical traffic levels.

Meetings Held: The following meetings were held in connection with the data collection effort:

March 15, 2010, with the MAG project manager to review data collected for the facilities.

March 21, 2010, with the Advisory Committee to obtain input on the data collection process.

March 23, 2010, with MAG staff to review comments on preliminary database.

March 25, 2010, with the public and special interest groups to obtain input on the distribution of the database.

Reports or Data Produced: A database in electronic format was produced and provided to MAG staff on March 29, 2010.

## **Maricopa Association of Governments Request for Proposals – 2012 Airport Ground Survey**

### **TASK 2 - INVENTORY**

Percent of Work Completed: 100 percent.

Work Accomplished: A facilities inventory was completed, and the data obtained in Task 1 were compiled into a Draft Inventory Technical Report for distribution to the Advisory Committee.

Data Obtained: See Task 1.

Meetings Held: The following meetings were held:

March 1, 2010, met with MAG staff to finalize the outline for the Inventory Technical Report.

March 10, 2010, met with the MAG project manager to obtain suggestions on methods for comparing facility information.

Reports or Data Produced: A draft Inventory Technical Report was produced and distributed to members of the Advisory Committee for review and comment.

### **TASK 3 - FORECASTS**

Percent of Work Completed: 100 percent.

Work Accomplished: Forecasts of travel demand on inventoried facilities were prepared for 2010 and 2020. The forecasts were consistent with County control totals reviewed by the Advisory Committee last month. The forecasts included a breakdown by facility type.

Data Obtained: See Task 1.

Meetings Held: March 21, 2010, met with MAG staff to discuss comments on preliminary forecast results.

Reports or Data Produced: A draft forecasts report was produced and distributed to members of the Advisory Committee for review and comment.

### **TASK 4 - DEMAND/CAPACITY ANALYSIS AND FACILITY REQUIREMENTS**

Percent of Work Completed: 60 percent.

Work Accomplished: An hourly capacity was computed for each of the inventoried facilities using the federal guidance provided by MAG staff.

Data Obtained: See Task 1.

Meetings Held: A meeting was held on March 25, 2010 to discuss the differences between the capacity calculations for this study versus previous studies.

Reports or Data Produced: None. However, a draft set of capacity estimates is enclosed documenting the assumptions and data input used to prepare the estimates.

### **TASK 5- ALTERNATIVES**

Percent of Work Completed: 25 percent.

Work Accomplished: Other regional plans were examined to determine the type of alternatives that were used to meet future demand.

Data Obtained: Regional plans from San Diego, Los Angeles, Denver, Seattle Tucson and Chicago were collected.

**Maricopa Association of Governments Request for Proposals – 2012 Airport Ground Survey**

Meetings Held: On March 18, 2010, a meeting was held with planners for the Pima Association of Governments to discuss alternatives.

Reports or Data Produced: None.

**TASK 6 - EVALUATION OF ALTERNATIVES**

Work on this task has not begun.

**TASK 7 - RECOMMENDATIONS**

Work on this task has not begun.

**TASK 8 - IMPLEMENTATION**

Work on this task has not begun.

Problems Encountered

Some of the capacity calculations prepared for the study were different from the capacity calculations used in previous studies. These differences were discussed and resolved at a meeting held with MAG staff on March 25, 2010.

Invoice: The enclosed invoice is for the third progress payment of \$17,679.20. The total amount billed to date is \$48,250.00.

Sincerely,

Project Manager Name  
Project Manager Title

Enclosure

**APPENDIX F**

**DEBARMENT/SUSPENSION CERTIFICATION**

STATE OF \_\_\_\_\_ )

SS. \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_ of the City of \_\_\_\_\_, in the County of \_\_\_\_\_ and the State of \_\_\_\_\_, of full age, being duly sworn according to the law of my oath depose and say that:

In accordance with the terms of U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR Part 1200, which adopts and supplements the provisions of U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," 2 CFR Part 180:

1. Proposer certifies to the best of its knowledge and belief, that it and its principals, including its first tier subcontractors: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded or disqualified from covered transactions by any Federal department or agency; (b) Have not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction; violation of any Federal or State antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in subparagraph (1)(b) of this certification; (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Proposer certifies that it and its principals, including its first tier subcontractors will treat each lower tier contract or lower tier subcontract under the Project that (a) equals or exceeds \$25,000, (b) is for audit services, or (c) requires the consent of a Federal official, as a covered contract for purposes of 2 CFR Part 1200 and 2 CFR Part 180, and will otherwise comply with the Federal requirements of 2 CFR Part 1200 and 2 CFR Part 180, and will assure that each lower tier participant involved in the Project is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded or disqualified from participation in this transaction by any Federal department or agency;
3. Proposer certifies that if, later, it or its principals, including any of its first tier subcontractors, become aware of any information contradicting the statements of subparagraphs (1)(a) through (d) above, it will promptly provide any necessary information to MAG;
4. If proposer or any of its principals, including any of its first tier subconsulatnts or lower tier participants, is unable to certify to the statements within paragraphs 1, 2, and 3 above, the proposer shall indicate so on its Signature Page.
5. The proposer further certifies that their firm is not currently debarred, suspended, or proposed for debarment or suspension by the State of Arizona, or any subdivision thereof.

**Maricopa Association of Governments Request for Proposals – 2012 Airport Ground Survey**

6. Proposer agrees to notify MAG of any change in the status or facts certified above, should one occur, until such time as the Contract is actually executed by MAG, and thereafter during performance of the Contract.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Printed/Typed Name of Proposer

Corporate seal (if applicable)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2011, in the County of \_\_\_\_\_,  
State of \_\_\_\_\_

\_\_\_\_\_  
Notary Public