

REQUEST FOR PROPOSALS

**MARICOPA ASSOCIATION OF GOVERNMENTS (MAG)
Interstate 10/Interstate 17 Corridor Master Plan (FY 2014)**



AUGUST 22, 2013

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PUBLIC NOTICE

REQUEST FOR PROPOSALS:

Interstate 10/Interstate 17 Corridor Master Plan (FY 2014)

The Maricopa Association of Governments (MAG), in association with Arizona Department of Transportation (ADOT), Federal Highway Administration (FHWA), Regional Public Transportation Authority (RPTA) and Valley Metro Rail, Inc. (VMR), is requesting proposals from qualified Consultants for developing the Interstate 10/Interstate 17 Corridor Master Plan (FY 2014). The study area for this project is identified as a corridor consisting of Interstate 10 from its interchange with Interstate 17 south and east of Downtown Phoenix near Phoenix-Sky Harbor International Airport (interchange commonly referred to as "the Split") to its junction with Arizona State Route 202 Loop (SR-202L)/Santan and South Mountain Freeways (at the interchange commonly referred to as "the Pecos Stack"); and Interstate 17 from the Interstate 10 Split interchange to Arizona SR-101L/Agua Fria and Pima Freeways (at the interchange commonly referred to as "the North Stack"). The study area land limits to either side of the corridor have been preliminarily identified as one-mile east and west; however these may be expanded. The corridor is located in Maricopa County and within the cities of Chandler, Tempe, and Phoenix, and the Town of Guadalupe. This project will be managed by MAG and should be completed within thirty months from the notice to proceed at a cost not to exceed \$2,500,000.

Detailed proposal requirements may be obtained by contacting the MAG Office at the address indicated below or may be downloaded from www.azmag.gov, under "RFPs and RFQs" For further information, please submit questions in writing by email to the attention of Bob Hazlett @ bhazlett@azmag.gov not later than ten (10) working days prior to the closing date of October 3, 2013. Any addenda responding to questions will be posted on MAG's website at www.azmag.gov under "RFPs and RFQs" not later than six (6) working days prior to the closing date of October 3, 2013.

Proposals will be accepted until 10:45 a.m. (MST) (Mountain Standard Time) on October 3, 2013, at MAG, 302 North First Avenue, Suite 200, Phoenix, AZ 85003. MAG's business hours are 8:00 a.m. to 5:00 p.m., (MST), Monday through Friday.

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PROJECT DESCRIPTION

Introduction

The Maricopa Association of Governments (MAG), in association with Arizona Department of Transportation (ADOT), Federal Highway Administration (FHWA), Regional Public Transportation Authority (RPTA) and Valley Metro Rail, Inc. (VMR), is requesting proposals from qualified Consultants for developing the Interstate 10/Interstate 17 Corridor Master Plan (FY 2014). The study area for this project is identified as a corridor consisting of Interstate 10 from its interchange with Interstate 17 south and east of Downtown Phoenix near Phoenix-Sky Harbor International Airport (interchange commonly referred to as “the Split”) to its junction with Arizona State Route 202 Loop (SR-202L)/Santan and South Mountain Freeways (at the interchange commonly referred to as “the Pecos Stack”); and Interstate 17 from the Interstate 10 Split interchange to Arizona SR-101L/Agua Fria and Pima Freeways (at the interchange commonly referred to as “the North Stack”). The study area limits to either side of the corridor have been preliminarily identified as one-mile east and west; however may be expanded. The corridor is located in Maricopa County and within the cities of Chandler, Tempe, and Phoenix, and the Town of Guadalupe. This project will be managed by MAG and should be completed within 30-months from the notice to proceed at a cost not to exceed \$2,500,000.

Background

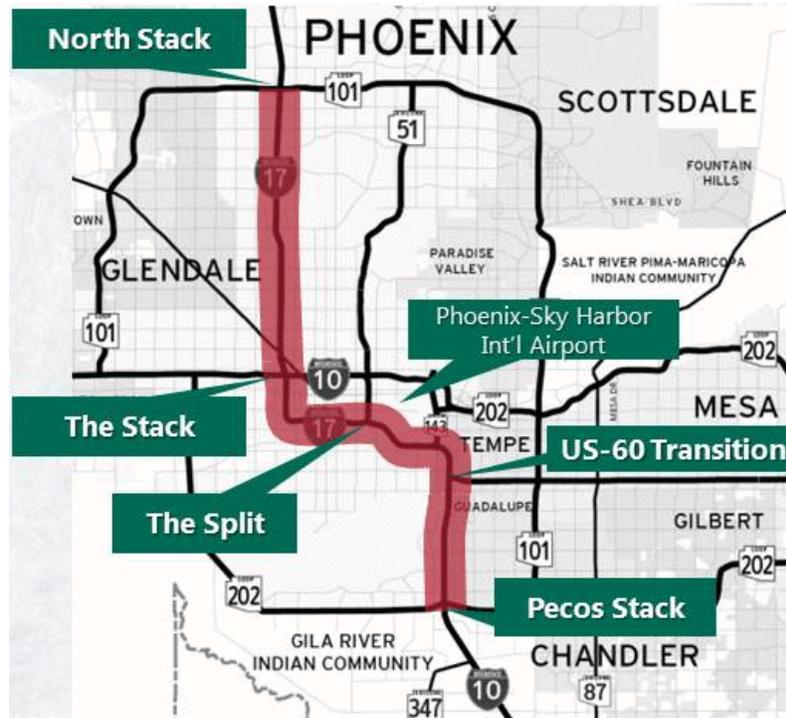
The Maricopa Association of Governments (MAG) is the designated Metropolitan Planning Organization (MPO) for transportation planning for the metropolitan Phoenix area. MAG is also designated as Air Quality Planning Agency for the region. MAG membership consists of 27 incorporated cities and towns within Maricopa and Pinal Counties and the contiguous urbanized area, Gila River Indian Community, Salt River Pima-Maricopa Indian Community, Fort McDowell Yavapai Nation, Maricopa County, Pinal County, Arizona Department of Transportation (ADOT), and Citizens Transportation Oversight Committee (CTOC). ADOT and CTOC serve as ex-officio members for transportation-related issues.

MAG, ADOT, and FHWA, have entered into a partnership for establishing a Corridor Master Plan for planning, determining, and implementing Regional Transportation Plan improvements to Interstate 10 and Interstate 17 and parallel arterial corridors in the Phoenix Metropolitan area. RPTA and VMR will also assist with developing this Corridor Master Plan. This project’s management partners recognize the corridor under study as “the Spine”; this project is a combination of both freeways serving as the entire regional freeway system’s backbone. Interstate 10’s and Interstate 17’s operation, affects all other freeway corridors feeding the Spine, as well as the Valley’s entire arterial street system.

Latest corridor volumes range from 90,000 vehicles per day (Interstate 17 near Adams Street) to 262,000 vehicles per day (Interstate 10 at 32nd Street), and averages around 170,000 vehicles per day for the 35-mile corridor. Presently, the corridor ranges from three- to five- general-purpose lanes plus one high occupancy vehicle (HOV) lane in each direction, with the exception of Interstate 17 between the Split and the Interstate 10 interchange (the Stack). Auxiliary lanes are common and generally located between the mile-spaced service interchanges configured as tight urban diamonds or single point urban interchanges (SPUI). Interstate 17 has frontage roads along its entire length between the Interstate 10 Split and SR-101L North Stack interchanges. The corridor has six system interchanges providing connections to other Valley freeways. Both freeway corridors are under

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ADOT maintenance jurisdiction with federal oversight by FHWA as both freeways are interstate routes and are part of the National Highway System.



Presently, the MAG Regional Transportation Plan (RTP) has programmed \$648.5 million for the capacity expansion of Interstate 10 between 40th Street and the SR-202L Pecos Stack interchange. The RTP also has \$821.6 million programmed for capacity expansion of Interstate 17 between the Interstate 10 Split and SR-101L North Stack interchanges. Combined, the RTP has \$1.47 billion programmed for improving the Interstate 10/Interstate 17 “the Spine.”

The purpose behind this Corridor Master Plan is to provide guidance in establishing a project or group of projects contributing to and meeting a regional vision for Interstate 10 and Interstate 17. Included in this outcome will be a planning-level estimate of costs, environmental clearance needs, determination of engineering and operational acceptance for changes in interstate highway access, central mitigation and implementation strategy, and timing for project construction.

A key project component will be studying alternative parallel arterial corridors within Chandler, Guadalupe, Phoenix, and Tempe to identify how potential operational and roadway improvements along these roadways can help improve the overall reliability of operations in the corridor as well as meet the travel demand. From previous studies, a large-scale widening of Interstate 10 and Interstate 17 is difficult and costly due to right-of-way constraints, projected improvement costs, and air space requirements at Phoenix-Sky Harbor International Airport. This Corridor Master Plan should also consider the following items: Transit Integration, Freight Considerations, Advanced Traffic Management as depicted in the following graphic, when establishing this project's recommendations.

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Transit Integration	Freight Considerations	Advanced Traffic Management
<ul style="list-style-type: none">• Integrated Bus-DHOV Operations.• Connected Park and Ride Facilities.• High Capacity Transit Options.	<ul style="list-style-type: none">• Better Commercial Vehicle Connections to enhance staging and operations.• Providing reliable traffic data for freight routes.	<ul style="list-style-type: none">• Coordinated Ramp Metering.• Integrated Corridor Management.• Commuter Data and Response.• Improved HOV Management.

Through discussion with the project's partners, the corridor study area has been expanded and is preliminarily defined as one mile on either side of the corridor to identify regional improvements to the Interstate Highways in combination with improvements to adjacent arterial facilities to meet existing and future travel needs.

Project Organization

Since suspending two National Environmental Policy Act of 1969 (NEPA) Environmental Impact Statement (EIS) projects for Interstate 10 and Interstate 17 in 2012, logistical planning has taken place among MAG, ADOT, and FHWA to establish a policy and technical framework for developing a Corridor Master Plan. The Interstate 10/Interstate 17 Corridor Master Plan (FY 2014) is part of a process to improve the corridor as illustrated in the following graphic:

Prospective proposers should consider the following stakeholder involvement structure in developing their work program proposal as depicted by the following:

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- **Charter Partners** – By the time this project is initiated, the Charter Partners will be established to provide oversight on policy matters related to decisions in developing the project. Elected officials from the cities of Chandler, Tempe, Phoenix and the Town of Guadalupe, as well as representation from MAG, ADOT, FHWA, RPTA and VMR, will be a part of this group. These partners will sign a formal Project Charter, summarizing project goals, before work starts on this project’s technical tasks. Quarterly meetings are envisioned for the Charter Partners for presentation, review and comment.
- **Management Partners** – For day-to-day project delivery, ADOT and FHWA representatives will support MAG’s project manager as Management Partners. These partners’ primary responsibilities will be ensuring schedule compliance, providing guidance on delivering the scope of the study, providing direction to the consultant team, reviewing documents and work products, and ensuring adequate resource availability from their respective agencies. This project’s Management Partners have met since April 2013 and have engaged an *Operating Principles* agreement to oversee project development. These partners have been, and plan to continue to meet weekly for the project duration.



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- **Planning Partners** – These partners will provide technical oversight of the project’s key deliverables. Planning Partners representatives include management and technical staffing from the cities of Chandler, Tempe, Phoenix, the Town of Guadalupe, MAG, ADOT, FHWA, RPTA and VMR. The cities will provide representatives from their city manager, aviation, streets, and transit departments, as appropriate. Every other week meetings are anticipated for the Planning Partners.
- **Agency Partners** – As project recommendations could affect the Valley’s transportation future, a second technical advisory team is envisioned to meet as needed to provide collaboration, early coordination, and recommendations needed for plan implementation. Representatives to these partners may include, but not be limited to, U.S. Army Corps of Engineers, Federal Aviation Administration, Federal Transit Administration, Western Area Power Administration, Flood Control District of Maricopa County, neighboring MAG member agencies (e.g., cities of Glendale, Mesa and Tolleson, Maricopa County, and Gila River Indian Community), other City of Phoenix departments (e.g., Community and Economic Development, Planning and Development, and Public Works), and other agencies identified during the study process. The study will follow the Planning-Environmental Linkages Process, which includes completing an initial checklist that will identify the appropriate representatives for the Agency Partner group, and the level of involvement of each.

In addition to this project’s formal Partner groups, the CONSULTANT will provide coordination with a fifth group: the project’s Stakeholders. There are varying affected groups, individuals, and interests throughout the 35-mile corridor with mutual and diverse interests in the project’s outcome. Groups include, but are not limited to, Phoenix Village Planning committees, trucking and freight providers, private transportation providers, service organizations, homeowner associations, land developers, and the general public. Regular and consistent coordination with these stakeholders will be an important project outcome.

This structure of four project partner and stakeholder groups represent current thinking for guidance and project delivery. In their proposal, prospective consultants are encouraged to comment upon this logistical structure and make recommendations for alternatives if appropriate. However, the CONSULTANT should consider the Charter Partners and Management Partners as established and operational entities when the project’s technical tasks begin.

Tentative Project Goals and Objectives

The project's tentative overall goal is to develop a Corridor Master Plan by determining and prioritizing operational, capacity, and safety improvements. The goal is considered tentative until formal approval by the Charter Partners. Within this overall tentative goal are these following preliminary objectives:

1. Establish a system of overall corridor operating principles to effectively identify the Spine’s long-term character. These operating principles will be cooperatively developed by this project’s lead agencies, evaluated by stakeholders, and adopted by the Charter Partners.
2. Optimize the corridor to improve its travel time reliability and accommodate existing and long-term travel demand for the movement of people and goods movement. These improvements will also address the need for arterials to support regional travel during congested periods and major incidents.

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3. Examine opportunities for incorporating alternative transportation modes wherever possible. These opportunities may include, but are not limited to, expanding local bus service, express bus service, bus rapid transit, light rail, and commuter rail in the study area and identifying support facilities, such as direct HOV (DHOV) ramps, park and ride lots, and bicycle and pedestrian facilities into the area framework.
4. Establish an implementation strategy for delivering this project's recommendations. Included will be identification of a project, or group of projects, with reasonable minimum operating segments or logical termini to facilitate future environmental clearance processes, and a mitigation system for addressing adverse impacts by the proposed actions.
5. Coordinate with the project's Partners and Stakeholders on a continuing basis to receive consent for the project's proposed actions. This includes establishing a concurrence/consensus management system for recording approvals at specific points within the work program from Charter Partners, Management Partners, Planning Partners, and Agency Partners.

SCOPE OF SERVICES

The following Scope of Services has been developed for the Interstate 10/Interstate 17 Corridor Master Plan (FY 2014). Interested consultants should submit a work program using this Scope of Services as the basis for their proposal. However, proposers are encouraged to develop an innovative process for this project with a more detailed work program proposal and possibly tasks differing from the following Scope of Services. The CONSULTANT'S proposal should provide a correspondence table between their proposal and the following work program should there be a desire to change, add, or delete any of the following tasks.

Proposed Environmental Planning Extents

This project's key outcome is an Improvement and Implementation Strategy documented as a Corridor Master Plan to appropriately manage travel demand and movements in the Interstate 10 and Interstate 17 corridor. The strategy is envisioned to identify a project, or group of projects, to incorporate into the Regional Transportation Plan and Transportation Improvement Program. Phases of the project, or group of projects, will then be programmed for future environmental clearances, and eventual design, right of way, and construction.

Understanding NEPA is essential in developing this project and its key outcome. Previous corridor studies by ADOT and FHWA have been Environmental Impact Statements (EIS) for specific actions to add capacity to both interstates. Both EIS projects were suspended in 2012 due to varying issues; there was a change in thinking by local officials on how this corridor should accommodate existing and future travel demand. Therefore, this study will investigate various operating strategies for the corridor which were not evaluated during the previous environmental efforts, but may incorporate some strategies developed during the previous projects mentioned above.

This Corridor Master Plan is not being developed as a NEPA-specific project (i.e., Tier I Environmental Impact Statement or Environmental Assessment). However, MAG wants the work program to include every reasonable effort to address as many NEPA planning resources as possible, for providing early coordination, that could advance the project, or group of projects environmentally at a planning level. At a minimum, this project should address the Planning and

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Environmental Linkages checklist developed by ADOT in February 2012 (available [here](#)) for reference in subsequent environmental planning processes.

Task 1 – Initiate Project

The CONSULTANT will begin with an administrative task to lay an operational framework with the following guidance reports:

- **Project Management Plan** – The CONSULTANT will produce a document summarizing an administrative process for project management. While the overall governing process for project delivery is administered in the contract, this plan should focus upon, but not be limited to, conflict resolution, data management, intermediate tasks scheduling, quality control/quality assurance measures, branding, and inter-agency coordination.
- **Decision Making Process** – At certain points in the Work Program, decisions will be needed from the project’s Partners on matters related to outcomes and products. During this first task, the CONSULTANT will prepare a document to identify those points where formal concurrence and consensus are needed and propose a process for receiving and memorializing these agreements. This document is considered separate from the Project Management Plan as it outlines where and when decisions are needed. The Charter Partners will be responsible for review of and acceptance of this guidance document. At the conclusion of each study task, the CONSULTANT is expected to prepare a Concurrence and Consensus Point Summary if applicable. This will document the acceptance of each Concurrence or Consensus point by the appropriate Partner Group(s).
- **Public Involvement Plan** – In the previous section, project stakeholders representing affected public interests were identified as the fifth group for providing oversight in project development. The CONSULTANT will develop a Public Involvement Plan identifying how to receive and analyze public input throughout this project. At a minimum, this plan should address methods for receiving input (e.g., forums, focus groups, on-line town halls, etc.), incorporating social media tools, and summarizing collected responses in a format to help the decision-making process. The Public Involvement Plan should also identify timelines for meeting with, but not be limited to, MAG Regional Council, MAG Transportation Policy Committee, MAG Management Committee, MAG Transportation Review Committee, MAG Transit Committee, State Transportation Board, Citizens Transportation Oversight Committee, Maricopa County Board of Supervisors, RPTA and VMR Boards of Directors, and MAG member agency city councils and planning commissions.

As needed, the CONSULTANT is expected to meet with Management Partners and Planning Partners to establish these work products. Where appropriate, the guidance reports should also describe when and how printed and electronically-displayed material is used throughout the project and in its deliverables.

Work products for Task 1 are expected to include, but not be limited to:

- Project Management Plan
- Decision Process Memorandum

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- Public Involvement Plan

Task 2 – Develop Corridor Base and Future Conditions

Until 2012, ADOT and FHWA were developing EIS's for improving large portions of Interstate 10 and Interstate 17. The CONSULTANT will use data from these two studies as a starting point for this task. Upon examination, additional data needs will be identified to properly represent base conditions along both interstate freeways.

Defining what is included in the Corridor Base Conditions report will be collaboratively identified among the CONSULTANT, Management Partners, and Planning Partners. Part of this task is collecting and summarizing relevant baseline environmental resource data (e.g., biological resources, hazardous materials, transportation, etc.) in an environmental overview of existing conditions within the study area. MAG wants this project to address as many NEPA resource factors as possible. In meeting this intent, the process must at a minimum identify potential environmental "priority" resources requiring avoidance or minimizing impacts and/or those resources with potentially lengthy environmental clearance processes. MAG believes data from the suspended EIS projects serves in establishing this overview.

The CONSULTANT will also identify Corridor Future Conditions based upon 2040 socio-economic data adopted by MAG Regional Council in June 2013. MAG will provide travel demand, microsimulation model, and Regional Transportation Plan data. The CONSULTANT will need to examine demand and microsimulation forecasts and identify potential safety issues resulting from greater travel demand throughout the study area.

After establishing Corridor Base and Future Conditions, the CONSULTANT will develop a Needs and Opportunities assessment for Interstate 10, Interstate 17, and appropriate principal arterials and other corridors. The Management Partners consider this assessment as a precursor for establishing Purpose and Need, as well as this project's concepts and alternatives. The CONSULTANT will also use this assessment to refine Study Area definition as one-mile limits along each side of the corridor.

Work products for Task 2 are expected to include, but not be limited to:

- Concurrence and Consensus Points Summary
- Corridor Base Conditions Technical Report
- Corridor Future Conditions Technical Report
- Needs and Opportunities Assessment

Task 3 – Establish Preliminary Purpose and Need Statement

Using a Needs and Opportunities Assessment, the CONSULTANT will prepare the Corridor Master Plan Preliminary Purpose and Need Statement and associated activities to begin the alternatives development process. MAG does not believe this project's Preliminary Purpose and Need Statement has to be at the same level of detail as one developed during a specific NEPA process. However, the more detail that is provided now reduces the time spent on refining Purpose and Need in future NEPA processes.

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Within this task's context, MAG wants the CONSULTANT to use the Opportunities identified in the previous task to help frame the 'Purpose' portion of Purpose and Need. The evaluation process begins with the Charter Partners, Management Partners, Planning Partners, and stakeholders' participation to early identify a range of corridor concepts demonstrated to meet the project purpose. The concept process affords an opportunity to test different corridor-operating principles. Concept examples could include, but not be limited to, advanced traffic management, integrated corridor management, congestion-pricing, transit fixed guideway, transit bus operations, and general-capacity improvements. Each corridor concept will be subject to an evaluation process that compares each to the preliminary purpose and need, and recommends concepts determined to be most feasible for the Spine corridor. These concepts will be summarized, analyzed, and documented in a Master Plan Alternative Concepts Technical Report.

MAG recently applied this process on the US-60/Grand Avenue Corridor Optimization, Access Management Plan, and Systems Study (COMPASS) to save time in establishing this project's alternatives. By identifying concepts that fulfill the project purpose and meet the needs in the corridor early on, and by having the Partners and project stakeholders provide early comments, the study process can then be directed towards refining alternatives to meet the vision for operations along Interstate 10, Interstate 17 and the supporting roadway network. Charter Partner approval of Alternative Concepts and Preliminary Purpose and Need Statement as a concurrence/consensus point is needed before proceeding with the remaining work program tasks.

The work products for this task include:

- Master Plan Alternative Concepts Technical Report
- Corridor Master Plan Preliminary Purpose and Need Statement

Task 4 – Select Reasonable Alternatives

Based upon the previous task's outcome, the CONSULTANT will refine the approved Concepts into alternatives. All design criteria will be consistent with AASHTO and ADOT guidelines with possible design variances, based upon discussions with Management Partners as documented in the alternatives development process. The CONSULTANT will initially establish an evaluation process consisting of system performance targets and evaluation criteria.

A no-action alternative will be established in consultation with the Management Partners and Planning Partners. This alternative will include the Interstate 10 and Interstate 17 interim improvement strategy and other Regional Transportation Plan projects.

It is common to develop and screen many alternatives simultaneously and apply more than one level of analysis to many of the alternatives. The development and screening process goal is to identify and refine transportation improvements to Interstate 10, Interstate 17, and the supporting parallel arterial roadway network best meeting the Preliminary Purpose and Need Statement, while protecting the natural and built environments. Information from this process can then be used to identify the alternatives and eliminate those that are unreasonable prior to NEPA. As such, documenting the alternatives analysis and evaluation is critical as this project's data will be used during future NEPA processes. The CONSULTANT will document criteria (e.g., technical, environmental, economic, etc.) used to screen alternatives, identify participants from the Planning Partners and Agency Partners involved in the screening process, and identify when in the process, certain alternatives were eliminated.

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In their proposal, prospective consultants should clearly identify their methods as the process could involve multiple layers of screening criteria. Given this complexity, a proposed work flow chart is recommended illustrating the CONSULTANT'S method, clearly identifying the following:

- consultation meetings with the Partners and stakeholders
- concurrence and consensus points for the Charter Partners
- risk analysis that depicts potential process issues
- strategies for avoiding or minimizing risk
- the performance goals for successfully identifying this project's alternatives

The CONSULTANT submittal should indicate the number of alternatives expected to be carried forward for evaluation. The CONSULTANT may also want to consider bundling strategies to keep the number manageable.

Work products from this task will include:

- Alternatives Evaluation Process Plan and Evaluation Criteria Technical Report
- No-Action Alternative Technical Report
- Alternatives Development Process Activities
- Concurrence and Consensus Point Summaries
- Corridor Master Plan Recommended Alternatives

Task 5 – Evaluate Alternatives

In this task, the CONSULTANT will analyze the recommended alternatives against performance targets and assess their potential impacts. As each alternative contains different project sets, the CONSULTANT should complete performance testing on the entire corridor alternative as well as individual projects within that alternative. The latter provides an opportunity to mix and match highly performing projects in developing this project's recommendation.

The CONSULTANT will also study each alternative and identify potential direct and indirect impacts by the proposed actions against the environmental overview covering priority resources developed in Task 2. Impacts may be either environmental (e.g., biological, historical, etc.) or social, and may be either beneficial or adverse. The CONSULTANT will complete technical studies priority resource impact evaluation. The CONSULTANT will also identify appropriate adverse impact mitigation strategies, in consultation with Management Partners, Planning Partners, and Agency Partners, to ascertain such a program's magnitude in terms of cost, coordination, and implementation.

The CONSULTANT will also develop, in consultation with Management Partners, Planning Partners, and Agency Partners, a baseline cumulative impacts evaluation for each alternative. In NEPA, cumulative impacts result when the effects of an action are added to or interact with the effects of other actions in a particular place and within a particular time. It is the combination of these effects, and any resulting environmental degradation, where the cumulative impact analysis should focus. As this evaluation can be fairly extensive, even in a formal NEPA context, the CONSULTANT will conduct a baseline analysis and advise which priority resource may be affected by cumulative impacts and the rationale for their selection. Throughout this task's development, the

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CONSULTANT must adhere to procedures from the guidance documents identified in Task 1. As Task 5 represents the Work Program's most technical effort, the CONSULTANT shall allow sufficient coordination time with Charter Partners, Management Partners, Planning Partners, Agency Partners, and project's stakeholders. The first task's guidance documents should be developed with the alternatives evaluation outcomes included as a consideration.

Work products from this task will include:

- Alternatives Evaluation Performance Targets Technical Report
- Priority Resource Impact Assessment and Mitigation Strategy Technical Report

Task 6 – Recommend Draft Corridor Master Plan

This project's conclusion will be a recommendation from the Charter Partners to MAG Regional Council for incorporating this project's recommendations into the Regional Transportation Plan. Projects from the corridor master plan will subsequently be placed into the MAG Transportation Improvement Program and the ADOT State Transportation Improvement Plan and Five-Year Program. In this task, the CONSULTANT will develop and implement a strategy to identify the draft Corridor Master Plan recommendation.

Prospective consultants should consider the following concepts when developing the draft recommendation strategy. First, as previously noted, the Management Partners do not want to preclude mixing and matching projects from within different alternatives to be brought together in this project's recommendation. Second, the recommendation should be built upon a sound implementation strategy with consideration for Regional Transportation Plan program amounts, Regional Freeway and Highway Program cash flow, and the NEPA process including logical termini and the assumed environmental documentation (Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement). Third, in conjunction with the Partner groups, the CONSULTANT will help identify an agreed-upon central mitigation strategy as a deliberate and recognized component in the recommendation.

As in Task 4, prospective consultants are recommended to provide a work flow chart illustrating their strategy for developing this project's recommendation. This chart should include, but not be limited, an evaluation process demonstrating the ability to meet performance targets and other key criteria, recognition of additional technical study needs, coordination with the Partners and project stakeholders (including public meetings and potential hearings), development of concurrence and consensus points for Charter Partners, and documentation of a process identifying this project's central mitigation strategy.

Work product for this task include:

- Draft Corridor Master Plan Recommendation and Implementation Strategy Technical Report
- Draft Corridor Master Plan Recommendation Priority Resource Impact Assessment and Central Mitigation Strategy Technical Report
- Stakeholder and Public Coordination Report
- Charter Partner Recommendation of the Draft Corridor Master Plan

Task 7 – Determine Final Master Plan Recommendation

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In the final task, the CONSULTANT will review and address comments received on the draft Corridor Master Plan, and incorporate where appropriate in the Final Interstate 10 and Interstate 17 Corridor Master Plan. The CONSULTANT will also develop an Amendment Process for updating the Corridor Master Plan should conditions warrant. After the final recommendation is developed, MAG staff will facilitate a process to incorporate the final recommendation into the Regional Transportation Plan as directed by the Regional Council.

Work products from this task include:

- Final Corridor Master Plan Recommendation and Implementation Strategy Technical Report
- Final Corridor Master Plan Implementation Responsibility Strategy Technical Report
- Determination of Engineering and Operational Acceptability
- Final Report, Appendices, and Executive Summary
- Charter Partner Recommendation of the Final Corridor Master Plan Recommendation
- Regional Transportation Plan Amendment to include Corridor Master Plan Recommendation

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. 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 Management Partners 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.

	<u>Task</u>	<u>Work Products</u>
1	Initiate Project	<ul style="list-style-type: none"> ▪ Project Management Plan ▪ Decision Process Memorandum ▪ Public Involvement Plan
2	Develop Corridor Base and Future Conditions	<ul style="list-style-type: none"> ▪ Concurrence and Consensus Points Summary ▪ Corridor Base Conditions Technical Report ▪ Corridor Future Conditions Technical Report ▪ Needs and Opportunities Assessment
3	Establish Preliminary Purpose and Need Statement	<ul style="list-style-type: none"> ▪ Master Plan Alternative Concepts Technical Report ▪ Corridor Master Plan Preliminary Purpose and Need Statement

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| 4 | Select Reasonable Alternatives | <ul style="list-style-type: none">▪ Alternatives Evaluation Process Plan and Evaluation Criteria Technical Report▪ No-Action Alternative Technical Report▪ Alternatives Development Process Activities▪ Concurrence and Consensus Point Summaries▪ Corridor Master Plan Recommended Alternatives |
| 5 | Evaluate Alternatives | <ul style="list-style-type: none">▪ Alternatives Evaluation Performance Targets Technical Report▪ Priority Resource Impact Assessment and Mitigation Strategy Technical Report |
| 6 | Recommend Draft Corridor Master Plan | <ul style="list-style-type: none">▪ Draft Corridor Master Plan Recommendation and Implementation Strategy Technical Report▪ Draft Corridor Master Plan Recommendation Priority Resource Impact Assessment and Central Mitigation Strategy Technical Report▪ Stakeholder and Public Coordination Report▪ Charter Partner Recommendation of the Draft Corridor Master Plan |
| 7 | Determine Final Master Plan Recommendation | <ul style="list-style-type: none">▪ Final Corridor Master Plan Recommendation and Implementation Strategy Technical Report▪ Final Corridor Master Plan Implementation Responsibility Strategy Technical Report▪ Determination of Engineering and Operational Acceptability▪ Final Report, Appendices, and Executive Summary▪ Charter Partner Recommendation of the Final Corridor Master Plan Recommendation▪ Regional Transportation Plan Amendment to include Corridor Master Plan Recommendation |

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Relevant Studies and Documents

- MAG Regional Transportation Plan
(<http://www.azmag.gov/Projects/Project.asp?CMSID2=1126&MID=Transportation>)
- MAG Southeast Corridor Major Investment Study
(<http://www.azmag.gov/Projects/Project.asp?CMSID=4206&CMSID2=4236>)
- MAG Managed Lanes Network Development Strategy
(<http://www.azmag.gov/Projects/Project.asp?CMSID=1041&CMSID2=4190>)
- Central Phoenix Transportation Framework Study
(<http://bqaz.org/phxFramework.asp?mS=m14>)
Includes the Interstate 10/Interstate 17 Spine Corridor Summary documenting a MAG, ADOT, FHWA, RPTA and Rail, cities of Chandler, Guadalupe, Phoenix, and Tempe workshop on the corridor, conducted October 31, 2012.
- ADOT Planning and Environmental Linkages
(http://www.azdot.gov/mpd/systems_planning/Planning-and-Environmental-Linkages.asp)
- Linking Planning and NEPA - codified under MAP-21
(<http://www.fhwa.dot.gov/MAP21/docs/title23usc.pdf>)
- FHWA Planning and Environmental Linkages Resource Page
(<http://environment.fhwa.dot.gov/integ/index.asp>)
- FHWA Planning and Environmental Linkages - Effective Practices Examples
(<http://environment.fhwa.dot.gov/integ/practices.asp>)
- Interstate 10/Interstate 17 Corridor Presentations to Transportation Policy Committee:
 - January 23, 2013
Presentation - <http://www.azmag.gov/addons/MAG/download.asp?ID=12119>
Minutes - <http://www.azmag.gov/addons/MAG/download.asp?ID=12348>
 - May 15, 2013
Presentation - <http://www.azmag.gov/addons/MAG/download.asp?ID=13566>
Minutes - <http://www.azmag.gov/addons/MAG/download.asp?ID=13856>

**Maricopa Association of Governments Request for Proposals
Interstate 10/Interstate 17 Corridor Master Plan (FY 2014)**

PROPOSAL REQUIREMENTS

Project Schedule and Cost

The estimated time frame for this project is thirty 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 Proposer(s) at a cost not to exceed \$2,500,000.00. The date of the notice to proceed is anticipated to be January 1, 2014.

Proposal Delivery and Opening

1. Twenty (20) copies of the proposal must be submitted by 10:45 a.m. (MST) on Thursday, October 3, 2013. MAG's business hours are 8:00 AM to 5:00 p.m., (MST), Monday through Friday.

Maricopa Association of Governments
Attention: Bob Hazlett
302 North First Avenue, Suite 200
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 11:00 a.m., (MST) on Thursday, October 3, 2013 at the MAG Offices, Cholla Room, 302 North First Avenue, Suite 200, Phoenix, AZ 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 Proposer 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 the Proposer in writing of the determination and provide the Proposer an opportunity to respond to the decision prior to releasing the proposal.

2. Any questions regarding this Request for Proposals should be submitted in writing by email to Bob Hazlett at bhazlett@azmag.gov no later than ten (10) working days prior to the closing date of Thursday, October 3, 2013. Responses to questions submitted will be posted on the MAG website at <http://www.azmag.gov> under "RFPs and RFQs" not later than six (6) working days prior to the closing date of Thursday, October 3, 2013. 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 for the project has been scheduled for Wednesday, September 11, 2013 at 2:00 (MST) at the MAG Office, Ironwood Room, Suite 200, 302 North First Avenue, Phoenix, AZ. If you wish to receive notes from the Proposer's conference and a list of attendees, please contact the MAG project manager by email at bhazlett@azmag.gov.

**Maricopa Association of Governments Request for Proposals
Interstate 10/Interstate 17 Corridor Master Plan (FY 2014)**

Proposal Content

It is required that the proposal:

1. Be limited to a maximum length of 35-pages (8½" x 11" is preferred; response may include tabloid 11"x17" pages as appropriate), excluding a cover letter, table of contents, tabs, résumés and any appendices. The cover letter must be signed by a party authorized to bind the entity submitting the proposal to a contract. Blank pages are not included in the total page count. The proposer is asked to exercise judgement in the number of tabloid (11"x17") pages used in their proposal. One copy (labeled "Original Copy") with original signatures (including all submitted forms by prime- and sub-consultants) should be included in the twenty (20) submittals.
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 Proposer 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, ADOT, or FHWA 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. 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. Proposer team members involved and their roles.
8. Each Proposer submitting a proposal is required to certify that it will comply with, in all respects, the rules of professional conduct set forth in A.A.C. 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.
9. A labor cost allocation budget formatted as noted in Appendix B.

**Maricopa Association of Governments Request for Proposals
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10. All Proposers 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 Subconsultant proposed for this project.

By signature on the Proposer's Registration Form, the Proposer certifies that:

- a. The submission of the offer did not involve collusion or other anti-competitive practices.
 - b. The Proposer shall not discriminate against any employee or applicant for employment in violation of the Federal Executive Order 11246.
 - c. The Proposer has not given or offered to give, and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer.
 - d. Failure to sign the offer, or the falsity of a statement in a signed offer, shall void the submitted offer or any resulting contracts, and the Proposer may be debarred.
11. Each Proposer shall document within its proposal any potential conflicts of interest. A conflict of interest shall be cause for disqualifying a Proposer 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 Proposer'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 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.

**Maricopa Association of Governments Request for Proposals
Interstate 10/Interstate 17 Corridor Master Plan (FY 2014)**

PROPOSER'S CHECKLIST

Before submitting a proposal, please make sure that all required information as specified in "Proposal Requirements", pages 15 - 17 of this RFP have been included.

- A Twenty (20) copies of the proposal with a maximum of 35-pages.
- B Cover letter signed by a party authorized to bind the entity submitting the proposal.
- C Description of Proposer's organization and approach to work required by the solicitation.
- D Description of skill sets as described in "Proposal Content", page 16 of this RFP.
- E Work plan including preliminary schedule, staffing plan, resumes, and similar experience.
- F Labor cost allocation budget.
- G Signed certification of Proposer's compliance with the rules of professional conduct set forth in A.A.C. R4-30-30.
- H Signed Proposer's Registration Form for prime consultant and for any proposed Subconsultants. Must be signed by a party authorized to bind the entity submitting the proposal.
- I Documentation of any potential conflicts of interest.
- J Debarment and Suspension Certification form.
- K Proposal submitted not later than 10:45 a.m., Thursday, October 3, 2013.

**Maricopa Association of Governments Request for Proposals
Interstate 10/Interstate 17 Corridor Master Plan (FY 2014)**

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. In-person interviews may be scheduled for the week of October 27, 2013. It is anticipated that firms selected for interviews will be contacted approximately one (1) week prior to the in-person interview date. From the proposal review process, MAG will identify which study team members will be required to attend the interview. At a minimum, this will include the project manager.
3. MAG may conduct discussions with Proposers 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.
5. Contact with MAG or MAG Member Agency Employees. All firms interested in this RFQ/RFP (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, and to protect the integrity of the selection process. All questions on this selection process should be addressed to the authorized representative at MAG.

**Maricopa Association of Governments Request for Proposals
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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 Subconsultants, payments to any Subconsultants, a discussion of any notable issues or problems being addressed, and a discussion of anticipated activities for the next month (See Appendix E for sample 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: Workers' 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 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.

**Maricopa Association of Governments Request for Proposals
Interstate 10/Interstate 17 Corridor Master Plan (FY 2014)**

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.
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.

**Maricopa Association of Governments Request for Proposals
Interstate 10/Interstate 17 Corridor Master Plan (FY 2014)**

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 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).

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**COMPLIANCE WITH RULES OF PROFESSIONAL CONDUCT ARIZONA ADMINISTRATIVE
CODE R4-30-301 CERTIFICATION**

I hereby certify to the best of my knowledge and belief that _____
(Name of Consulting Firm)

and I _____ as the _____
(Name) (Title)

shall comply with, in all respects, the rules of professional conduct set forth in A.A.C. R4-30-301.

(Signature)

(Print Name)

(Date)

**Maricopa Association of Governments Request for Proposals
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APPENDIX B - LABOR COST ALLOCATION BUDGET SAMPLE

Available in Excel on request

PRIME CONSULTANT		Hours by Personnel and Task Description						
	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	
Total Task Hours		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	
Total Labor With Overhead and Fee		\$ -	\$ -	\$ -	\$ -		\$ -	
PRIME CONSULTANT		Directly Reimbursable Expenses						
		Task 1	Task 2	Task 3	Task 4		Total Cost	
Reimbursable Expenses								
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	
Total Prime Reimbursable Expenses		\$ -	\$ -	\$ -	\$ -		\$ -	
SUBCONSULTANTS		Task Hours						
	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	
Total Task Hours		0.00	0.00	0.00	0.00	0.00		
Total Subconsultant Costs		\$ -	\$ -	\$ -	\$ -		\$ -	
		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	
Total Labor With Overhead and Fee		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Total Prime Reimbursable Expenses		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Total Subconsultant Costs		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
GRAND TOTAL		\$ -	\$ -	\$ -	\$ -		\$ -	

v-6.10.2009

**Maricopa Association of Governments Request for Proposals
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APPENDIX C - PROPOSER'S REGISTRATION FORM

Consultants proposing as prime Consultants or Subconsultants on Maricopa Association of Governments' (MAG) projects are required to 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 _____

Is this firm a prime Consultant? _____ Yes _____ No

Is this firm a Subconsultant? _____ 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)

**Maricopa Association of Governments Request for Proposals
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APPENDIX D - TITLE VI AGREEMENT/CONTRACT REQUIREMENTS

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

1. **Compliance with Regulations:** The CONSULTANT 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 CONSULTANT, 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 Subconsultants, including procurements of materials and leases of equipment. The CONSULTANT 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 Subconsultants, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential Subconsultant or supplier shall be notified by the CONSULTANT of the CONSULTANT'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 CONSULTANT 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 consultant is in the exclusive possession of another who fails or refuses to furnish this information the CONSULTANT 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 CONSULTANT'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 CONSULTANT under the contract until the CONSULTANT complies, and/or;
 - b. cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The CONSULTANT shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The CONSULTANT 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 consultant becomes involved in, or is threatened with, litigation with a Subconsultant or supplier as a result of such direction, the CONSULTANT 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 CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

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APPENDIX E - PROGRESS REPORT FORMAT SAMPLE

[CONSULTANT LETTER HEAD]

[DATE]

[MAG PROJECT MANAGER]

Maricopa Association of Governments

302 North First Avenue, Suite 200

Phoenix, Arizona 85003

Re: Progress Report No. [#] and Invoice for the Period of [Month] 20[XX]

[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:

[MONTH, DAY, YEAR], with the MAG project manager to review data collected for the facilities.

[MONTH, DAY, YEAR], with the Advisory Committee to obtain input on the data collection process.

[MONTH, DAY, YEAR], with MAG staff to review comments on preliminary database.

[MONTH, DAY, YEAR], 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 [MONTH, DAY, YEAR].

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.

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Data Obtained: See Task 1.

Meetings Held: The following meetings were held:

[MONTH, DAY, YEAR], met with MAG staff to finalize the outline for the Inventory Technical Report.

[MONTH, DAY, YEAR], 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 2000, 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: [MONTH, DAY, YEAR], 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 [MONTH, DAY, YEAR] 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.

Meetings Held: On [MONTH, DAY, YEAR], 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

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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 [MONTH, DAY, YEAR]

Invoice:

The enclosed invoice is for the third progress payment of \$[ENTER DOLLAR AMOUNT]. The total amount billed to date is \$[ENTER DOLLAR AMOUNT].

Sincerely,

[PROJECT MANAGER NAME]

[PROJECT MANAGER TITLE]

Enclosure

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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 Subconsultants: (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; © 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 Subconsultants 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 © 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 Subconsultants, become aware of any information contradicting the statements of subparagraphs (1)(a) through (d) above, it will promptly provide any necessary information to MAG;

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4. If Proposer or any of its principals, including any of its first tier subconsultants 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.
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 _____, 2013, in the County of _____,
State of _____

Notary Public