

TENTATIVE SCHEDULE
 MARICOPA ASSOCIATION OF GOVERNMENTS
 (REVIEW OF MAG SPECIFICATIONS AND DETAILS)

February 17, 2005, 1:00 p.m. (Copy delivered to publisher 3 business days prior to publish date)	Submit RFP advertisement to MAG Office Services Supervisor for publication. Advertisement appears in the Republic and one minority newspaper, posted on MAG website.
Prior to review of proposals by evaluation team. <u>Need signed form returned to MAG before proposals are sent out to team.</u>	Distribute conflict of interest/disclosure forms to evaluation team.
February 21, 2005	Public notice published. Posted on MAG website.
March 14, 2005, at 9:00 a.m. all day (no later than 10 days before opening of proposals)	Pre-proposal conference at MAG office, Palo Verde Room, 302 N. 1st Avenue, Suite 200, Phoenix, AZ 85003
March 25, 2005, 12:00 noon (at least 28 days after public notices are published).	Proposals are due to MAG at 302 N. 1st Avenue, Suite 300, Phoenix, AZ 85003, by 12:00 noon.
March 25, 2005, 2:00 p.m. Proposals opened publicly and read.	MAG office, Palo Verde Room, 302 N. 1st Avenue, Suite 200, Phoenix, AZ 85003. Proposals received are distributed to members of the proposal evaluation team.
March 30, 2005, 9:00 a.m. at MAG office, Palo Verde Room, 302 N. 1st Avenue, Suite 200, Phoenix, AZ 85003	Proposal evaluation team meets to review proposals. Firms to be invited to interviews are informed.
April 13, 2005, beginning at 10:00 a.m.	Consultant interviews held at MAG office, Palo Verde Room at 302 N. 1st Avenue, Suite 200, Phoenix, AZ 85003, beginning at 10:00 a.m. Consensus reached by evaluation team regarding consultant selection.
April 13, 2005, 2 p.m. Palo Verde Room	Review by MAG technical committee. Potentially reaches a recommendation to forward to the Management Committee.
May 11, 2005 (Management Committee), 12 noon	MAG Management Committee potentially makes recommendation to the Regional Council Executive Committee.
May 16, 2005 (Regional Council, Executive Committee), 5 p.m.	MAG Regional Council Executive Committee potentially approves consultant to undertake study.
May 20, 2005	Contract awarded, notice to proceed issued, and study begins.

Evaluation Team:

Ensure a Multi-jurisdictional review team

REQUEST FOR PROPOSALS

**MARICOPA ASSOCIATION OF GOVERNMENTS (MAG)
(Review of MAG Specifications and Details)**



(February 17, 2005)

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PUBLIC NOTICE

REQUEST FOR PROPOSALS:

(SPECIFICATIONS AND DETAILS REVIEW)

The Maricopa Association of Governments (MAG) is requesting proposals from qualified consultants for the **Review and Update of MAG Specifications and Details for Public Works Construction**. The project will be completed in a maximum of 9 months from the date of the notice to proceed at a cost not to exceed \$80,000.

Detailed proposal requirements may be obtained by contacting the MAG Office at the address indicated below or may be downloaded from <http://www.mag.maricopa.gov/>, under "About MAG" then "Request For Proposals." For further information, please submit questions by fax to (602) 254-6490, or by e-mail to pward@mag.maricopa.gov.

Proposals will be accepted until 5:00 p.m. (Mountain Standard Time) on March 25, 2005, at the MAG offices at 302 North 1st Avenue, Suite 300, Phoenix, Arizona 85003.

DRAFT SCOPE OF WORK

Introduction

The Maricopa Association of Governments (MAG) is requesting proposals from qualified consultants for assisting staff in updating the Specifications and Details (Specs and Details) for Public Works Construction publication. In particular, the Specs and Details book is updated each year, but the publication is not prescriptive - it does not require member agencies to conform to the specifications and details that it contains. As a result, over the past several years, member agencies have developed a series of Local Supplements to Specs and Details. The aim of this effort is to review the supplements created by member agencies, compare them with the Specs and Details currently available and recommend how to change the Specs and Details to reduce the number of supplements currently in force.

Background

MAG is the designated Metropolitan Planning Organization (MPO) for regional planning purposes for the metropolitan Phoenix area. MAG is comprised of the 25 incorporated cities and towns within Maricopa County, the County itself, the Gila River Indian Community and the Salt River Pima-Maricopa Indian Community. MAG is also the designated Air Quality Planning Agency for the region. The governing body of MAG is the Regional Council, which includes a representative of each member agency, and two representatives from the Arizona State Transportation Board. In addition, the Chairman of the Citizens Transportation Oversight Committee (CTOC) serves as an ex-officio member on matters relating to the Regional Freeway System. In addition to these formal Federally-recognized roles, MAG has undertaken many other tasks involving regional coordination, including development of a regional Specs and Details.

In 1966, leading Public Works officials recognized the need for uniform rules and procedures governing Public Work construction in the Phoenix metropolitan area to provide adequate standards for the smaller communities and agencies which did not have the means to develop their own. Voluntary Joint Cooperating Committees, composed of Public Works officials, City and County staff engineers, contractors, vendors, suppliers and utility representatives were formed to develop and publish a set of standard specifications (rules and procedures) and details (procedural drawings) for use throughout Maricopa County. During this initial development period, in 1967, MAG was formed. MAG recognized the necessity for these standards, accepted the responsibility for the initial publication and for all future updating to maintain these standards in a current and viable condition.

One of the many MAG Technical Advisory Committees was the MAG Public Works Committee, composed of Public Works Directors or City Engineers from each MAG agencies. This committee was primarily involved in programs related to water, sewer, storm drainage and solid waste disposal. They also had the responsibility for the standardization and publication of rules and procedures (Specs and Details) for all public works construction in the County. To accomplish this responsibility, a new subcommittee, the MAG Specifications and Details Subcommittee, was created. This subcommittee was responsible for the research, discussion, composition and review coordination of these standards. Their recommendations for additions or revisions to the present standard publication were made to the Public Works Committee for their review and approval prior to publication.

The Specs and Details Subcommittee was composed of representatives from member agencies' engineering staff and contractors and the original composition of the subcommittee was as follows; seven voting members from Glendale, Maricopa County, Mesa, Phoenix (two members, one from Street Transportation and the other from Water/Wastewater, but only one may vote on any one Case), Scottsdale and Tempe; Three non-voting members from Paradise Valley, the Arizona General Contractors, the Underground Contractors Association and an at-large Contractor's representative.

The Subcommittee met each month on a scheduled basis with additional meetings scheduled as the work load required. Requests for changes or revisions received prior to October 1 of the current year will be considered by the committee and, if approved, were published and available for use in December of the next calendar year. It required at least 15 months from submission of a request to final approval and printing.

Since that time, the Public Works Committee has been disbanded and the Specs and Details Committee has been raised to a full Committee status (it is referred to as the Committee in the remainder of this document). The Committee meets January through September and "Cases for Consideration" are accepted for review at any time throughout the year, but cases are only considered for action in a year if they are submitted by the July meeting. This allows only three meetings before the final meeting of the year and very few cases are able to reach a consensus in that short time frame.

The current composition of the Committee is as follows: 14 Agency (voting) members, from Avondale, Chandler, Gilbert, Glendale, Goodyear, Maricopa County (two members, one from Transportation and the other from Environmental Services), Mesa, Peoria, Phoenix (two members, one from Street Transportation and one from Water Services), Scottsdale and Tempe. Even though they have two representatives, the same limitation of only one member voting from Maricopa County and Phoenix holds. Recent administrative changes require that all Committee members need to be formally appointed by the Chairman of the Regional Council.

The Advisory (non-voting) members now include representatives from: the Arizona Cement Association, the Arizona Consulting Engineers' Association, the Salt River Project, and two representatives each from the Associated General Contractors, Arizona Rock Products Association and the National Underground Contractor's Association.

During October through December, MAG staff send copies of the recommended changes to all Public Works Directors for 30 days review and refer any comments to the Chairman (or Chairmen) of the Committee at the end of the review period. If there are no negative comments to the proposed changes or, in the opinion of the Chairman, the comments are regarded as non-controversial, the changes are reviewed by the senior Transportation technical advisory committee, the Transportation Review Committee and are then presented to the MAG Management Committee and Regional Council for recommendation and approval.

MAG staff then ensure that the changes are made to the base document(s) and, following a final review by the Committee Chair(s) send the final product for publication. The goal is to have the publications available for purchase by member agencies and members of the public by early January of the year following the approval.

The Challenge

As member agencies have grown, the number of individuals responsible for public works construction has also grown. Agency directors, managers, superintendents and supervisors are involved in finding solutions to construction questions involving not just transportation and water/wastewater facilities, but also for Parks and Recreation Departments, Downtown Development Districts, Economic Development Departments, Community Development Divisions, Traffic Departments, Transit Organizations, Engineering and Public Works Departments. All of these different groups are becoming involved in the development of specifications and details for public works construction.

It is often simpler for a member agency to develop a local supplement than to develop a change to an existing MAG Spec or Detail or to introduce a new one. As a result, there have been reports of a 'mushrooming' of new supplements released by agencies that may not be aware of the MAG Specs and Details.

The solution is to re-address the original need for the MAG publication and try to ensure that it changes, as much as is possible and reasonable, to meet the needs of member agencies. It is probably not appropriate to simply increase the number and complexity of MAG Specs and Details merely to satisfy to larger demand of member agencies. However, it is certainly desirable to have an independent review of the existing MAG publication and the supplements released by members agencies to see if it is possible to alleviate the reported growth. The result will be a Specs and Details document that is more useful for all who use it.

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 Refine Scope of Work (Expected weight 5%)

Throughout the course of this project, inquiry and discussion may result in some revisions to the Scope of Work and Project Schedule. As necessary, the consultant will refine the Scope of Work for this project based upon professional experience and input from MAG. This work will be performed under the general direction of the MAG project manager. The consultant will prepare documentation of any such revision, including a revised labor/dollar allocation and project task cost breakdown, and submit the revision to MAG for approval.

Task 2 Conduct Document Inventory (Expected weight 25%)

The consultant will conduct a document review and publish the results. This review should include, at a minimum: What existing supplements are currently in existence within MAG member agencies, how much do they cost and where can they be

obtained? Are they available for viewing on a website? If so, what is the url of the website?

Task 3 Conduct Document Review and Analysis (Expected weight 40%)

The consultant will conduct a review of all of the supplements that MAG member agencies maintain. This review will start by classifying the individual specifications or details into the categories currently utilized in the MAG Document. The consultant will devise a rating system that will be applied to each supplementary specification or detail that will allow the Committee to judge whether the supplement is a realistic candidate for incorporation into a combined MAG Document.

Task 4 Determine Member Agency Preferences (Expected weight 15%)

The consultant will interview member agencies' public works staffs to identify which supplements should be excluded from a possible combined list, for reasons that may not be readily apparent. For example, some member agencies specify a particular type of sidewalk treatments in certain neighborhoods or development areas. During the agency interview process, the consultant will attempt to ascertain whether the jurisdiction is willing to alter the Spec or Detail concerned to allow it to be combined with others from other agencies to form a single MAG Spec or Detail.

Task 5 Develop a Recommendation for the Region (Expected weight 10%)

Based on the reviews and agency interviews completed during the previous tasks and input from MAG staff, the consultant will develop a recommendation for the Region. A matrix will be prepared which summarizes the advantages and disadvantages of each alternative and will show the results of the rating system devised by the consultant in Task 3.

Task 6 Develop an Implementation Plan (Expected weight 5%)

The consultant will prepare an implementation plan that identifies what needs to be done to carry out the recommended changes. The implementation plan will identify, at a minimum, what changes need to be made to which Specs and Detail, will prioritize the changes and will prepare a schedule for implementing the changes.

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 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.

MAG Request for Proposals for Specifications and Details Review

1. Working Paper 1, Revised Scope of Work and Project Schedule, listing specific project tasks and a schedule for completion of each task (An administrative draft for review in electronic and hard copy format; and one electronic version and five hard copies of the revised Scope of Work and Project Schedule).
2. Working Paper 2, Report on Document Inventory (one initial administrative draft in electronic and hard copy format for MAG review; and one electronic version and 25 copies of the revised Working Paper).
3. Working Paper 3, Analysis of Supplements (one initial administrative draft in electronic and hard copy format for MAG review; and one electronic version and 25 copies of the revised Working Paper).
4. Working Paper 4, Member Agency Preferences (one initial administrative draft in electronic and hard copy format for MAG review; and one electronic version and 25 copies of the revised Working Paper).
5. Working Paper 5, Recommendation for the Region (one initial administrative draft in electronic and hard copy format for MAG review; and one electronic version and 25 copies of the Revised Working Paper).
6. Working Paper 6, Implementation Plan (one initial administrative draft in electronic and hard copy format for MAG review; and one electronic version and 25 copies of the Revised Working Paper for distribution).
7. Final Report with Executive Summary (one camera-ready original, one copy in electronic format and 30 bound copies of the full report with executive summary, plus 30 additional copies of the Executive Summary).

PROPOSAL REQUIREMENTS

Project Cost and Schedule

The estimated time frame for this project is nine 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(s). The date of the notice to proceed is anticipated to be March 28, 2005.

Proposal Delivery

1. Twelve copies of the proposal must be submitted by 5:00 p.m. (Mountain Standard Time) on March 25, 2005.

Maricopa Association of Governments
Attention: Paul D. Ward
302 North 1st Avenue, Suite 300
Phoenix, Arizona 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 2:00p.m. on March 25, 2005, at the MAG Offices, Palo Verde Room, 302 North 1st Avenue, Suite 200 Phoenix, Arizona, 85003.

All material submitted in response to this solicitation becomes the property of MAG and will not be returned.

2. Any questions regarding this Request for Proposals should be directed to Paul Ward by fax at (602) 254-6490; or by email at pward@mag.maricopa.gov. Additional information regarding MAG activities, including Committee meeting schedules, may be found on the web site, <http://www.mag.maricopa.gov>.
3. A proposer's conference for the project has been scheduled for 9:00 a.m. (MST), March 14, 2005, at the MAG Office, Palo Verde Room, Suite 200, 302 North 1st Avenue, Phoenix, Arizona. If you wish to receive notes from the proposer's conference and a list of attendees, please contact the project manager.

Proposal Content

It is required that the proposal:

1. Be limited to a maximum length of 30 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.
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 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.
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. The Disadvantaged Business Enterprise (DBE) requirements in the Code of Federal Regulations Title 49, Part 26 will apply to this Contract. See Appendix D, “MAG’s Key DBE Regulatory Requirements”. A complete copy of MAG’s DBE program is available on request.
12. 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 years.

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

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.

MAG Request for Proposals for Specifications and Details Review

- g. Ability and commitment to complete the project within the specified time period, meet all deadlines for submitting associated work products, and insure 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. Phone interviews may be made during the week of April 4, 2005, and in-person interviews may be scheduled for the week of April 11, 2005. It is anticipated that firms selected for interviews will be contacted approximately one 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 D 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 that is selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The contractor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR Part 60). The contractor will also be required to comply with all applicable laws and regulations of the U.S. Department of Transportation.
6. The firm selected will be required to comply with MAG insurance requirements, which may include: Workmen's Compensation, Architects and Engineers Professional Liability insurance, Comprehensive General Liability insurance, Business Automobile Liability insurance, and Valuable Papers insurance.
7. 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.

APPENDIX A

ARIZONA ADMINISTRATIVE CODE R4-30-301

ARTICLE 3. REGULATORY PROVISION

R4-30-301. Rules of professional conduct:

- A. All registrants shall comply substantially with the following standards of professional conduct:
1. A registrant shall not submit any materially false statements or fail to disclose any material facts requested in connection with his application for certification.
 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 knowingly sign, stamp, or seal any plans, drawings, blueprints, land surveys, reports, specifications, or other documents not prepared by the registrant or his bona fide employee.
 4. A registrant shall not knowingly commit bribery of a public servant as proscribed in A.R.S. 13-2602, or knowingly commit commercial bribery as proscribed in A.R.S. 13-2605, or violate any Federal statute concerning bribery.
 5. A registrant shall comply with all Federal, State, and local building, fire, safety, real estate, and mining codes, and any other laws, codes, ordinances, or regulations pertaining to the registrant's professional practice.
 6. A registrant shall not violate any State or Federal criminal statute involving fraud, misrepresentation, embezzlement, theft, forgery, or breach of fiduciary duty, where the violation is related to the registrant's professional practice.
 7. A registrant shall apply the technical knowledge and skill which would be applied by other qualified registrants who practice the same profession; a contemporary "Manual of Surveying Instructions" issued by the Bureau of Land Management, United States Department of Interior and in effect prior to May 23, 1983 to the extent applicable to that professional engagement.
 8. A registrant shall not accept an assignment where the duty to a client or the public would conflict with the registrant's personal interest or the interest of another client without full disclosure of all material facts of the conflict to each person who might be related to or affected by the project or engagement in question.

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9. A registrant shall not accept compensation for services related to the same project or professional engagement for more than one party without making full disclosure to all such parties and obtaining the express written consent of all parties involved.
10. Except as provided in Paragraph 11 of this rule, a registrant shall not accept any professional engagement or assignment outside his professional registration unless:
 - a. He is qualified by education, technical knowledge, or experience to perform such work, and
 - b. Such work is both necessary and incidental to the work of his profession on that specific engagement or assignment.

A registered professional engineer may accept professional engagements or assignments in branches of engineering other than that branch in which he has demonstrated proficiency by registration, but only if he has the education, technical knowledge, or experience to perform such engagements or assignments.

11. Except as otherwise provided by law, code, ordinance, or regulation, 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 he is qualified by registration to perform and shall seal and sign only the work prepared by him or by his bona fide employee working under his direct supervision.
12. 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 for actual and substantial technical assistance in preparing the proposal; or
 - b. Any monetary, financial, or beneficial interest the registrant may hold in a contracting firm or other entity providing goods or services, other than the registrant's professional services, to a project or engagement.
13. 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.

8/31/83 Supp. 834

APPENDIX B

LABOR COST ALLOCATION BUDGET

LABOR COST ALLOCATION BUDGET - SAMPLE

CONSULTANTS											
Person	Direct Labor Hourly Rate	1	2	3	4	5	6	7	8	Total Hours	Total Cost
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
Total Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hours Inception to Date		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

REIMBURSABLE EXPENSES										
Description	EXPENSES BY TASK								Total Cost	
	1	2	3	4	5	6	7	8		
Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Photocopying/Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone										
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*any other category as needed (e.g., aerial photos)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Reimbursable Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SUBCONTRACTORS											
Company	Hourly Rate	HOURS BY TASK								Total Hours	Total Cost
		1	2	3	4	5	6	7	8		
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Total Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hours Inception to Date	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

GRAND TOTAL		TOTAL COSTS BY TASK								
Description		1	2	3	4	5	6	7	8	Total
Consultant Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Overhead	@1.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursable Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subcontractors		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fee@	0.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

APPENDIX C

PROPOSER'S REGISTRATION FORM

APPENDIX D

MAG'S KEY DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS FOR CONSULTANT CONTRACTS

MAG'S KEY DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS FOR CONSULTANT CONTRACTS

The Disadvantaged Business Enterprise (DBE) requirements in the Code of Federal Regulations Title 49, Part 26 will apply to this contract. A complete copy of MAG's DBE Program is available by request to MAG's DBE Liaison Officer, at 602/254-6300.

The Consultant will agree to ensure that DBEs, as defined in 49 CFR 26, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement.

DBE Participation Goal and Reporting:

The DBE participation goal for this contract is 11 percent of the contract award. DBEs used for this contract must be certified by the Arizona Department of Transportation or the City of Phoenix prior to the award of the contract. A list of Certified DBE organizations is available at the Civil Rights Office of the Arizona Department of Transportation or the City of Phoenix.

The Consultant will be required to report monthly on: (1) the utilization of any subcontractors, and (2) any payments made to subcontractors (DBEs and non-DBEs).

Requirement for Proposal:

All firms proposing on this project will be required to include a completed "Proposer's Registration Form" (See Appendix D) with their proposal. In addition, a completed Proposer's Registration Form must be included with the proposal for any subcontractors used on this project.

General Requirements for Proposals and Contract:

All proposers will be required to include the following information in their proposal and contract:

1. A clear and concise description of the work that each DBE will perform
2. The dollar amount of the participation of each DBE firm participating
3. Written documentation of the proposer's commitment to use a DBE subcontractor(s) whose participation it submits to meet a contract goal
4. If the contract goal is not met, evidence of good faith efforts to meet the goal

Contractor and Subcontractor Assurance:

MAG will incorporate into each contract it signs with a Prime Contractor, and require in each subcontract (that a Prime Contractor signs with a Subcontractor), the following assurance:

"The Contractor, Subrecipient or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MAG deems appropriate."

Prompt Payment Provision:

"The Prime Contractor will pay Subcontractors for satisfactory performance of contracts no later than fourteen (14) calendar days from the date that the Prime Contractor receives payment from MAG. The Prime Contractor will also return retainage payments to the Subcontractor within fourteen (14) calendar days from the date of satisfactory completion of work."

Prime Contractors must:

1. Provide the Subcontractor with the name, address and phone number of the person to whom all invoices/billings and statements must be sent.
2. Pay Subcontractors and suppliers within fourteen (14) days of receipt of payment from MAG.
3. Stipulate the reason(s) in writing to the Subcontractor or supplier and to MAG for not abiding by the prompt payment provision. Possible reasons include:
 - a. Failure to provide all required documentation
 - b. Unsatisfactory job performance
 - c. Disputed work
 - d. Failure to comply with other material provisions of the contract
 - e. Third-party claims filed or reasonable evidence that a claim will be filed
 - f. Reasonable evidence that the contract cannot be completed for the unpaid balance of the contract sum or a reasonable amount for retainage.

Subcontractors must:

1. Submit invoices or billing statements to the Prime Contractor's designated contact person in an appropriate format and in a timely manner. The format and the timing of billing statements must be specified in the contract(s) between the Prime Contractor and the Subcontractor(s).
2. Notify MAG in writing of any potential violation of the prompt payment provision.

MAG will implement appropriate mechanisms to ensure compliance with the requirements of all program participants. The mechanisms MAG may use include, but are not limited to:

1. MAG will notify Subcontractors (DBE and Non-DBEs) of the Prime Contractor's responsibility for prompt payment and encourage Subcontractors to notify MAG in writing with any possible violations to the prompt payment mechanism.
2. Withholding payment from Prime Contractors who do not comply with the prompt payment provision noted above, where it has been determined by the MAG DBELO that delay of payment to the Subcontractor is not justified.
3. Stopping work on the contract until compliance issues are resolved.
4. Terminating the contract.

MAG will verify that the work committed to DBEs, at the time of the contract award, is actually performed by DBEs. This will be accomplished by:

1. Requiring Prime Contractors to report Subcontractor(s) (DBE and Non-DBEs) work performed in each monthly progress report along with an indication of the number of hours worked, any costs incurred and the amounts paid to the DBE(s).
2. Ensuring that DBE participation is credited toward the overall goal or contract goal(s) only when payments are actually made to DBE firms.

APPENDIX E

PROGRESS REPORT FORMAT

(Progress Report Format - SAMPLE)

(Consultant's Letterhead)
April 15, 2005

Mr. Paul D. Ward
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 2005

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, 2005, with the MAG project manager to review data collected for the facilities.

March 21, 2005, with the Advisory Committee to obtain input on the data collection process.

March 23, 2005, with MAG staff to review comments on preliminary database.

March 25, 2005, 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, 2005.

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, 2000, met with MAG staff to finalize the outline for the Inventory Technical Report.

March 10, 2000, 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: March 21, 2000, 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, 2000 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 March 18, 2000, 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, 2000.

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

TAXPAYER ID FORM

**PAYER'S REQUEST FOR
TAXPAYER IDENTIFICATION NUMBER
AND PAYEE CERTIFICATION**

Name: _____

Address: _____

Employer Identification Number: _____

Social Security Number: _____

Please Circle One:

Corporation

Sole Proprietor

Partnership

Certification: Under penalty of perjury, I certify that:

- (1) The number shown is my correct taxpayer identification number and;
- (2) I have not been notified by the Internal Revenue Service that I am subject to backup withholding.

Signed

Date