



NOTICE OF REQUEST FOR PROPOSALS

For

SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
CONSULTING SERVICES FOR REGIONAL TRAFFIC COUNT, DATA  
COLLECTION, AND MAPPING PROJECT

Issued:

October 7, 2015

Request for Proposals due:

**October 21, 2015, at 2:00 PM**

Issued by the Sun Corridor Metropolitan Planning Organization

211 N. Florence Street, Ste. 103  
Casa Grande, AZ 85122  
520-705-5143

Irene Higgs, Transportation Planner

[ihiggs@scmpo.org](mailto:ihiggs@scmpo.org)

[www.scmpo.org](http://www.scmpo.org)

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## Regional Traffic Count, Data Collection, and Mapping Project Request for Proposals

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### NOTIFICATION:

Release Date: October 7, 2015  
Closing Date: October 21, 2015

The Sun Corridor Metropolitan Planning Organization (MPO) invites qualified persons/firms to submit Proposals for consulting services to provide regional traffic counts on all functionally classified roads in the Highway Performance Monitoring System (HPMS) as well as a selection of regional and local roads of interest within the Sun Corridor MPO region.

Proposals will be received until **2:00 PM** on **October 21, 2015** at the Sun Corridor MPO offices, located at 211 N. Florence Street, Ste. 103, Casa Grande, AZ 85122.

Any proposal received after **2:00 PM** on the above date will be returned unopened. The Sun Corridor MPO reserves the right to reject any and all proposals and assumes no liability for the costs of preparing a response to this request.

The outside of the Proposal envelope shall indicate the name and address of respondent and addressed to the Sun Corridor MPO, at the aforementioned address.

Please note on the outside of the envelope:

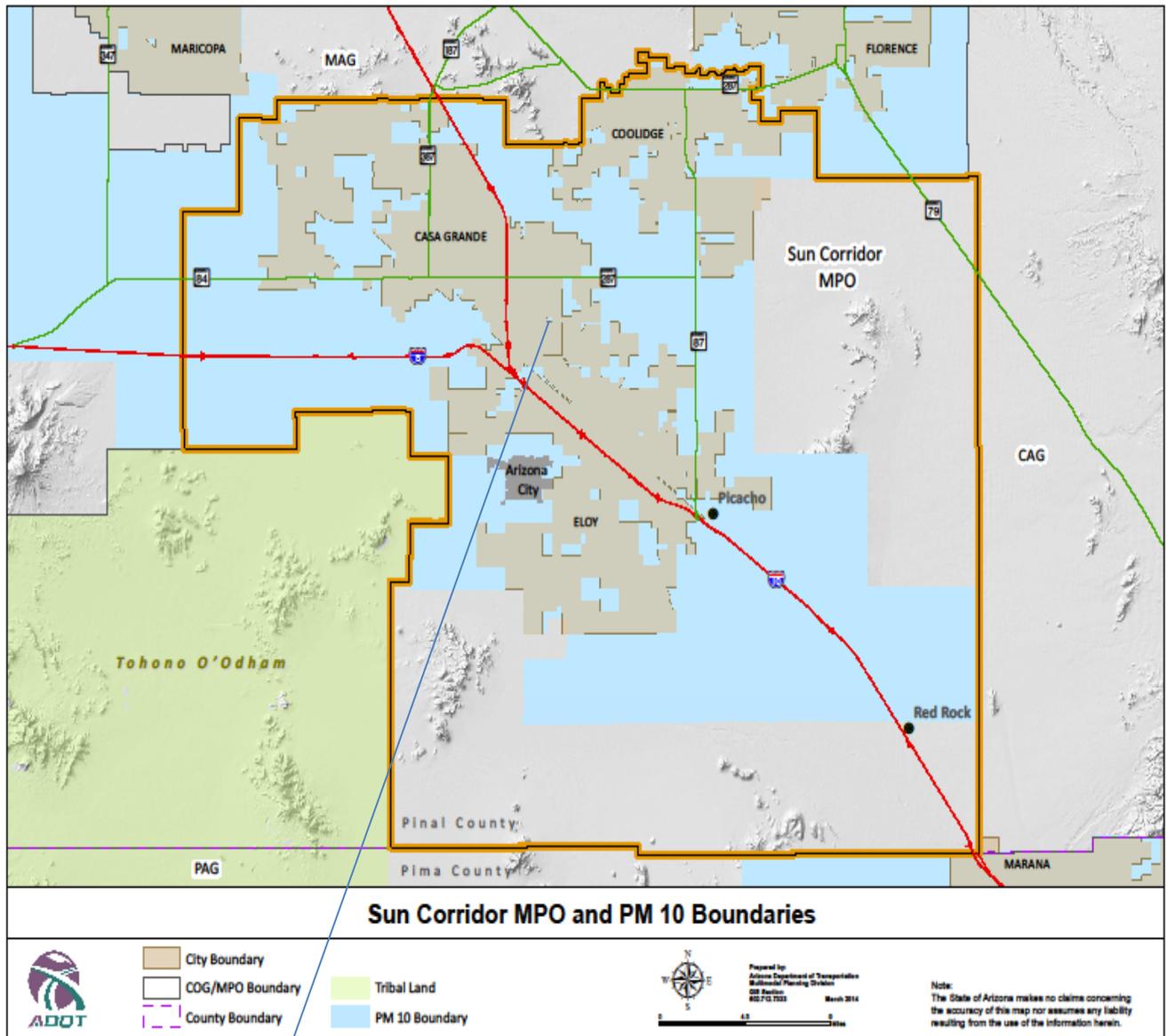
**Request for Proposals: REGIONAL TRAFFIC COUNT, DATA COLLECTION,  
AND MAPPING PROJECT**

A handwritten signature in blue ink that reads "Irene Higgs".

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Irene Higgs, Transportation Planner  
520-705-5143  
ihiggs@scmpo.org

SUN CORRIDOR MPO PLANNING BOUNDARIES



The Sun Corridor MPO provides transportation planning services to the cities of Casa Grande, Coolidge, Eloy, and the small urban and rural portions of Pinal County.

It encompasses 1,115 square miles, and has an estimated population of 119,332.

## 1. INTRODUCTION AND PROJECT DESCRIPTION

Sun Corridor MPO is the designated Metropolitan Planning Organization (MPO) for transportation planning for the cities of Casa Grande, Eloy, Coolidge, and rural areas of Pinal County. The Sun Corridor MPO covers 1,115 square miles, and hosts a population of 119,332.

The Sun Corridor MPO is hereby requesting Proposals from qualified consulting firms or individuals (herein after called consultant) to provide traffic counts on all federally functionally classified roads within the MPO planning boundaries, for a period of three (3) years (2016, 2017 and 2018), and upload the data into the ADOT Highway Performance Monitoring System (HPMS) . The counts shall also include a selection of regional and local roads of interest within the Sun Corridor MPO region. Each year the traffic counts must be completed and uploaded into the ADOT HPMS system by the end of February. The purpose of this project is to:

- Provide all member entities in the Sun Corridor MPO region with updated traffic counts on all functionally classified roads in the HPMS system and any other roadways identified by member agencies;
- Include any count programs that have been completed by member agencies;
- To identify any additional roads that may qualify for federal functional classification of urban or rural minor collector or above in each community;
- To provide updated data into the ADOT HPMS system;
- To provide a traffic count map.

This project shall be completed in accordance with all federal program and state statutory requirements to include Executive Orders, Administrative Rules and Regulations. The successful Applicant shall be required to lend all possible assistance in the preparation, investigation, and documentation necessary for compliance with all applicable federal MAP-21 (and any newly passed) legislation, and other requirements of the Arizona Department of Transportation (ADOT).

## **2. SCOPE OF WORK**

The Scope of Work for this project is to provide traffic counts on all functionally classified roads identified in the HPMS system, as well as a selection of regional and local roads of interest within the Sun Corridor MPO region. All traffic counts must be completed and entered into the ADOT HPMS system by the end of February each year (2016, 2017 and 2018)

### **Task 1: Project Management and Coordination**

The Sun Corridor MPO Technical Advisory Committee (TAC) will provide oversight and will closely coordinate with the selected consultant. The Sun Corridor MPO TAC is comprised of representatives from all of the Sun Corridor MPO member jurisdictions as well as technical experts from other public agencies.

Irene Higgs will serve as the Sun Corridor MPO project manager for the project. The consultant will confer with the Project Manager on at least a monthly basis to review project progress and solicit direction. Regularly and specially-scheduled meetings with the Sun Corridor MPO TAC will allow the consultant to build and maintain the close working relationship essential for the project's success. Preliminary and draft materials developed during this project will be circulated to the Sun Corridor MPO staff and TAC for review and comment. Relevant comments and requests will be incorporated into the final documents, based on approval by the Project Manager.

### **Task 2: Stakeholder/Public Involvement**

It is not anticipated that there will be any formal public open houses or meetings related to this project. However, the selected consultant can anticipate several meetings discussing the project with the Sun Corridor MPO Staff and TAC. All meetings of the Sun Corridor MPO TAC are publicly noticed and conducted in accordance with the Arizona Open Meeting Law and are open to the public.

### **Task 3: Kick-Off Meeting(s)**

The consultant shall hold a kick-off meeting with the Sun Corridor MPO Staff and TAC and hold individual meetings, as needed, in each of the Sun Corridor

MPO member jurisdictions to discuss the project. The kick-off meeting may be held at the regularly scheduled meeting of the TAC (December 17, 2015), or the consultant's proposal may suggest an earlier date for a special kick-off meeting of the TAC. The purpose of this meeting is to notify all governmental agencies of this project:

- Confirm count locations;
- Identify and perform counts on roads of interest for functional classification;
- Present draft schedule of counting dates within the specific areas;
- And answer any questions the agencies may have.

Coordination with local entities is essential to the success of this project.

#### **Task 4: Research Historic Count Data within the Area**

The consultant shall meet with state, county, and local agencies within Sun Corridor region individually to determine if traffic data has been collected within the past three (3) years that has not already been entered into the HPMS system. The purpose of this task is to gather any existing data and use it as a base for comparison with the newly-collected traffic count data.

Traffic counts for the ADOT system may also be included in this research. If this data is available, the consultant shall incorporate the counts and speeds into the Data Tables as described in Task 6, along with the corresponding year the data was collected.

#### **Task 5: Data Collection**

The consultant shall provide traffic counts at various locations within the Sun Corridor MPO region, to include the following:

- Traffic counts on all roadways functionally classified above rural or urban minor collector within the Sun Corridor MPO region;
- Traffic counts will be conducted for 48 hour, directional splits, on all roadway classified rural or urban minor collectors or higher;
- The Sun Corridor MPO TAC will identify and request counts on up to 100 roadway segments on local roads that may have regional

- significance and may, based on these counts, be considered for future functional classification of rural or urban minor collector or above.
- Traffic counts shall include, at minimum, total vehicle counts, truck counts and speed data;
  - The consultant shall provide a ‘per intersection cost’ for jurisdictions requesting counts of intersection turning movements. Intersection counts shall be conducted over a twenty-four (24) hour period.
  - All traffic counts must be completed and entered into the ADOT HPMS system by the end of February each year (first year, February 29, 2016).

A copy of the 2014 HPMS records showing the region’s roadway segments classified rural or urban collector or above can be provided by the Sun Corridor MPO.

No traffic counts will be taken on the ADOT highway or interstate system as part of this project.

#### **Task 6: Data Tables**

Data tables shall be developed that incorporate all historic data retrieved from the governmental agencies within the region, including ADOT if necessary. The tables shall include average daily traffic volumes and average speeds documented by location and year collected. Additionally, all of the newly-collected data for 2016 shall be listed in the table. As availability of data allows, the tables shall include a column for the percent change in traffic volumes and average speed from the previous year. The data tables shall be submitted to Sun Corridor MPO and each member jurisdiction for review before the data tables and maps are finalized, data is entered into HPMS system, and the summary report is produced.

#### **Task 7: Data Formatting and Submittal Specifications**

1. All collected traffic data under this project shall be submitted with the following conditions and requirements:
  - Traffic Data results must be furnished in an electronic format compatible with data reader(s) incorporated in ADOT’s TDMS web portal without any re-work / reformatting required by ADOT staff.

- The file-naming conventions must be in accordance with TCS Location number.
  - The datafiles must show traffic volumes by each 15 – minute recording interval. ADOT’s TDMS is capable of importing 36 different formats of electronic files.
2. MPD - ADOT staff will upload the shapefile of all existing TCS locations on the TDMS website and it will be responsibility of the consultant to upload and link the electronic files with the existing shapefile of TCS locations on the TDMS.
  3. Missing/Inaccurate TCS locations shall be created in TDMS, assigned Unique TCS Location number working with ADOT Staff and shall be linked to the collect traffic data.
  4. Data should be submitted, with a summary manifest. The data can be submitted in spreadsheet format.
  5. A summary manifest of all traffic counts taken under this project should include but is not limited to the following information for each traffic count that is collected:
    - a) Name of road/ramp and nearest cross-section details
    - b) TCS station identification number
    - c) Start Date of counts - including calendar day of week (Monday, Tuesday, etc.)
    - d) Total duration of the count in hours
    - e) Raw count values and travel direction (if applicable)
    - f) Accurate GPS coordinates of where the count was taken
    - g) Other useful, relevant notes (field notes) about the traffic count sets
  6. In order to process the raw traffic data collected by the contractor in a more timely fashion, it is requested that the traffic counts be uploaded on TDMS periodically via logging into the web portal. A brief narrative should be provided to the Project Manager via email about the uploaded data.

### **Task 8: HPMS Entry**

All new counts will be entered into the state’s HPMS system for the next reporting year and confirmation of completions submitted to the Sun Corridor MPO project manager for transmission to member jurisdictions. HPMS data requires the following data to be entered:

- Name of road, beginning and termini
- Jurisdiction responsible for maintenance
- Segment length (miles)
- Functional class
- Number of lanes
- Type of surface
- Traffic count

The consultant will provide the HPMS data to ADOT in a Microsoft Excel file to include ADTs along with a description of the count location and latitude and longitude of the count location.

#### **Task 9: Traffic Count Map**

The 2016 Sun Corridor MPO Traffic Count Map must be created by the consultant using ACAD, ArcView or a similar graphics program as Sun Corridor MPO does not have maps for this type of use. Data should be in a format that is compatible to member jurisdictions GIS system. Layers developed should be available for use by the member agencies. . A new map update shall be created for each years counts.

The traffic count map shall be in color and shall show all functionally classified roads for each jurisdiction, including local and urban roads. The map shall also show the ADT, the bi-directional traffic volumes, the average speeds, the 85th percentile speeds, and the vehicle classification for each location counted.

#### **Task 10: Summary Report**

The consultant will produce a brief summary report to include the activities completed, the results of the project, and recommendations for roadways that should be considered for federal functional classification. This report will also include recommended scheduled updates for future counts within the Sun Corridor MPO region as a basis for developing a continual traffic counting program either by jurisdiction or region wide.

### **3. UNDERSTANDING THE WORK**

Applicants should visit the Sun Corridor MPO region and take such steps as may be reasonably necessary to ascertain the nature and location of the work,

and the general and local conditions which may affect the work or the cost thereof. Failure to do so will not relieve Applicant from responsibility for properly estimating the difficulty or cost of successfully performing the work.

Submission of a Proposal shall be construed as evidence that the Applicant is familiar with the Scope of Work and conditions involved. Sun Corridor MPO will not assume responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the Contract.

**Equipment:** The consultant shall provide all necessary labor, tools, equipment, and supplies to perform the traffic count services. The consultant shall provide all traffic counters to perform the project and the traffic counters shall be calibrated within the last six months using the appropriate calibration techniques as specified in the counter user's guide. The traffic count machines shall be calibrated to plus-or-minus five percent of each other. The traffic counts may be audited for accuracy. If any audited traffic count does not meet the plus-or-minus five percent accuracy, the count shall be recounted at the expense of the consultant. The consultant shall coordinate with each respective community where the equipment shall be placed to avoid any conflict, such as but not limited to, street sweepers or road maintenance. Traffic counters must be able to obtain counts on dirt roads as well as on very wide, un-striped roadways.

Worksite – The consultant shall set up all equipment in such a way so that it does not impede the normal pedestrian movements within the area. The consultant shall obtain documented approval and agency permits prior to placing any equipment on/or attached to private property. Traffic cones shall be placed at the gutter where traffic counters are being used to alert street sweepers where the equipment is located. All traffic technicians while outside their vehicle on the worksite shall wear visible safety vests, in compliance with current MUTCD apparel standards, in good working condition at all times. Any work trucks used on the worksite to install traffic counters must have an operating light bar or strobe beacon at all times. Work trucks are not permitted to park on sidewalks, and must minimize creating dust while on the worksite. The consultant shall accomplish all traffic counts in a manner that is not destructive to the worksite or any object(s) located on the worksite. The

consultant is responsible for any damage caused to the worksite or any object(s) located on the worksite or on private property. The consultant will be responsible for obtaining any right-of-way permits required by federal, state or local agencies.

Communication – The consultant shall maintain a working phone line, fax line, and email address for communication during the project. In case of emergency or problems with the equipment the consultant shall be available 24-hours a day. If a problem arises, the consultant needs to be available to remedy the situation. If communication between Sun Corridor MPO and the consultant is deficient, then an alternate form of communication shall be agreed upon by both parties. If for any reason a traffic count cannot be completed, the consultant shall notify the local jurisdiction and Sun Corridor MPO to determine what actions will take place. On a weekly basis, the consultant shall email a report based on the previous week's progress.

#### **4. DELIVERABLES**

The consultant shall provide the finalized Data Tables and a Traffic Count Map as outlined in Tasks 6 and 8, upon completion of the project. The Data Tables shall be in electronic formats of both PDF and Microsoft Excel. The traffic volume data shall be broken down by location and include, at minimum, volume, speed and classification. Project documents should be prepared using Microsoft Word, Excel, and PowerPoint, where applicable.

The following includes the expected deliverables for this project:

- One (1) CD and one (1) hard-copy of the original information downloaded from the traffic counters shall be provided to Sun Corridor MPO.
- Six (6) CD's containing data tables, any working papers and summary report for each of the Sun Corridor MPO member jurisdictions and other TAC agencies. Must be in a format that is compatible to member jurisdictions GIS systems. Layers developed should be available for use by the member agencies. One (1) CD containing the electronic version and one (1) hard copy of each member jurisdiction's data and up to five (5) large-format traffic volume maps for that specific jurisdictional boundary.

- One (1) CD containing the electronic version and six (6) large-format traffic volume maps of the Sun Corridor MPO region.
- All data required for HPMS entry for the federally functionally classified roads within the Sun Corridor MPO region will be submitted in coordination with ADOT into the HPMS system for the next reporting period.
- A minimum of two (2) presentations to the Sun Corridor MPO TAC at the beginning and conclusion of the project to describe the scope of work, results, recommendations and answer jurisdictional questions.

## 5. RESPONSIBILITIES

In addition to the tasks and deliverables described in this document, the consultant will be responsible for:

- Participating as a member of the project team in developing all materials used in Sun Corridor MPO TAC meetings;
- Providing the technical information needed to produce materials for all outreach activities;
- Scheduling and taking minutes of stakeholder meetings/interviews if any are needed;
- Attending meetings with the Sun Corridor MPO TAC, stakeholders, the public, and others as needed to perform the project tasks.

In general, the **Sun Corridor MPO Project Manager** will be responsible for:

- Overall management of the project, including the review and final approval of all materials produced by the project. This will be done with the concurrence of the Sun Corridor MPO TAC member for each participating jurisdiction;
- Coordinating with the project team regarding all aspects of the outreach process;
- Providing technical input and administrative guidance, as needed, to the project team;
- Communicating with the Sun Corridor MPO TAC regarding meetings, review of working papers, etc.

## 6. DBE GOAL /COMMITMENT AND DOCUMENTATION

As required by 49 CFR 26.13, the Sun Corridor MPO will not discriminate on the basis of race, color, national origin, religion, gender, age, familial status, or disability, in the award and performance of any USDOT assisted contract or in the administration of its DBE program or the requirements. The Sun Corridor MPO will take all necessary and reasonable steps to ensure nondiscrimination in the award and administration of the contracts.

No DBE goal has been set on this Contract. The Consultant IS ENCOURAGED to voluntarily obtain DBE participation on this Contract to help ADOT meet its overall DBE goal. See Appendix A for additional DBE contract requirements.

The Consultant is required to adhere to the commitment made to utilize certified Disadvantaged Business Enterprises (DBE) as indicated in the firm's Request for Proposal or subsequently agreed to by the MPO during negotiations.

Responders to the Request for Proposals are **required** to sign and return with their response the Proposal Certification Form that are included herein.

### **DOCUMENTATION OF CONSULTANT PROGRESS**

The selected consultant shall provide a biweekly email progress report to the Sun Corridor MPO Project Manager. A progress report shall also accompany each monthly project billing. The report shall include, at a minimum, a statement of work accomplished to date and during the billing period, the budgeted amount by work task, and percent completion, the hours expended and cost for the billing period, and the amount spent to date.

## 7. COMPENSATION

All work described in the 'Scope of Work' shall be completed to the satisfaction of the Sun Corridor MPO's Technical Advisory Committee and the Sun Corridor staff.

Progress payments can be made, upon request, following submittal and satisfactory review by the Sun Corridor staff.

## 8. GUIDELINES FOR RFP SUBMITTALS

The RFP Applicant shall submit Proposals with the following information:

A maximum number of twenty-five (25) pages are allowed for this proposal. Five (5) copies of the proposal must be submitted on single sided typed 8.5"x11" paper with type size no smaller than 12 point (including charts, diagrams, tables, etc.). The twenty-five (25) page limitation applies to all sheets in the response, including but not limited to: letter of transmittal, cover sheet(s), table of contents, text, graphs, divider sheets, tab sheets, index and appendices. Required certifications are excluded from this page count.

For the prime consultant and all sub-consultants listed in the proposal, provide: name of contact person, address, phone number, and fax number. Proposals not meeting all submittal requirements will be considered non-responsive and will not be evaluated. Sun Corridor MPO assumes no obligations of any kind for expenses incurred by any response to this solicitation.

The hard bound copy package shall clearly identify it is a **Request for Proposal for the 2016 Regional Traffic Count, Data Collection and Mapping** Project. Submitted proposals become the property of the Sun Corridor MPO and will not be returned.

In addition, the proposal must be submitted in electronic Adobe .PDF format.

### **IMPORTANT NOTE:**

Please submit your Proposal in the order outlined below. This will assist the review committee in evaluating your firm's proposal and qualifications more efficiently:

The following items ***must*** be included in each proposal to be considered complete and responsible. The Consultant should respond to these items in the order below. As part of the proposal, a cover letter shall be attached discussing a summary of the proposal, with contact information regarding the proposal and signed by a party authorized to bind the entity submitting the proposal.

To facilitate the evaluation of each proposal, potential consultants are required to adhere to the following format:

1. **Cover Letter:** Provide a title sheet or equivalent which includes a short title for the proposed project; names and business addresses of the organization that will conduct the work; name, title, mailing address and telephone number of the principal project manager.
2. **Table of Contents**
3. **Introduction and Project Objectives:** Provide a clear, concise statement of the area's needs regarding this project. This statement should reflect the consultant's understanding of the issues to be investigated. Identify the technical objectives guiding this project effort.
4. **Project Work Plan:** Describe the project tasks, detailing the full scope of services to be provided. The plan should clearly define the proposed approach and the specific products that will result. As much as possible, project tasks should be linked with deliverable products. The project methodology should be described in sufficient detail to permit an objective evaluation of the proposal. The work plan should also include the following information:
  - Organizational chart for the project, with project manager identified.
  - The names and roles of the project team members. For each team member, include the individual's commitment to the project as a percentage of his/her total workload with the consulting firm, relevant qualifications and experience, and the number of hours each team member will spend on each work task, as well as the associated billing rate and direct costs.
  - A breakdown of project deliverables by percentage of the project's overall cost. Whenever possible, these deliverables should be tied to project tasks.
  - A description and/or depiction of how the results of the project will be reported and presented.
5. **Facilities and Equipment Available:** Identify the location of the base of operation for this project. Provide a listing of the number and type of traffic data collection equipment and software that will be used on the project.

6. **Project Schedule:** Provide a timetable for accomplishing the tasks outlined in the proposed scope of work.
7. **Project Budget:** Provide a standard line item budget that is structured similarly to the tasks identified in the RFP's scope of work. At a minimum, the budget must show project personnel, job title, required hours of work, and hourly charge rates. Direct expenses may include, but are not limited to; travel/mileage, telephone, postage, and reproductions, etc.

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### ***WITHDRAWAL OF PROPOSALS***

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

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### ***LATE PROPOSALS***

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

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### ***PROPOSAL PREPARATION COSTS***

All costs incurred for the proposal preparation, presentation, or contract negotiations are the responsibility of the consulting firm. Sun Corridor MPO will not pay for any information solicited or received.

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### ***FUNDING***

Sun Corridor MPO is a designated Metropolitan Planning Organization (MPO) for the Sun Corridor Arizona Urbanized Area, and has elected to utilize a portion of their allocated Surface Transportation Program (STP) for the purpose of this project. In support of the plan, Sun Corridor MPO is partnering with the cities of Casa Grande, Eloy, Coolidge and Pinal County to provide the local government match for the funding (in the form of in-kind or cash match).

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### ***BUDGET***

The maximum not-to-exceed budget for this proposal is \$25,000 per year.

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***PROPOSED PROJECT SCHEDULE***

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October 7, 2015	RFP Advertised
October 14, 2015	End date for Questions
October 21, 2015	Proposals Due Date – by 2:00 PM
October 22, 2015	Working group reviews proposals and ranks top firms
October 23, 2015	Consultant Presentations – Interviews (If Applicable)
October 26, 2015	Notification to Firm selected

***EVALUATION CRITERIA***

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The Sun Corridor MPO invites interested firms to submit written Proposals relating to this solicitation. A Screening Committee will evaluate submitting firms' qualifications and experience with similar projects. Two (2) to four (4) firms determined to be best qualified may then be invited to participate in a presentation/interview.

Request for Proposals for this project will be evaluated by a Review Committee appointed by the Sun Corridor MPO Director according to the following criteria, with the weighting of each criterion as indicated:

1.	Firm Profile	10
2.	Project Manager Experience and Commitment	15
3.	Expertise and Experience of Key Personnel	15
4.	Schedule	40
5.	Project Cost	10
6.	Does Consultant have DBE, MBE, or WBE status	10
Total Points		100

***Presentation Schedule (If Applicable):***

After evaluation of the Request for Proposals by the Review Committee, a shortlist of two (2) to four (4) firms may be determined, based upon the

composite score of the Review Committee members. As determined by the Review Committee, a presentation/interview session with each of the short listed firms may comprise the second half of the evaluation/selection process. In the presentation/interview, candidate firms will be required to demonstrate their understanding and familiarity with the scope, location, and other aspects of this project. Criterion upon which the presentation/interview of each firm will be evaluated, with weighting for each criterion are as follows:

1.	Observation of existing conditions and key project information	20
2.	Identification of key issues or problems that will need to be considered.	20
3.	Innovative approaches in the process	20
4.	Experience and capabilities in development of similar studies	30
5.	Specific reasons why the firm should be engaged for the project	10
Total Points		100

The Review Committee members will individually evaluate the presentation/interview of each of the candidate firms and rate them accordingly to the aforementioned criteria. The Review Committee will then formulate a consensus ranking, and the Sun Corridor MPO Director will notify each candidate firm's rankings and meet with the top ranked firm for the purposes of negotiating a contract. If negotiations are unsuccessful, the Sun Corridor MPO staff will terminate negotiation efforts and open negotiations with the 2<sup>nd</sup> ranked firm. This process will continue until negotiations are successful. The shortlist will remain in effect for a period of twelve months from the date of issuance by Sun Corridor MPO.

Once a contract has been successfully negotiated with a firm, the contract will be required to be approved by the Sun Corridor MPO Attorney, and Sun Corridor MPO Executive Board. Federal language is required to be in all Sun Corridor MPO contracts/professional services agreements and will be provided to the accepted firm.

The Sun Corridor MPO reserves the right to reject any or all proposals and to make any award which it considers to be in the best interest of the region.

This Request is for a Request for Proposals is not a commitment to initiate a contract for services.

This is a qualifications based selection process and is not a bidding process.

## **9. QUESTIONS CONCERNING THE RFP**

Emailed (written) questions regarding this RFP must be received no later than **seven (7) working days** before submittal due date. Questions may then be responded to by written amendment to this document. Verbal statements or instructions shall not constitute an amendment to the RFP.

**Inquiries may be made to:**

Irene Higgs, Transportation Planner, Sun Corridor MPO  
211 N Florence Street, Ste. 103  
Casa Grande, Arizona 85122  
Or via Email: [ihiggs@scmpo.org](mailto:ihiggs@scmpo.org)  
(520) 705-5143

## **10. FEDERAL THIRD PARTY AGREEMENTS**

### **APPLICABLE LAWS AND REGULATIONS**

#### **1. NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES**

The Consultant acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Consultant or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

The Consultant agrees to include the above clause in each sub-consultant. It is further agreed that the clause shall not be modified, except to identify the sub-consultant who will be subject to its provisions.

2. ***FRAUD AND FALSE STATEMENTS***

The Consultant understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Consultant represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Consultant and any company that the Consultant represents may be subject to prosecution under the provision of 18 USC §1001 and §1020.

3. ***ACCESS TO THIRD PARTY CONTRACT RECORDS***

Pursuant to A.R.S. §35-214, the Consultant and its Subconsultant(s) shall keep and maintain all books, papers, records, accounting records, files, accounts, expenditure records, reports, cost proposals with backup data and all other such materials related to the Contract and other related project(s). The Consultant shall make all such materials related to the project(s) available at any reasonable time and place during the term of the Contract and for five (5) years. All Documents shall be retained for auditing, inspection and copying upon the MPO or at FHWA's request, or any other authorized representative of the Federal Government.

4. ***CHANGES TO FEDERAL REQUIREMENTS***

The Consultant shall at all times comply with all applicable Federal regulations, policies, procedures, and directives, including without limitation those listed directly or by reference between the MPO and the Federal agency providing funding for this contract, as they may be amended or promulgated from time to time during the term of this contract. Consultant's failure to so comply shall constitute a material breach of this contract.

Changes to Contract Scope: Federal legislation and implementing regulations allow for change orders within the scope of the work covered by the contract. In

the event of changed conditions, an adjustment of contract scope is permissible if the altered character of the work does not differ materially from that of the original contract as long as the work is approved by the MPO with the requirement that the change must involve the work covered by the contract. Changes that materially differ from the scope of work are considered Cardinal Changes and are not permissible. All work changes must be reviewed by the MPO, ADOT Contracts Program Manager and/or ADOT Procurement Officer in advance of proceeding to ensure the change is permissible under State and Federal requirements and regulations. Work cannot proceed until appropriate financial and administrative processing has occurred and any federal approvals are received when and where necessary and a modified contract is issued.

## 5. **TERMINATION**

**a. Termination for Convenience:** The MPO reserves the right to terminate this Agreement or any part thereof for its sole convenience with thirty (30) days written notice. In the event of such termination, Consultant shall immediately stop all work hereunder, and shall immediately cause any of its suppliers and sub-consultants to cease such work. As compensation in full for services performed to the date of such termination, the Consultant shall receive a fee for the percentage of services actually performed. This fee shall be in the amount to be mutually agreed upon by the Consultant and MPO, based on the agreed Scope of Work.

**b. Termination for Cause:** The MPO may terminate this Agreement for Cause.

**Upon the occurrence of any one or more of the following events:**

- 1) If Consultant fails to perform pursuant to the terms of this Agreement
- 2) If Consultant is adjudged a bankrupt or insolvent;
- 3) If Consultant makes a general assignment for the benefit of creditors;
- 4) If a trustee or receiver is appointed for Consultant or for any of Consultant's property;
- 5) If Consultant files a petition to take advantage of any debtor's act, or to reorganize under the bankruptcy or similar laws;
- 6) If Consultant disregards laws, ordinances, rules, regulations or orders of any public body having jurisdiction;
- 7) Where Agreement has been so terminated by the MPO, the termination shall not affect any rights of the MPO against Consultant then existing or which may thereafter accrue.

**c. Termination for Misrepresentation:** The MPO may, upon written notice, terminate this Contract for any attempt by Consultant to represent any goods or materials not specifically awarded as being under contract with the MPO. Any such action is subject to the legal and contractual remedies available to MPO inclusive of, but not limited to, contract cancellation, suspension and/or debarment of Consultant.

**6. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

The Consultant is required to comply with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, Title 49, Code of Federal Regulations, Part 26 through Appendix H and Title 23, CFR 710.405 (b) are made applicable by reference and are hereinafter considered a part of this contract. The Consultant is required to comply with the provisions of 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). Said provisions are made applicable by reference and are hereinafter considered a part of this contract.

**7. DEBARMENT AND SUSPENSION**

Consultant shall not make any award or permit any award (sub-grant or contract) to any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension".

**8. LOBBYING**

The Consultant agrees that it will not expend any funds appropriated by Congress to pay any person for influencing or attempting to influence an officer or employee of any agency, or a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

9. ***ENVIRONMENTAL PROTECTION***

The Consultant is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement (EN-329).

10. ***ENERGY CONSERVATION***

The Consultant is required to comply with mandatory standards and policies, as applicable, relating to energy efficiency, which is contained in the State Energy Conservation Plan issued by the Department in compliance with the Energy Policy Conservation Act (Public Law. 94-163).

11. ***DRUG-FREE WORK PLACE***

The Consultant agrees that it will comply with the provisions of the Drug-Free Work Place Act of 1988 (Public Law 100-690, Title V, subtitle D; U.S.C. § 701 et seq.) and maintain a drug-free work place.

12. ***INSURANCE***

Consultant shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from, or in conjunction with, the performance of the work hereunder by the Consultant, its agent's representatives or employees.

13. ***DISADVANTAGE BUSINESS ENTERPRISE (DBE)***

The Consultant and Sub-consultants are required to comply with all Disadvantaged Business Enterprise (DBE) requirements, as part of the Arizona Department of Transportation Disadvantage Business Enterprise Plan.

## Professional Services Contract - With No DBE Goal

## Federal-aid Contracts Only

## A. Nondiscrimination

1. During the performance of this Contract, the Consultant, for itself, its Subconsultants, assignees and successors shall:
  - a. Not discriminate on the basis of race, color, national origin, or sex and shall carry out applicable requirements of 49 CFR Part 26 in the performance of this Contract. Failure by the Consultant to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract, disqualification from proposing on other Contracts or other remedy as the State deems appropriate.
  - b. Comply with Executive Order 2009-09, "Prohibition of Discrimination in Employment by Government Contractors and Subcontractors," which is hereby included in its entirety by reference and considered a part of this Contract.
  - c. Comply with the provisions of 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). Said provisions are made applicable by reference and are hereinafter considered a part of this Contract.
  - d. Post in conspicuous places available to employees and applicants for employment, the following notice:

***"It is the policy of this company not to discriminate against any employee, or applicant for employment, because of race, color, religion, creed, national origin, sex, age, handicapped, or disabled veterans and Vietnam era veterans. Such actions shall include, but are not limited to: employment, upgrading, demotion, transfer, recruitment, or recruitment advertising; laying-off or termination; rates of pay or other compensation; and selection for training, and on-the-job training. Also, it is the policy to ensure and maintain a working environment free of harassment, intimidation and coercion."***
  - e. Comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter USDOT), 49 CFR 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.
  - f. Not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of Subconsultants, including procurement 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.
  - g. In all solicitations either by competitive bidding or negotiations made by the Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, notify each potential Subconsultant or supplier of the Consultant's obligations under this Contract and the Regulations relative to nondiscrimination on the ground of race, color, or national origin.
  - h. 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 State 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 State as appropriate, and shall set forth what efforts it has made to obtain the information.

2. In the event of the Consultant's noncompliance with the NONDISCRIMINATION provision (Section A) of this Contract, the State shall impose such Contract sanctions as the State or FHWA 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.
3. The Consultant shall include the provisions of paragraph 1.a. through 1.h. in every subcontract with Subconsultants, DBEs and non-DBEs, including procurement of materials and equipment leases, unless exempt by the Regulations or directives issued pursuant thereto.
4. The Consultant shall take such action with respect to any Subconsultants or procurement as the State or the Federal Aviation Administration (FAA), FHWA and the Federal Transit Administration (FTA) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the 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 State to enter into such litigation to protect the interests of the State, and in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

#### B. Affirmative Action

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The Consultant shall take the following affirmative action steps with respect to securing supplies, equipment or services under the terms of this Contract.

1. Include qualified firms owned by socially and economically disadvantaged individuals on solicitation lists.
2. Assure that firms owned by socially and economically disadvantaged individuals are solicited whenever they are potential sources.
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum participation by firms owned by socially and economically disadvantaged individuals.
4. Where the requirement permits, establish delivery schedules which shall encourage participation by firms owned by socially and economically disadvantaged individuals.
5. Use the services and assistance of ADOT DBE Supportive Services Program, the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce and the Community Services Administration as needed.

#### C. Participation by Disadvantaged Business Enterprises – Commitment, Compliance and Reporting

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1. The Department has established a Disadvantaged Business Enterprise (DBE) program in accordance with the regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 26. ADOT has received federal financial assistance from the USDOT and as a condition of receiving this assistance, ADOT has signed an assurance that it shall comply with 49 CFR Part 26.

It is ADOT's policy to ensure that DBEs, as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in federally-funded contracts. It is also ADOT's policy to:

- a. Ensure nondiscrimination in the award and administration of federally-funded contracts;
- b. Create a level playing field on which DBEs can compete fairly for federally-funded contracts;
- c. Ensure that the DBE program is narrowly tailored in accordance with applicable law;

- d. Ensure that only firms that fully meet 49 CFR Part 26 eligibility requirements are counted as DBEs;
- e. Help remove barriers to the participation of DBEs in federally-funded contracts;
- f. Assist in the development of firms that can compete successfully in the marketplace; and
- g. Facilitate and encourage participation by Small Business Concerns (SBCs) in ADOT contracts. ADOT encourages Consultants to take reasonable steps to eliminate obstacles to SBC's participation and to utilize SBCs in performing contracts. See Section E.

The Federal regulations require a recipient of federal highway funding to implement an approved DBE Program that consists of establishing a statewide DBE utilization goal that uses race-neutral means to the maximum feasible extent to achieve the goal. Where race-neutral measures prove inadequate to achieve the goal, the State is required to use race-conscious measures, such as a DBE participation goal for individual contracts.

The Department has established an overall annual goal for DBE participation on Federal-aid contracts. The Department intends to meet the goal with a combination of race-conscious efforts and race-neutral efforts. Race-conscious participation occurs where the Consultant uses a percentage of DBEs to meet a contract specified goal. Race-neutral efforts are those that are, or can be, used to assist all small businesses or increase opportunities for all small businesses.

The Consultant is required to adhere to the commitment made to utilize certified Disadvantaged Business Enterprises (DBE) as indicated in the firm's Request for Proposal (RFP) or subsequently agreed to by the State during negotiations. The State, at its discretion on a case-by-case basis, may waive the above limitations.

2. **DBE GOAL/COMMITMENT AND DOCUMENTATION:**

- a. **No DBE goal has been set on this Contract. The Consultant IS ENCOURAGED to voluntarily obtain DBE participation on this Contract to help ADOT meet its overall DBE goal.**
- b. The Consultant is required to adhere to the commitment made to utilize certified Disadvantaged Business Enterprises (DBE) as indicated in the firm's Request for Proposal (RFP) or subsequently agreed to by the State during negotiations.

3. **COMPLIANCE:**

This Contract is subject to DBE compliance tracking for the Consultant and its Subconsultants. Lower-tier Subconsultants and Vendors are required to provide any requested DBE Contract compliance-related data in hard copy or electronically as determined by the State, including written agreements between the Consultant and Subconsultant DBEs. The Consultant shall report the amount earned by and paid to each DBE and non-DBE Subconsultants working on the project for the preceding month on each monthly Progress Payment Report. The Consultant is responsible for ensuring that the Consultant and all its Subconsultants and lower-tier Subconsultants have completed all requested items and that their contact information is accurate and up-to-date.

4. **REPORTING AND SANCTIONS:**

- a. ADOT is required to collect DBE participation data on all Federal-aid projects, whether or not there is a stated DBE goal/commitment on this Contract. Therefore, the Consultant shall report the monthly payments made to all DBE, non-DBE Subconsultants and Direct Expense Vendors, including all lower-tier Subconsultants, for labor, equipment, and materials. If the Consultant and its Subconsultants do not provide all required DBE usage and payment information with the monthly Progress Payment

Reports (PPRs) submittals for the preceding month, and complete its monthly audit and reporting of payments to DBEs and non-DBEs in the DBE System, the State shall deduct \$1,000 for each delinquent report, whether from the Consultant or any of its Subconsultants, from the progress payment for the current month, not as a penalty but as liquidated damages. If by the following month, the required DBE payment information for the previous month has still not been provided, the State shall deduct an additional \$1,000 for each delinquent report. Such deductions shall continue for each subsequent month that the Consultant or its Subconsultants fail to provide the required payment information.

- b. The Consultant, Subconsultants, lower-tiered Subconsultants and Vendors shall confirm the payments received from ADOT and/or the Consultant through ADOT DBE Contract & Labor Compliance Management System (DBE System).
- c. After execution of this Contract and before the first Payment Report/Invoice is submitted to the (Sun Corridor MPO), the Consultant is required to log into the DBE System and enter the name, contact information, and subcontract amounts for all Subconsultants, lower-tier Subconsultants and Direct Expense vendors performing any work on the project to help ADOT track and monitor payments to DBE and non-DBE Subconsultants on the project and to confirm that the scope of services and commitments made via the DBE Intended Participation Affidavits are being met.
- d. All DBE and non-DBE subcontracting activities and payments shall be reported by the Consultant. All DBE subcontracting activities will be counted toward DBE participation. This includes lower-tier subcontracting activities regardless of whether or not the DBE is under contract with another DBE.

#### D. Counting DBE Participation

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In counting the DBE participation, the Department shall apply the rules in 49 CFR §26.55 . The firm shall count only the value of the work actually performed by the DBE toward DBE goals. No credit shall be allowed for shipping, manufacturing or supply.

1. Contracts created to artificially create DBE participation are not acceptable; the arrangement shall be within normal industry practices. The DBE shall perform a commercially useful function.
2. Count the entire amount of that portion of a Contract (or other Contract not covered by paragraph (2) of this section) that is performed by the DBE's own forces. Firms shall include the cost of supplies and materials obtained by the DBE for the work on the Contract, including supplies purchased or equipment leased by the DBE (except supplies and equipment the DBE Subconsultant purchases or leases from the Consultant or its affiliate).
3. Count the entire amount of fees or commissions charged by a DBE firm for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specially required for the performance of a DOT-assisted contract, toward DBE goals, provided the fee is determined to be reasonable and not excessive as compared with the fees customarily allowed for similar services.
4. When a DBE subcontracts part of the work of its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the lower-tier Subconsultant is itself a DBE. Work that a DBE subcontracts to a non-DBE does not count toward DBE goals.
5. It is presumed that the DBE is not performing a **commercially useful function** if: (a) a DBE does not perform or exercise responsibility for **at least 30 percent (30%)** of the total cost of its Contract with its own work force; or (b) the DBE subcontracts a greater portion of the work of a Contract than would be expected on the basis of normal industry practice for the type of work involved.

#### E. Participation by Small Business Concerns (SBCs)

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It is ADOT's policy to facilitate and encourage participation by Small Business Concerns (SBCs) in ADOT contracts. ADOT encourages Consultants to take reasonable steps to eliminate obstacles to SBC's participation and to utilize SBCs in performing contracts.

Consultant shall take all reasonable steps to remove obstacles to SBC participation in the contract. ADOT encourages the Consultant to utilize SBCs. SBCs are registered in the Arizona Unified Transportation Registration and Certification System (AZ UTRACS).

## 11. CERTIFICATION FORM

Responders to the Request for Proposals are **required** to sign and return with their response the **Request for Proposal Certification Form** that is included herein.

***Failure to sign and submit the certification form specified in this RFP with the RFP will result in the RFP being rejected.***

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**Request for Proposal Certification Form**

Contact #: \_\_\_\_\_ Consultant Name: \_\_\_\_\_

**Please read the fifteen (15) statements below. The statements are to ensure Consultants are aware and in agreement with Federal, and State guidelines related to the award of this contract. Consultants shall submit the specific Certification form attached to each RFP advertised, as revisions to the form may occur from time to time. Failure to sign and submit the certification form specified in this RFP with the RFP will result in the RFP being rejected.**

**Submission of the RFP by the Consultant certifies that to the best of its knowledge:**

<b>1.</b>	The Consultant and its sub-consultants have not engaged in collusion with respect to the contract under consideration.
<b>2.</b>	The Consultant, its principals and sub-consultants have not been suspended or debarred from doing business with any government entity.
<b>3.</b>	The Consultant shall have the proper Arizona license(s) and registration(s) for services to be performed under this contract. Furthermore, the Consultant shall ensure that all Sub-consultants have the proper Arizona license(s) and registration(s) for services to be performed under this contract. Key members of the Project Team, including sub-consultants, are currently licensed to provide the required services as requested in the RFP package.
<b>4.</b>	The Consultant's signature on any RFP or contract constitutes an authorization to the MPO to ascertain the eligibility of the Consultant, its principals and sub-consultants to enter into contract with the MPO and with any other governmental agency.
<b>5.</b>	The Consultant's Project Team members are employed by the Consultant on the date of submittal.
<b>6.</b>	All information and statements written in the proposal are true and accurate and that the MPO reserves the right to investigate, as deemed appropriate, to verify information contained in proposals.

<b>7.</b>	Consultant shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from, or in conjunction with, the performance of the work hereunder by the Consultant, its agents representatives or employees.
<b>8.</b>	No Federally appropriated funds have been paid or shall be paid, by or on behalf of the Consultant for the purpose of lobbying.
<b>9.</b>	If project is funded with Federal Aid funds, the Consultant affirmatively ensures that in any subcontract entered into pursuant to this advertisement, minority business enterprises shall be afforded full opportunity to submit proposals/bids in response to this invitation and shall not be discriminated again on the grounds of race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation.
<b>10.</b>	The Consultant will utilize all Project Team members, sub-consultants and DBE firms, if applicable, submitted in the RFP, and will not add other Project Team members or sub-consultants, unless the Consultant has received prior written approval from MPO Director.
<b>11.</b>	The Consultant shall meet its DBE goal commitment and any other DBE commitments as stated in its RFP proposal or Cost Proposal; and shall report on a timely basis its DBE utilization as detailed in the contract.
<b>12.</b>	If selected, the Consultant is committed to satisfactorily carry out the Consultant's commitments as detailed in the contract and its RFP proposal.
<b>13.</b>	The Consultant is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h), Section 508 of the Clean Water Act (33 U.S.C. 1368).
<b>14.</b>	The Consultant is required to comply with mandatory standards and policies, as applicable, relating to energy efficiency.



Regional Traffic Count, Data Collection,  
and Mapping Project Request for  
Proposals

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<b>15.</b>	The Consultant agrees that it will comply with the provisions of the Drug-Free Work Place Act of 1988 (Public Law 100-690, Title V, subtitle D; U.S.C. § 701 et seq.) and maintain a drug-free work place.
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*I hereby certify that I have read and agree to adhere to the fifteen (15) statements above and/or that the statements are true to the best of my knowledge as a condition of award of this contract.*

*Print Name and Title:* \_\_\_\_\_

*Signature and Date:* \_\_\_\_\_ *Date:* \_\_\_\_\_

### **Sun Corridor MPO - General Assurance**

Sun Corridor Metropolitan Planning Organization HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the Arizona Department of Transportation that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, that no person in the United States shall, on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) of the Regulations, a copy of which is attached.

### ***Specific Assurances***

#### **Federal-aid Highway Program Assurance**

More specifically and without limiting the above general assurance, the Sun Corridor Metropolitan Planning Organization hereby gives the following specific assurances with its Federal-aid Highway Program.

1. That agrees that each “program” and each “facility” as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Sun Corridor Metropolitan Planning Organization shall insert the following notifications in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal-aid

Highway Programs and, in adapted form in all proposals for negotiated agreements:

The Sun Corridor Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-2 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, gender, age, familial status, or disability in consideration for an award.

3. That where the Sun Corridor Metropolitan Planning Organization receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection within.
4. That where the Sun Corridor Metropolitan Planning Organization receives Federal financial assistance in form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
5. That this assurance obligates the Sun Corridor Metropolitan Planning Organization for the period during which Federal financial assistance is extended to the program, except where the federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Sun Corridor Metropolitan Planning Organization or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Sun Corridor Metropolitan Planning Organization retains ownership or possession of the property.

6. The Sun Corridor Metropolitan Planning Organization shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
  
7. The Sun Corridor Metropolitan Planning Organization agrees that the United States has right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.