



**NOTICE OF REQUEST FOR PROPOSALS**

**For**

**CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION**

**2050 REGIONAL TRANSPORTATION PLAN**

**Issued: Friday, November 17, 2023**

**Request for Proposals Due: Friday, January 5, 2024, by 2:00 pm**

**ADOT Project #: MPDG9146-200.1**

**Issued by the Central Yavapai Metropolitan Planning Organization**

**REQUEST FOR PROPOSALS**  
**Central Yavapai Metropolitan Planning Organization**  
**2050 Regional Transportation Plan**

The Central Yavapai Metropolitan Planning Organization (herein referred to as CYMPO) invites qualified consultants to respond to the Request for Proposals (RFP) to provide professional services for an Urbanized Corridor Master Plan.

**Proposals will be received electronically until 2:00 pm on Friday, January 5, 2024.**

Any proposals received on or after 2:00 pm on the above stated date will be returned and will not be considered. This is **NOT** a bid process and selection of the final contractor will not solely be based on cost. CYMPO reserves the right to reject any and all proposals and assumes no liability for the cost of preparing a response to this request.

Proposals must be delivered by email to [Bryn.Stotler@yavapaiaz.gov](mailto:Bryn.Stotler@yavapaiaz.gov) with a copy to [Allison.McCarthy@yavapaiaz.gov](mailto:Allison.McCarthy@yavapaiaz.gov). Please note on the subject line of the email: **Request for Proposals: 2050 Regional Transportation Plan.**

Any proposal received after 2:00 p.m. on the above stated date will be returned unopened. Submittals must conform to the prepared Scope of Work within the RFP available at [www.CYMPO.org](http://www.CYMPO.org) or by request made to the CYMPO office at (928) 442-5730.

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By: Bryn Stotler  
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[www.CYMPO.org](http://www.CYMPO.org)

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## 1. INTRODUCTION AND BACKGROUND

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Central Yavapai Metropolitan Planning Organization (CYMPO) is the designated Metropolitan Planning Organization (MPO) for the City of Prescott, Town of Prescott Valley, Town of Chino Valley, Town of Dewey-Humboldt, Yavapai County and Arizona Department of Transportation. The Prescott Urbanized Area is located in central Arizona in the central highlands of Yavapai County. Yavapai County totals approximately 8,125 square miles with a population of 242,253.

As the regional MPO, CYMPO provides the forum for local elected officials and transportation experts to plan multimodal infrastructure within the CYMPO Planning Boundary. CYMPO's vision is to promote and maintain a regional coordinated transportation system for the safe and efficient movement of people, goods, and services.

CYMPO has undertaken several planning studies and reports within the last several years to promote safety, multimodal transportation, and improve existing transportation facilities in the region. This includes the Active Community Transportation – Unified Plan (ACT-UP), Regional Strategic Transportation Safety Plan, SR 69 Urbanized Corridor Master Plan, and Central Yavapai Phased Transit Plan. Each of these studies and plans provide keen insight for future planning, implementation, and transportation funding.

It is CYMPO's responsibility to update the Regional Transportation Plan (RTP) every five years. CYMPO last adopted the 2045 RTP in 2018. The updated RTP will apply to the 25-year planning horizon, updating the existing 2045 plan as previously adopted for CYMPO's planning area. The 2050 Plan will provide updated information including socioeconomic data based on the 2020 Census. In addition, the 2050 Plan will provide updated goals and visions for the region including multimodal transportation and new mobility, identifying opportunities for new and emerging technologies.

### BACKGROUND

CYMPO is updating the Regional Transportation Plan for a new horizon year of 2050. The Plan will develop regional objectives and strategies to service the transportation needs of the public and keep consistent with the rural character of the region with consideration for development in the future. The Plan will also support opportunities for future Federal and State formula and grant funding.

## 2. ADDITIONAL DEFINITIONS APPLICABLE TO THE REQUEST FOR PROPOSAL

**ADOT** means Arizona Department of Transportation

**Contract** means the Contract attached hereto named SR69 Urbanized Corridor Master Plan Contract

**FTA** means Federal Transit Authority

**FHWA** means Federal Highway Administration

## 3. PROJECT SCOPE OF WORK

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### **Scope Outline**

The Scope of Work will include, but not be limited to, the tasks listed below. However, CYMPO encourages consultant teams/firms to propose alternative approaches that introduce innovative, higher quality and/or more impactful results, and cost savings. A final and more detailed scope of work will be developed and negotiated upon selection of a consultant.

#### **TASK 1: PROJECT ADMINISTRATION**

##### **1.1 Kick Off Meeting**

Conduct a kick-off meeting to review the scope, project schedule, public involvement plan, and deliverables. The kickoff meeting will also review the results from the Boundary Expansion Study and confirm the project study area.

##### *1.1.1 Define Study Area*

Confirm study area with the CYMPO Boundary Expansion Study.

##### **1.2 Project Management**

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

##### **1.3 Public Involvement Plan**

The consultant will develop a public involvement plan and schedule all public involvement efforts and meetings.

#### **TASK 2: PUBLIC ENGAGEMENT**

##### **2.1 Project Website/Social Media**

The consultant will utilize a project website/virtual plan room and will assist in social media outreach to provide project updates/status, project resources, online surveys, and a place for public comments to be received. The consultant will provide consistent outreach efforts through the website and social media to maintain engagement with the public. In addition, the consultant will identify alternative methods to make the plan accessible to traditionally hard to reach communities, groups, and interests.

## 2.2 Public Meetings

The consultant will conduct two public meetings, one in-person and one virtual, during the duration of the project. An open house will be conducted to introduce the project and the purpose of the project. The goal of an open house is to gather input from the community to understand key issues, areas for improvement, and develop visions/goals for the future. The consultant will utilize public meeting materials and displays that encourage interaction with the public, CYMPO staff, and the consultant team. A virtual public meeting will be held after the draft report has been completed. This will provide an opportunity for the public to comment and ask questions on the draft report. The consultant will identify a virtual meeting format that will be most effective, such as virtual meeting/plan rooms, online presentations, etc.

## 2.3 Stakeholder Engagement

The consultant will conduct two stakeholder workshops that consist of the Technical Advisory Committee (TAC), Ecosystem Connectivity and Mitigation Advisory Committee (EMAC), and the Executive Board. A key component of these workshops is reviewing and discussing the input gained from the two public meetings.

## 2.4 Evaluate Existing Transportation Plans

The consultant will evaluate previously completed studies done by CYMPO and CYMPO member agencies including:

- ACT-UP: Active Community Transportation – Unified Plan
- Yavapai Passenger Transportation Study (NACOG 2020)
  - Yavapai Passenger Transportation Study Update (2022)
- Transit Implementation Plan Update (2019)
  - Central Yavapai Phased Transit Plan (2020)
- Environmental Assessment and Carbon Reduction Strategy
- Regional Strategic Transportation Safety Plan
- SR 69 Urbanized Corridor Master Plan
- Additional studies
  - Corridor Studies
  - CYMPO Boundary Expansion Study

Key findings, recommendations, and planning direction from each study will inform the Regional Transportation Plan. In addition, the consultant will integrate key findings, recommendations, and planning direction from each plan into this study.

## TASK 3: EVALUATE CURRENT SOCIOECONOMIC AND TRANSPORTATION CONDITIONS

### 3.1 Collect Socioeconomic Data

The consultant will utilize and evaluate any US Census, State, or other socioeconomic data. Socioeconomic data will provide insight into the region's characteristics and provide opportunities to include equity and diversity in this report. In addition, socioeconomic characteristics will provide data necessary to identify future grant opportunities.

### 3.1.1 *Streets and Highways*

This includes data on commute mode split and other socioeconomic data related to travel, particularly as it relates to regional travel patterns and the impacts on municipal and county activity centers.

### 3.1.2 *Transit*

This includes data on zero car households, age, and other socioeconomic data related to transit use.

## 3.2 Development of Street Network

The consultant will develop a base 2023 street network for the traffic model utilizing information necessary from each CYMPO member jurisdiction. This includes updated land uses and model inputs.

## 3.3 Analyze Title VI and Environmental Justice (EJ) Population Segments

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

## 3.4 Analyze Existing Funding

The consultant will provide an overview of existing funding sources and current funding needs for infrastructure in the region. The consultant will also identify and correlate new funding opportunities with Title VI and EJ populations.

# TASK 4: DEVELOP AND CALIBRATE UPDATED TRAFFIC FORECASTING MODEL

## 4.1 Modify Transportation Analysis Zone (TAZ) Information

The current TAZ system boundaries will primarily be retained, but the socioeconomic information within the TAZ boundaries will require review and modification as applicable.

The consultant will coordinate with ADOT and CYMPO to update the Statewide Traffic Model with CYMPO Focus Area. The traffic forecast model will include a baseline year, 2023, and horizon year, 2050. The model will include multiple types of transportation including vehicles, transit, bicyclists, and pedestrians. Traffic forecast modeling services are provided at no cost to the MPO and include the following performed by ADOT Modeling & Forecasting staff:

- Provide the base network and demographic data used by the modeling completed for the State Route 69 Corridor Master Plan
- Create a customized and focused transportation analysis zone system for the study area
- Modify the base data files to represent the various desired planning scenarios (e.g., network, demographic, etc.);
- Correct issues in modified planning scenario data files identified by staff that may affect model execution;
- Perform trip distribution analysis in TransCAD utilizing TAZ data, this analysis will provide origin and destination information for the region.

## TASK 5: CONDUCT MULTIMODAL ASSESSMENT

### 5.1 Evaluate Multimodal Network

The consultant will evaluate the existing multimodal network including transit routes/facilities, bike facilities, sidewalks, trails, and multi-use paths. New mobility facilities and programs, such as charging stations and access to bike share, will also be included in the assessment. In addition to identifying existing new mobility facilities and programs, the consultant will assist in providing opportunities to integrate new mobility and emerging technologies into this report. New mobility evaluation will provide an opportunity to include new modes of transportation/ technologies into the plan, provide guidance on new mobility practices, and new sustainable practices for the region.

- Transit
  - Transit Routes / Transit Facilities / Multimodal Connectivity
- Pedestrian
  - Sidewalks / Hiking Trails / Multiuse Paths
- Bicycle
  - Bike Lanes / Bike Trails / Multiuse Paths
- New Mobility
  - Autonomous vehicles (AV), Electric vehicles (EV), Bike share, car share, and micromobility

Currently, transit service and facilities are limited in the region. CYMPO is seeking to identify a wider range of transit opportunities that support future needs for the region. Data and analytics should be engaged to identify mobility needs over the next 25 years. The desire is to demonstrate how transportation choices and opportunities can influence transportation in the CYMPO region over the life of the plan.

## TASK 6: ASSESS FUTURE CONDITIONS

### 6.1 Develop Future Socioeconomic Projections

Population, dwelling unit, and employment information will be reviewed and analyzed.

### 6.2 Update Regional Model for Future Year Transportation Networks

The consultant will update the base transportation network to reflect any improvements completed since the CYMPO 2045 study, evaluate the 2050 recommended network, and include a “no-build” scenario.

### 6.3 Identify High Transit Propensity Areas for Mid-Year 2035 Horizon

The consultant will perform a transit propensity analysis based on socioeconomic projections and transit projects for two horizon years, 2035 and 2050. As indicated previously, CYMPO is interested to see the consultant include peer region transit examples to establish the 2035 and 2050 transit projections.

### 6.4 Model, Refine and Prepare Future Analysis

Using the socioeconomic data, roadway network, and traffic counts, traffic projections for the years 2035 and 2050 will be conducted. The consultant will provide projections for multimodal users including transit users, bicyclists, and pedestrians.

### 6.5 Future Funding Needs

The consultant will look at future funding needs for infrastructure in the region and develop easy to understand illustrations demonstrating future funding needs. The



consultant will evaluate grant opportunities, other potential funding opportunities, and evaluate alternative funding sources utilized in the State of Arizona that can be applicable to the CYMPO region.

## TASK 7: ENVIRONMENTAL QUALITY

### 7.1 Conduct Analysis on Environmental Conditions

The consultant will review existing environmental conditions including:

- Clean Air
  - Congestion Relief /strategies that reduce air pollution (increased demand for electric vehicles and transportation demand strategies)
- Water / Floodplain / Storm Water Systems
- Open Space
  - Parks / Recreation Areas / Scenic and Historic Routes
- Conservation
  - Wildlife Areas / Wildlife Corridors
  - Preservation of Natural Vegetation / Forest

The purpose of this evaluation is to take into consideration sensitive areas and provide an opportunity to incorporate innovative solutions to preserve the rural character of the region and the characteristics that contribute to a high quality of life.

### 7.2 Environmental Opportunities

The consultant will provide a general overview about opportunities to incorporate sustainable practices into potential projects (multimodal, intelligent transportation system (ITS), emerging technologies) and describe the benefits of potential projects. Benefits of a project that incorporates sustainable practices should serve to highlight benefits such as air quality, wildlife, open space, and quality of life.

### 7.3 Wildlife and Ecosystem Connectivity

The consultant will identify wildlife and ecosystem connectivity opportunities that exist in the CYMPO area and identify opportunities and constraints related to implementation in coordination with the transportation infrastructure. The consultant will also identify funding opportunities for implementation of wildlife and open space corridors as stand-alone or joint use corridors.

## TASK 8: DEVELOP POLICY-DRIVEN RECOMMENDED INVESTMENT CHOICES

### 8.1 Performance Measures

The consultant will identify Recommended Investment Choices within the CYMPO region. The consultant will evaluate recommendations based upon six (6) performance measures:

- Street and Structure Performance
- Multimodal and Transit
- New Mobility
- Safety
- Economic Development
- Environmental Quality

## 8.2 Project Prioritization

Project prioritization will use a policy-driven approach consistent with the ADOT Long Range Transportation Plan. Project prioritization will include which performance measures each recommendation has met, including environmental benefits for each recommendation. The following project prioritization categories include:

- Preservation
  - Pavement / Bridges
- Modernization
  - Safety Countermeasures
  - Technology Improvements
  - Intersection Improvements
  - Roadway Asset Upgrades
- Expansion
  - Full Asset Reconstruction
  - New Roadway Construction
  - Roadway / Bridge Widening
- Mobility
  - Expand, preserve, and modernize mobility facilities
    - Bike Facilities
    - Pedestrian Facilities
    - New Mobility
    - Transit

## TASK 9: PREPARE FINAL PLAN

### 9.1 Prepare Transportation Plan

Based on the analysis of socioeconomic and network data, transportation plans will be prepared for 2035 and 2050. Documentation of the plans will include Recommended Investment Choices. The transportation plan will include discussions on the future analysis and look at mid-term (2024-2035) / long-term (2036-2050) opportunities for multimodal transportation. This can include expansion of a larger transit vision including regionwide services, facilities and partnerships, new bike/pedestrian facilities, identifying new transit modes (senior ride program, circulator service), facilities/hubs, and regional connectivity.

### 9.2 Prepare Implementation Plan

The implementation will review available funding and anticipated funding to implement the transportation plan by the region. The implementation plan will also identify timeframes for implementation of recommended projects including mid-term (2024-2035), and long-term (2036-2050).

### 9.3 Prepare Final Draft Plan

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

### 9.4 Prepare Final Draft Plan to CYMPO TAC and Executive Board

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

#### 9.5 Present Final Plan to CYMPO TAC and Executive Board

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

#### TASK 10: GRANT ASSISTANCE

The consultant will help CYMPO by actively looking for grant funding opportunities including planning, design, and construction. The Consultant will assist CYMPO in identifying grant opportunities that would be most applicable to the CYMPO region and may also include technical assistance in preparing grant applications.

#### 4. WRITTEN QUESTIONS

Questions regarding this RFP must be received **in writing** no later than **10 business days** after the issuance date of the RFP. Responses to questions of significance to all respondents will be posted on the CYMPO Web site at <https://www.cympo.org> under "RFPs and RFQs" not later than six (6) working days prior to the closing date of December 11, 2023. Questions of significance to all respondents may require an amendment to this RFP, which may also require adjustments to the schedule. Verbal statements or instructions shall not constitute an amendment to the RFP.

Inquiries may be made to:

**Bryn Stotler at [Bryn.Stotler@yavapaiaz.gov](mailto:Bryn.Stotler@yavapaiaz.gov)**  
**and copy Allison McCarthy at [Allison.McCarthy@yavapaiaz.gov](mailto:Allison.McCarthy@yavapaiaz.gov)**

#### 5. INSTRUCTIONS

The Central Yavapai Metropolitan Planning Organization invites interested firms to submit written proposals relating to this solicitation. The Project Review Committee, comprised of the CYMPO TAC, staff, and key personnel, will evaluate each proposal based upon the enclosed scoring process and recommend approval from the CYMPO Board. The proposals will be ranked based on the merits of the submitted proposals, and then the top ranked firm(s) will be selected.

The Central Yavapai Metropolitan Planning Organization 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 proposal is not a commitment to initiate a contract for services and is not to be considered a bid for services based on lowest cost.

Specific federal language is required to be in all CYMPO contracts/professional services agreements and will be provided to the selected firm during development of the final contract.

#### 6. WITHDRAWAL OF PROPOSALS

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

## 7. DELIVERABLES/SUBMITTALS

One (1) **electronic copy** of the proposal to be received no later than **2:00 pm, Friday, January 5, 2024**. Email submittals should be sent to [Bryn.Stotler@yavapaiaz.gov](mailto:Bryn.Stotler@yavapaiaz.gov) and copy [Allison.McCarthy@yavapaiaz.gov](mailto:Allison.McCarthy@yavapaiaz.gov).

Submitted proposals become the property of Central Yavapai Metropolitan Planning Organization and will not be returned.

## 8. RESPONSIBILITIES/COMPLIANCE

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

**The DBE GOAL associated with this project is 0.00%.** Contractors must also maximize DBE participation in ADOT Federal-Aid funded contracts, make good faith efforts to meet any DBE goals stated in contract solicitations and must adhere to commitments made to utilize DBEs as indicated in the firm's submittal.

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

The Contractor shall comply with the FAST Act and applicable requirements.

## 9. LATE SUBMITTALS

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

## 10. PREPARATION

Proposal submittal of no more than twelve (12) electronic 8 ½ x 11 **single sided** pages with font being no smaller than twelve (12) point, **not** including a cover letter, front and/or back cover, resumes, or contract certifications should be prepared providing a straightforward concise description of the Contractor's qualifications, team members and a detailed proposed cost by task and man hours to deliver the proposed work under the RFP.

## 11. SIGNATURE AND REFERENCES

The proposals should be signed by the person in the Contractor's firm responsible for the decision as to the qualifications stated in the proposal. Proposals should also include references and contact information of the key staff and firm submitting the proposal.

## 12. PREPARATION COSTS

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

## 13. FUNDING

CYMPO is a designated Metropolitan Planning Organization (MPO) for the Prescott, Arizona Urbanized Area and has been granted funds in accordance with Federal and State allocations. In support of the Campaign, CYMPO has budgeted Federal Highway Administration funding and

Federal Transit Administration funding for planning activities as identified in accordance with the CYMPO Unified Planning Work Program and Metropolitan Transportation Improvement Program.

#### 14. ESTIMATED RFP SCHEDULE

Friday November 17, 2023	Request for Proposals Advertised
Friday January 5, 2024	Request for Proposals due to CYMPO by 2pm
January, 2024	CYMPO TAC Working Group review of submittals
February, 2024	CYMPO TAC recommendation of consultant selection to Board
February, 2024	CYMPO Board approval of consultant selection
Wednesday March 6, 2024	Notice to proceed contingent upon approval from Yavapai County Board of Supervisors (CYMPO Fiscal Agent)
Wednesday March 6, 2024	Contract fully executed and Notice to Proceed

#### 15. REVIEW PROCESS

A review committee comprised of the CYMPO Technical Advisory Committee (“TAC”), CYMPO staff, and key subject personnel will evaluate the responses to the RFP for this project. Each submittal will be evaluated according to the following weighted criteria totaling 100 points:

- 1) Proposed project approach, including innovative strategies, and the identification of areas that may require special attention – 25
- 2) Proven track record in the areas of expertise sought; specific experience of the consultant in a project of this type – 25
- 3) Demonstrate understanding and regional applicability of present and future transportation trends, including but not limited to environment, equity, electronic infrastructure, and regional transportation choices – 25
- 4) Overall quality of the response to the RFP – 15
- 5) Cost proposal and budget breakdown – 5
- 6) Proposed schedule – 5

The review committee will formulate a consensus ranking and generate a recommendation to the CYMPO Executive Board. The CYMPO Executive Director will notify each candidate firm of its ranking and score. The CYMPO Executive Board will consider the Committee’s recommendation and approve initiation of contract negotiations. The CYMPO Executive Director will meet with the top ranked consultant for the purposes of negotiating a contract. If negotiations are unsuccessful,

the CYMPO Executive Director will terminate negotiation efforts with the top ranked consultant and open negotiations with the next highest ranked consultant, and so on. This process will continue until negotiations are successful, or until this RFP is terminated.

CYMPO reserves the right to conduct interviews if desired by the Project Review Committee.

CYMPO reserves the right to reject any and all proposals.

This is not a bidding process.

## 16. GENERAL TERMS AND CONDITIONS

The RFP does not commit CYMPO to award an Agreement, to pay any cost incurred in the preparation of the Consultant/Firm's RFP response, or to procure or contract for services or supplies.

A. Submission of a proposal means that the Consultant hereby agrees to all terms and conditions set forth in all the pages of this solicitation. The Consultant must contain within the proposal, a description of those terms and/or conditions to which the Consultant does not agree.

B. Submission of a proposal means that Consultant will commit to the terms of the Contract to be awarded, a draft of which is attached hereto, subject to: changes required due to changes in applicable law or interpretation of applicable law; and additions and clarifications due to proposals received under this RFP. The Contract includes various provisions applicable by law, rules and regulations, including Arizona law, ADOT rules and regulations, federal statutes, rules and regulation applicable to funding provided by the USDOT, FTA and/or FHWA.

C. The Consultant, and any Sub-Consultant, shall possess any necessary license(s) relative to the work to be performed required by an appropriate licensing authority of the State of Arizona, and shall provide evidence of such to CYMPO with their proposal or prior to commencement of the work in such form as CYMPO shall require.

D. The selected Consultant may not assign its rights or duties without the prior written consent of CYMPO, which may be withheld in CYMPO's unfettered discretion. Consultant may not utilize subcontractors for portions of the work/tasks not disclosed in Consultant's Proposal without the written approval of CYMPO which may be withheld in CYMPO's unfettered discretion and if Key Personnel will cease to be involved or their involvement is materially altered.

E. Any award is based in part upon the Key Personnel (Project Manager(s) and Personnel whose qualifications and experience were significant in meeting the overall qualifications for the project) identified in Consultant's Proposal and their qualifications and, where a substantial portion of the work/tasks are performed by Sub-Consultants, on Sub-Consultant's Key Personnel and their qualifications. A proposing Consultant will promptly and prior to the award date, disclose any changes in such staffing. Requirements for maintaining qualified such Key Personnel or alternates acceptable to CYMPO and staffing are requirements in the contract to be awarded.

## 17. ADDITIONAL TERMS AND CONDITIONS

The following conditions apply to this RFP:

A. Solicitation & Withdrawal: CYMPO reserves the right to withdraw this solicitation for a proposal at any time without prior notice. Further, CYMPO makes no representations that any agreement will be awarded to any Consultant/Firm submitting a proposal.

B. CYMPO reserves the right to reject any, and/or all, proposals submitted in response to this request and to reject any sub consultants specified in any proposal pursuant to this RFP.

C. CYMPO shall not be liable or responsible for any pre-agreement expenses incurred by any proposed or selected Consultant. Consultants shall not include any such expenses as part of the price proposed set forth in its proposal.

D. No prior, current, or post-award verbal agreement(s) with any officer, agent or employee of CYMPO shall affect, modify or supersede any terms or modifications of this request for proposals or any written agreement or option resulting from this process.

E. Any changes to the proposal requirements will be made by a written addendum.

#### 18. THIRD PARTY AGREEMENT REQUIREMENTS

A. Interest of CYMPO Personnel: By submitting a proposal, the Consultant represents and warrants that no Board Member, officer or employee of CYMPO is in any manner interested directly or indirectly in the proposal or in Agreement which may be made under it, or in any expected profits to arise therefrom.

B. Debarment and Suspension: Each Consultant must certify and submit a certification showing that neither the Consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

C. Drug Free Workplace: Consultant must include with its proposal properly completed and executed certification of compliance with applicable state and federal Drug-Free Workplace Acts.

D. Restrictions on Lobbying: Each Consultant must include in its proposal a properly completed and executed certification regarding Restrictions on Lobbying in the form set forth as an exhibit hereto.

F. DBE Intended Participation Affidavit. Each Consultant shall submit the requested DBE Participation Certificate.

#### 19. PROTEST PROCEDURES

A. Protests Prior to Proposal Openings: Protests regarding any aspect of the RFP, including a detailed description of the basis of the protest and, as appropriate, citations to portions of the RFP and RFP process, must be received in writing (via mail, email or fax only) by CYMPO Executive Director Vincent Gallegos by \_\_\_\_\_2:00PM\_\_\_\_, MST, \_\_\_November 30\_\_\_, 2023. Vincent Gallegos, or designee, will by respond to these protests by \_\_\_December\_\_\_\_\_ \_12\_\_\_, 2023 as determined appropriate under the circumstances by email to the protester and such

clarifications or addendums if any, to be posted on CYMPO's website. This action completes the pre-opening administrative protest remedy at the CYMPO level.

B. Protests After Proposal Opening/Announcement of Award: Protests regarding CYMPO's proposed selection of Consultant after proposal opening and award announcement must be received in writing (via mail, email or fax) to Vincent Gallegos by 2:00PM, MST, February 29, 2024. The CYMPO Executive Director will respond to these protests by March 5, 2024, by email and/or fax. This action completes the proposal opening/award announcement administrative protest remedy at the CYMPO level. Remedies beyond such level, if any, will be as provided in applicable state and/or federal law.

## 20. ASSURANCES

### A. Non-discrimination

Central Yavapai Metropolitan Planning Organization ("CYMPO") HAS AGREED THAT, as a condition to receiving any Federal financial assistance from the Arizona Department of Transportation that it will comply with and Contractor agrees and its Sub-Contractors 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 et seq., 78 Stat. 252 (prohibiting discrimination on basis of race, color, national origin), and all requirements imposed by or pursuant to Title 49, Part 21, entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation – Effectuation Of Title VI Of The Civil Rights Act Of 1964*, 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964). Consultant hereby assures assurance that it will comply with the forgoing, other applicable non-discrimination Statutes, Rules, Regulations and orders and the following:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

Additional provisions applicable to this RFP regarding non-discrimination requirements are found in attachments referenced under Additional Assurances below.

### B. Additional Assurances

1. Consultant has reviewed and agrees that the "ADOT, FTA and FHWA Addendum" attached to the Contract are incorporated herein and made a part of this RFP by this reference and that Consultant's proposal is subject to the terms of the same.

2. The Central Yavapai Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 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 ensure 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, or disability in consideration for an award.

3. Consultant agrees and its Subconsultants will agree to comply with all applicable provisions governing Federal Highway Administration, FHWA and Arizona Department of Transportation access to records, accounts, documents, information, facilities, and staff, all as more fully provided in the Contract. Consultant also recognizes that it must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Highway Administration, FHWA or Arizona Department of Transportation. Consultant must keep records, reports, and submit the material for review upon request to Federal Highway Administration, Arizona Department of Transportation, or its designee in timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

4. ADOT 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. The Department has received Federal financial assistance from the U.S. Department of Transportation and as a condition of receiving this assistance, the Department has signed an assurance that it will comply with 49 CFR Part 26. It is also the policy of ADOT to facilitate and encourage participation of Small Business Concerns (SBCs) in USDOT-assisted contracts. The Consultant is encouraged to eliminate obstacles to contract performance by SBCs and to utilize SBCs when feasible

While the DBE Assessment Goal for this FRP and the Contract is 1.74%, Consultants are still encouraged to employ reasonable means to obtain DBE participation to help ADOT meet its overall goal. The Consultant agrees and affirms has reviewed, that it will comply with all terms set forth in the Disadvantaged Business Enterprise Addendum to the Contract, which is incorporated in an made a part of this RFP by this reference.

5. Consultant is aware of and agrees that the Contract will be subject to the Insurance Requirements set forth in the Insurance Addendum to Contract.

6. Consultant has reviewed and agrees that this RFP and Consultant's proposal is subject to the terms of the ADOT Addendum A attached to the Contract which is incorporated herein and made a part of this RFP by this reference.

7. In addition to other certifications required by this RFP, Consultant is required to execute and return with its Proposal the attached Request for Proposal Certifications Form and is advised that the failure to include the same with its proposal Will Result in the Rejection of Consultant's Proposal.