REQUEST FOR PROPOSALS (RFP)

Yuma Metropolitan Planning Organization

Traffic Count Network Study

Release Date: July 19, 2018
Deadline for Submission: August 16, 2018
Contact Person: Paul D. Ward, P.E.

Released By:
Yuma Metropolitan Planning Organization
502 South Orange Avenue, Yuma, Arizona 85364
(928) 783-8911 - Fax (928) 329-1674
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YUMA METROPOLITAN PLANNING ORGANIZATION

REQUEST FOR PROPOSALS

TRAFFIC COUNT NETWORK STUDY

RELEASE DATE: July 19, 2018

CLOSING DATE: Proposals must be received by 3:00 pm on Thursday, August 16, 2018 at the address listed below:

CONTACT PERSON: Paul D. Ward, P.E., Executive Director
Yuma Metropolitan Planning Organization
502 South Orange Avenue
Yuma, Arizona 85364
Phone: (928) 783-8911

SECTION I: SOLICITATION
The Yuma Metropolitan Planning Organization (the YMPO) solicits qualifications and a proposed approach in written format for professional services to carry out a Traffic Count Network Study for the YMPO region.

Consultants/firms submitting proposals must be experienced in the general transportation planning, urban traffic demands, travel demand models, economic development, and transportation facilities design, safety planning and project initiatives.

The YMPO requests that the Traffic Count Network Study tentative (negotiated) close of the study by February 28, 2019.

Submittals must be at the YMPO office by the deadline of 3:00 p.m. local time on, August 16, 2018. A DVD or CD, an original and ten (10) copies of the proposal are to be provided.

One copy of a sealed Fee Proposal should be submitted separately.
SECTION II: YMPO AREA OF COVERAGE AND STATUS OF PLANNING

Based on population data from the 1980 United States Census, the City of Yuma and other incorporated municipalities within Yuma County initially established the YMPO in early 1983. Based on concurrent resolutions by those municipalities, on February 3, 1983, Arizona Governor, Bruce Babbitt, formally requested the Federal Highway Administration (FHWA) to recognize the YMPO as the Metropolitan Planning Organization (MPO) for the Yuma Urbanized Area. The new MPO included the Cities of Yuma, San Luis, and Somerton, the Town of Wellton, portions of Yuma County, and the small urban place of Winterhaven, California.

Because the boundary of the YMPO’s planning area, although predominantly in Arizona, included a portion of California, it was designated a Bi-State MPO. The FHWA granted approval of the YMPO on February 7, 1983. In late 1998, the YMPO Bylaws were amended to include the Cocopah Indian Tribe as a full voting member of the MPO.

The Governing Body of the YMPO is the YMPO Executive Board (the Board). The Board is comprised of elected representatives from the governmental agencies within YMPO plus a member of the Arizona State Transportation Board (STB) appointed by the Governor. The Board appoints a senior administrator with responsibility for the day to day running of the YMPO and his/her title is the YMPO Executive Director. The current holder of this post is Paul D. Ward, P.E.

SECTION III: PROJECT BACKGROUND AND DESCRIPTION

Background

The YMPO is, currently, the only MPO in the State that carries out traffic counts with internal staff members. Six of the current twelve staff members are (part-time) traffic counting technicians or support staff. The traffic count locations used are based on Federally required Highway Performance Management System (HPMS) locations, plus several locations requested in the past by local agencies (primarily the City of Yuma). It does not appear that the selection of traffic count locations has been carried out on a programmatic basis (except for, possibly, the HPMS locations).

Description

The Traffic Count Network Study will:
1. Confirm, and develop a map of, the current locations at which traffic counts and turning movements are carried out within the Yuma Metropolitan area for:
   a. Federal Highway Performance Management System (HPMS) needs;
   b. Additional locations for calibrating the regional traffic model; and
   c. Further locations, as requested by YMPO member agencies.
2. Suggest possible transportation model software packages that may currently be available and, ultimately, recommend a preferred software package for the YMPO region that is compatible to the regional emissions Analyses needed for air quality conformity analysis purposes;

3. Recommend a series of locations, in addition to the locations identified above, that can be used to calibrate the transportation model for the next 20-year period, as the model network expands;

4. Recommend a series of locations for permanent count sites that may be used for determining time of day, week, month, year and other seasonal factors; and

5. Produce a map of 2018 YMPO Traffic Count and Turning Movement locations in 36-inch by 48-inch printed and GIS format, that is compatible with YMPO GIS software capabilities.

Available Plans, Reports, and Studies
1. Recent traffic counts –2017
   a. HPMS counts 2017;
   b. Other local counts 2017;
   c. Counts to be deleted;
   d. Counts to be added:
      i. Within the next five years;
      ii. Within the next ten years;
      iii. Within the next 20 years.

2. 2018 Travel Demand Model;

3. Relevant studies:
   a. Regional Strategic Transportation Safety Plan (STSP), FY 2018 Update (currently in progress);
   b. FY 2018-2041 YMPO Long Range Transportation Plan (RTP);
   c. ADOT PARA Studies for Wellton, Cocopah East and West, Foothills, City of Yuma, City of Somerton, Yuma School District One, San Luis Bi-National Study;
   d. Union Pacific/ADOT Rail Study;
   e. Arizona Long Range Transportation Plan;
   f. Yuma County Rail Corridor Study;
   g. Arizona Border Master Plan;
   h. ADOT Multimodal Freight Analysis Study;
   i. GSA studies at Ports of Entry I and II;
   j. Origin and Destination Study, June 2014;
   k. Yuma Regional Transit Study, January of 2012;
4. ADOT Traffic Accident Database – most recent ten 10 years.

SECTION IV: SCOPE OF WORK
The Scope of Work is provided as a guide to the type of work this project will involve. Proposers are encouraged to offer refinements to this Scope in their proposals. If selected as the preferred company, YMPO may revise the Scope of Work (as indicated in the RFP) to more closely match refinements made by the Proposers. See the attached proposed Scope of Work at Appendix A.

SECTION V: PRODUCTS
The products of this study are also contained in the proposed Scope of Work that is included as Appendix A.

SECTION VI: RESOURCES
The YMPO will provide to the consultant readily available and germane information, upon request. The consultant shall maintain the confidential and proprietary nature of any such information provided by YMPO. The consultant shall collect, organize, and summarize any additional information that the project manager deems necessary for development of the YMPO Traffic Count Network Study.

SECTION VII: TIME-FRAME AND COST
The estimated time-frame for this project is 6 months from the date of the notice to proceed, with intermediate deliverables due in accordance with the schedule as agreed to between YMPO and the Proposer(s) at a cost not to exceed $85,000. The date of the notice to proceed is anticipated to be September 30, 2018.
All Traffic Count Network Study documents are to be completed no later than February 28, 2019, and the consultant shall provide a proposed schedule for completion of the Study. Progress charts should be provided to illustrate the interrelationships and scheduling of the major study Work Tasks, deliverables, and meetings.

SECTION VIII: DISADVANTAGED BUSINESS ENTERPRISES (DBE)
As required by 49 CFR 26.13, the YMPO shall not discriminate on the basis of race, color, national origin, religion, gender, age or disability in the award and performance of any USDOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR 26. The YMPO shall take all necessary and reasonable steps under 49 CFR 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. The YMPO’s DBE program, as required by 49 CFR 26 and as approved by USDOT, is incorporated by reference in the Planning Funds Agreement between the MPO and ADOT.

This project is Race-Neutral (0% Goal) requirement to employ firms that are Disadvantaged Business Enterprises (DBE); however, DBE participation is strongly encouraged by YMPO.

SECTION IX: DOCUMENTATION OF CONSULTANT PROGRESS
The consultant shall provide brief monthly written progress reports to the YMPO project manager. Bi-monthly presentations at a minimum shall be given to the YMPO TAC committee on the status of the project and the consultant shall provide a presentation to the TAC and Executive Board on the final report. Brief written progress reports shall accompany each project billing. These reports shall include, at a minimum, a statement of work accomplished to date and during the billing period, the budgeted amount by work task, the percent completion, the hours expended and cost this billing period, and the amount spent to date. At time of contract negotiations, the YMPO Executive Director will discuss the desired format and content of project billings with the consultant.

The consultant, at its own expense, is responsible for printing and distribution of all project deliverables, draft documents, and final documents.

SECTION X: COMPENSATION
All work as described in Section IV “Scope of Work” and Section V “Products” shall be completed to the satisfaction of the YMPO’s TAC, Executive Director, and the Executive Board.
Progress payments can be made, upon request, following submittal and satisfactory review by the YMPO Executive Director of written progress reports and as described under Section VIII, “Documentation of Consultant Progress.”

Ten (10) percent of the consultant’s billing amount will be withheld until the YMPO’s Executive Board officially accepts the final report.

SECTION XI: GUIDELINES FOR SUBMITTAL

1. **RFP Response Format**
   The RFP respondent shall submit proposals with the following information:
   a. Proposals are to be prepared using standard white 8 1/2 x 11-inch paper and be 30 pages or less in length in total, including cover page and appendices. Sample report requested in item B is not included in the page count;
   b. In addition, consultant/firm may include up to three (3) sample reports illustrating similar work. At least one sample must be included, which can be returned after selection;
   c. An original and ten (10) copies of the proposal shall be submitted to YMPO;
   d. A CD or DVD or flash drive of the proposal with all information requested;
   e. All expenses incurred by the consultant/firm in preparation of the response to this Request for Proposal (RFP) shall be borne by the consultant/firm.
   f. **Faxed proposals will NOT be accepted.**

2. The following items must be included in each proposal to be considered complete and responsive. 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 the consultant company’s Chief Executive(s):
   a. Introduction - Include the general project approach, project management methodologies, and any applicable experience and qualifications of the consultant/ firm and its subcontractors.
   b. Scope of Work - Address how the potential consultant proposes to accomplish the individual tasks contained in the RFP scope of work.
   c. Project Personnel - Include names of all project personnel, including subcontractors, along with their job titles, duties, responsibilities, and resumes. In a separate table, by task, include all project personnel, including subcontractors, along with job titles and required hours of work.
   d. Project Schedule - Provide a timetable for accomplishing the tasks outlined in the proposed scope of work.
e. Experience and References - Provide descriptions of at least three (3) previous projects similar to the services requested. Provide the project title, timing, budget, sponsoring agency, agency project manager, and roles of individuals used in those projects. Include the name of the contact person, agency for whom the work was performed, telephone and fax numbers and the year in which the work was completed. List any present activities and job commitments, including an indication of availability to pursue completion of the work tasks as described in the scope of work.

3. Questions & Comments
Any questions, requests for information or interpretation or comments regarding the RFP must be submitted by facsimile, mail, or email to Paul D. Ward, P.E., Executive Director, Yuma Metropolitan Planning Organization, 502 South Orange Avenue, Yuma, Arizona 85364, fax: (928) 329-1674, email: pward@ympo.org. QUESTIONS OR COMMENTS MAY BE RECEIVED, BUT WILL NOT BE RESPONDED TO, OVER THE TELEPHONE. To limit the time in answering questions, no questions will be accepted after 3:00 pm July 26, 2018. YMPO staff will provide a response to ALL proposers’ questions by e-mail and in an on-line matrix format, by July 27, 2018.

SECTION XII: QUALIFICATIONS AND EVALUATION
The YMPO is seeking professional services from a consultant/firm that has both the educational background and demonstrated experience in transportation planning, and in development of a Traffic Count Network Study. In particular, the following items should be included in the proposal:

Objectives of the Project: This should be a set of proposed technical objectives upon which the study efforts are to converge. The objectives should convey clearly and concisely the intent of the project. Objectives stated in the proposal should reflect the proposer’s creativity and understanding of the project.

1. Content and Presentation of Anticipated Products: A listing of proposed Work Tasks that the consultant has identified for this project. For each Work Task, include applicable work, issues, problems and potential solutions, and explain how the anticipated results will be reported and presented. The final Scope of Work will be included in the contract. Refinement of the Scope of Work will be an individual Work Element.

2. Project Staff: Describe how the Work Tasks will be achieved through the use of available staff. This information should include the following topics and be similar to (but not necessarily identical to) the Staffing Table shown in Appendix D.
   a. Consultant/firm name and names of team members;
b. Role of each team member;

c. Percent effort (time) of each team member for contract period (i.e., identify in percentage the team member’s commitment to this project compared to their total workload in the consultant/firm);

d. Percent of effort scheduled for each team member on each Work Element. (i.e., percentage compared to their total commitment to the project);

e. Show the study’s organizational chart, including identification of the project manager.

3. **Qualifications, Experience and Staff Stability:** Provide a statement of relevant qualifications and experience of each project team member, and the length of time each member has been with the consultant/firm. Of particular interest is the number and complexity of similar studies conducted by the project manager and team members. Commitments of key personnel identified in the proposal will be a requirement of the executed contract. Any experience listed should be within the last ten years. Current registration with the Arizona State Board of Technical Registration must be in good standing.

4. **Relevant Projects and References:** A listing of projects, completed in the last ten years, by both the prime consultant and any sub-consultants, which involve work similar to that which is being proposed for this study. Include the following in each:
   
a. Inclusive project dates (distinguish between completed and in progress Studies or Plans).

b. Name and address of organization for which project was performed.

c. Name and current telephone number of individual in the client’s organization who is familiar with the previous work.

d. Short description of the study.

e. Listing of the staff members proposed in this proposal who participated in the previous Report or Plan. The YMPO will appoint a review committee from the YMPO TAC to review the proposals and recommend a preferred candidate. The choice of consultant/firm will be determined as follows: Technical merit will determine ranking, and be based on a combination of factors in evaluating all proposals:

5. **Evaluation Criteria:** Proposals will be evaluated according to the most qualified in the opinion of the review committee. The review committee reserves the right to contact and evaluate the proposer’s references; contact any proposer to clarify any response; contact any current clients of a proposer; solicit information from any available source deemed pertinent to the evaluation process.
All proposals will be rated by a panel of evaluators. The total points given to a proposal by the individual evaluators will be averaged to determine the proposal's overall score. All proposals will be evaluated on the following basis:

a. Project Understanding and Approach (25%);
b. Qualifications and Experience of the Proposed Team (25%);
c. Quality of the Proposal (25%);
d. Consultant/Firm's Qualification (20%);
e. Use of Disadvantaged Business Enterprise DBE (5%).

YMPO may request additional information while reviewing proposals. YMPO also reserves the right to select a consultant/firm or individual directly after review of the proposals, or it may determine it advisable to conduct interviews prior to the awarding of the contract.

SECTION XIII: SELECTION PROCESS

Based on the above technical factors, the YMPO's selection committee will rank the submitted proposals. The consultant/firm ranked number one, on technical factors, will be chosen for negotiation of a final contract cost. Cost estimates will then be reviewed. If a joint agreement on cost is not reached with the consultant/firm ranked as number one, YMPO will terminate the negotiation activities in writing and enter into negotiations with the next most highly ranked consultant/firm.

It is anticipated that proposals will be reviewed by YMPO staff, in conjunction with the review committee. Interviews with selected proposers may be held in case of a tie or necessary confirmation on received responses. Notifications of acceptance or rejection by YMPO will be made in writing to all proposers.

The review committee shall score each proposal and shall make a recommendation to the YMPO Executive Board based on the criteria set forth above. The YMPO Executive Board shall make the ultimate selection of the Proposer. YMPO Executive Board will make the award consistent with Federal guidelines in order to better assure funding, and may take into account both objective and subjective impressions gained from the evidence and arguments presented, and on the product of such individual investigation as Board Members may make prior to the final decision.

1. General: YMPO has published this Request for Proposals. It is the intent to award an Agreement to the consultant/firm (Proposer) that most closely meets the specific needs of YMPO. Price will be used only be used during the negotiating process.
2. **Initial Screening:** YMPO’s Review Committee will make an initial evaluation of all proposals. Upon that initial evaluation, the Committee will rank the proposals received in general order of quality, and by how closely the proposals meet YMPO’s needs. YMPO reserves the right to award Agreement to other than the lowest cost proposal allowing for a more responsive proposal that addresses all of the above criteria and best satisfies YMPO’s needs. YMPO also reserves the right to reject all proposals. The review subcommittee may consider criteria other than those listed below, as necessary, in the selection process.

3. **Interviews, Inspections, Best and Final Offer:** Proposers may be required and shall be prepared to attend an interview with the Review Committee. The Project Manager must be available to answer questions at the interview. YMPO may choose, at its sole option, not to interview all Proposers or conduct any interviews. YMPO may reject any or all proposals submitted, or at its sole discretion, award Agreement to the best Proposer without any interviews. YMPO may ask all Proposers or only those determined to be within the competitive range to submit a Best and Final Offer. If this step is to be included, detailed instructions will be provided at the time of the request.

4. **Selection Criteria:** An initial screening of proposals for completeness, and to verify that minimum YMPO requirements are met will be undertaken, and YMPO will reject as non-responsive any proposal which does not include all the required documents or meet the minimum requirements, and no further evaluation of non-responsive proposals will be performed. YMPO may request additional information while reviewing proposals.

**SECTION XIV. GENERAL TERMS AND CONDITIONS**

The RFP does not commit YMPO 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. YMPO reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

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

1. **Award:** The consultant/firm(s) chosen to provide may be required to participate in negotiations and to submit such revisions of their proposals as may result from
negotiations. YMPO reserves the right to award a contract/select a service provider without discussion based upon the initial proposals received, without interviews.

YMPO reserves the right to introduce additional terms and conditions at the time the final Agreement is negotiated. Any additional terms or conditions would be limited to ones having the effect of clarifying the RFP language and or correcting defects, such as omissions or misstatements, which are discovered after the RFP, is issued.

2. **Insurance:** The Proposer is required to furnish evidence of insurance coverage including professional liability, and workers’ compensation. The form of the insurance policy is subject to approval by YMPO and must be provided by insurers to transact insurance business in Arizona with a rating of “A” or better in the Best’s Key Rating Guide, Property-Casualty, United States, 2000 Edition.

YMPO shall be furnished a copy of the policy and an endorsement that the “YMPO, its officers, employees, and agents are named as additional insured’s” prior to PROPOSER commencing duties under this Agreement. Said policy of liability insurance shall state, “coverage thereunder as applied to YMPO, its officers, employees, and agents shall be primary and non-contributing as to any other insurance and self-insurance as may be maintained by YMPO.” The policy shall contain severability of interest, specifying that the coverage afforded by the policy applies separately to each insured thereunder. The policy shall be endorsed to expressly provide YMPO with thirty (30) calendar days advance written notice of cancellation, non-renewal, or material change in coverage.

3. **Professional Licensing:** The PROPOSER, and any sub proposers, 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 YMPO with their proposal or prior to commencement of the work in such form as YMPO shall require.

5. **Assignment/Subcontracting:** The selected PROPOSER shall not assign or subcontract services or responsibilities without the prior written consent of YMPO. YMPO acknowledges that subcontracting can be in YMPO’s best interest but reserves the right of final approval.

**SECTION XV. ADDITIONAL TERMS AND CONDITIONS**
The following conditions apply to this RFP:
1. **Solicitation & Withdrawal:** YMPO reserves the right to withdraw this solicitation for a proposal at any time without prior notice. Further, YMPO makes no representations that any agreement will be awarded to any consultant/firm submitting a proposal.

2. **Right of Rejection:** YMPO reserves the right to reject any and all proposals submitted in response to this request and to reject any sub proposers specified in any proposal pursuant to this RFP.

3. **Pre-Contract Expenses:** YMPO shall not be liable or responsible for any pre-agreement expenses incurred by any proposed or selected PROPOSER. PROPOSERS shall not include any such expenses as part of the price proposed set forth in its proposal. Pre-agreement expenses are defined as expenses incurred by PROPOSER in:

   a. Preparing the proposal;
   b. Submitting proposal to YMPO;
   c. Negotiating with YMPO on any matter related to proposal; or
   d. Any other expenses incurred by PROPOSER or PROPOSER prior to date of award.

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

5. **Addenda:** Any changes to the proposal requirements will be made by written addendum. All parts of the Request for Proposals, including any and all Addenda and any other supporting documents that may be included as part of this solicitation, shall be considered part of the Agreement between YMPO and selected PROPOSER, and shall be incorporated therein.

6. **Irregularities:** YMPO reserves the right to waive any minor irregularities, informalities or oversights in the RFP documents, or any corresponding proposals at its sole discretion. The term "minor" as used herein means any PROPOSER or YMPO irregularity, or oversight that does not materially affect or alter the intent and purpose of this RFP, and which is not in violation of any State of Arizona or Federal Government rules, laws and regulations that may apply to this procurement.
SECTION XVI. THIRD PARTY AGREEMENT REQUIREMENTS

1. Audits and Inspections of Records: Selected PROPOSER agrees that YMPO, the Comptroller General of the United States, or any of their duly authorized representatives, shall, for the purpose of audit and examination, be permitted to inspect all work materials, payrolls, and other data and records with regard to the project, and to audit the books, records, and accounts with regard to the project. Further, PROPOSER agrees to maintain all required records for at least five (5) years after YMPO makes final payments, and all other matters pending between PROPOSER and YMPO are closed.

2. Equal Employment Opportunity: In connection with the execution of Agreement, PROPOSER shall not discriminate against any employee or applicant for employment because of race, religious creed, pregnancy, sexual orientation, religion, color, gender, or national origin. Selected PROPOSER shall take affirmative action to ensure that applicants are employed, and that employees are tested during their employment, without regard to their race, religious creed, pregnancy, sexual orientation, religion, color, gender, or national origin. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. PROPOSER further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

3. Title VI - Civil Rights Act of 1964: During the performance of Agreement, PROPOSER, for itself, its assignees and successors in interest, agrees as follows:

   PROPOSER shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time.

4. Fair Employment Practices: In connection with the performance of the work under Agreement, if the work is executed in the State of Arizona, PROPOSER shall certify compliance with the provisions of the State Fair Employment and Housing Act.

5. Interest of YMPO Personnel: By submitting a proposal, the PROPOSER represents and warrants that no Board Member, officer or employee of YMPO 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.
6. **Disadvantaged Business Enterprise (DBE) Policy:** YMPO receives financial assistance from the US Department of Transportation through the Federal Highway Administration (FHWA). PROPOSERS are advised that, as required by federal law, the Arizona Department of Transportation (Department) has established a statewide overall DBE Program goal. The Department is required to report to the Federal Highway Administration (FHWA) on DBE participation for all FHWA-assisted contracts each year so that attainment efforts may be evaluated. In order to ascertain whether the statewide overall DBE goal is being achieved, the Department is tracking DBE participation on all federally assisted contracts.

This project is subject to Title 49, Part 26 of the Code of Federal Regulations (49 CFR 26) entitled “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.” In order to ensure the Department achieves its federally mandated statewide overall DBE goal, the Department encourages the participation of DBEs, as defined in 49 CFR 26, in the performance of contracts financed in whole or in part with federal funds. The PROPOSER shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

PROPOSER or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. PROPOSER shall carry out the applicable requirements of 49 CFR, Part 26 in the award and administration of U.S. Department of Transportation assisted contracts.

Failure by PROPOSER to carry out these requirements is a material breach of Agreement, which may result in the termination of Agreement or other such remedy as YMPO may deem appropriate.

7. **Debarment and Suspension:** Each PROPOSER must certify and submit documentation (such as a notarized affidavit) showing that neither the PROPOSER 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.

8. **Drug Free Workplace:** PROPOSER must include with its proposal properly completed and executed certification of compliance with applicable state and federal Drug-Free Workplace Acts.
9. **Restrictions on Lobbying:** Each PROPOSER must include in its proposal a properly completed and executed certification regarding Restrictions on Lobbying in the form set forth as an exhibit hereto.

10. **Interests of Members of, or Delegates to, Congress:** No members of, or delegates to, the Congress of the United States shall be admitted to any share or part of Agreement or to any benefit arising therefrom.

11. **Laws to Be Observed:** PROPOSER shall keep itself fully informed of all existing and future State and Federal laws, all municipal regulations of YMPO, and all such orders, decrees, ordinances and laws of bodies, or tribunals, including other municipalities or counties whether in the State of Arizona, or another State, having any jurisdiction or authority over which, in any manner, affect those engaged or employed in the work, or the materials used in the work, or in any way affect the conduct of the work.

   Failure by PROPOSER to carry out these requirements is a material breach of Agreement, which may result in the termination of this Agreement or other such remedy as YMPO may deem appropriate.

12. **Public Records Act:** The proposals received shall become the property of YMPO and are subject to public disclosure. Those parts of a proposal which are defined by the PROPOSER as business or trade secrets and are reasonably marked “Trade Secrets”, “Confidential”, or “Proprietary” and placed in a separate envelope shall only be disclosed to the public if such disclosure is required or permitted under the Arizona Revised Statutes or otherwise by law. Proposers who indiscriminately and without justification identify most or their entire proposal as exempt from disclosure may be deemed non-responsive. Proposals, excluding confidential information, will be available for review after posting of staff recommendation. Until YMPO’s review committee announces its recommendation, no proposals will be made available for public inspection.

**SECTION XVII. PROTEST PROCEDURES**

Protests Prior to Proposal Opening: Protests regarding any aspect of the attached materials and YMPO selection procedures must be submitted in writing (via mail, email or fax only) to Paul D. Ward, P.E., Executive Director, YMPO, 502 South Orange Avenue, Yuma, Arizona 85364, fax: (928) 329-1674, email: pward@ympo.org, by 3:00 p.m., MST, August 16, 2018. The YMPO Executive Director will respond to these protests by August 17, 2018 with an addendum to this RFP, by email and on YMPO’s website. This action completes the pre-opening administrative protest remedy at the YMPO level.
Protests After Proposal Opening/Announcement of Award: Protests regarding YMPO's proposed selection of PROPOSER after proposal opening and award announcement must be submitted in writing (via mail, email or FAX) to Paul D. Ward, Executive Director, YMPO, 502 South Orange Avenue, Yuma, AZ 85364, fax: (928) 329-1674, email: pward@ympo.org, by 3:00 p.m., MST, August 30, 2018. The YMPO Executive Director will respond to these protests by Thursday, September 6, 2018, by email and/or FAX. This action completes the proposal opening/award announcement administrative protest remedy at the YMPO level.

Under certain limited circumstances, and after the protester has exhausted all administrative protest remedies made available to him/her at the YMPO level, an interested party may protest to the Federal Highway Administration (FHWA) regarding the award of an Agreement pursuant to an FHWA grant. The deadline for submitting protests to FHWA prior to proposal opening is 3:00 p.m. MST, August 16, 2018. The deadline for submitting protests to FHWA after opening/announcement of award is 3:00 p.m. MST, August 30, 2018.

FHWA review of any protest will be limited to:
1. Violations of Federal Law or Regulations (violations of State or local law shall be under the jurisdiction of State or local authorities).
2. Violation of YMPO's protest procedures or YMPO's failure to review a complaint or protest.

The protest filed with FHWA shall:
1. Include the name and address of the protester.
2. Identify YMPO as the party responsible for the RFP process.
3. Contain a statement of the grounds for protest and any supporting documentation. (The grounds for protest filed with FHWA must be fully supported to the extent feasible. Additional materials in support of an initial protest will only be considered if authorized by the FHWA regulations).
4. Include a copy of the protest filed with YMPO, and a copy of YMPO's decision, if any.
5. Indicate the ruling or relief desired from FHWA.

A copy of such protests will also be sent to the YMPO Executive Director.

SECTION XVIII. PROPOSAL SUBMISSION
1. One (1) original and ten (10) copies and one (1) CD or DVD of the proposal must be sealed in an envelope and received, not postmarked, no later than 3:00 P.M. MST, August 16, 2018, at the YMPO administrative offices.
Mailed proposals should be sent to:

Paul D. Ward, P.E., Executive Director
Yuma Metropolitan Planning Organization

Mailing Address: 502 South Orange Avenue, Yuma, Arizona 85364

2. Proposals should be marked: YMPO Traffic Count Network Study

3. A sealed Fee Proposal should be submitted separately.

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

**ESTIMATED TIME FRAME (Subject to change without notice)**

- **July 19, 2018**  
  Release date of RFP

- **August 1, 2018**  
  Questions for RFP due to YMPO by 3:00 p.m., MST.

- **August 2, 2018**  
  Responses to questions posted at [www.ympo.org](http://www.ympo.org) click on Inside YMPO for RFP proposers.

- **August 16, 2018**  
  RFP submittals due no later than 3 P.M., MST.

- **August 16, 2018**  
  RFP responses distributed to review committee.

- **August 23, 2018**  
  IF interviews are NOT needed, review subcommittee recommends preferred consultant/firm. IF interviews are needed following dates will be extended slightly.

- **August 30, 2018**  
  YMPO Executive Board approves selected consultant/firm.

- **September 15, 2018**  
  Estimated notice to proceed.

- **February 28, 2019**  
  Estimated YMPO Traffic Count Network Study final report due.
APPENDIX A
SCOPE OF WORK

General Approach
The Yuma Metropolitan Planning Organization (YMPO) encourages Proposers to be creative in developing a sound approach which achieves the goals for this project. YMPO also urges the Proposer to be as specific as possible when describing the activities that they will perform to support each task. We would like the Proposer to make maximum use of matrices, tables, and drawings in working papers produced for the project to ensure conciseness and clarity to minimize the amount of text required. Finally, YMPO requires the Proposer to adhere strictly to the following proposed tasks.

Introduction
For planning the metropolitan transportation system in the Yuma Metropolitan Planning Organization’s (YMPO) area, the primary measurement used is traffic volume. This is defined as the number of vehicles passing a section of a roadway within a given time-frame. Measuring traffic volumes is complicated when several types of vehicles with widely varying characteristics are present in the traffic stream. This problem has been addressed by converting the different types of vehicles into equivalent passenger cars and expressing the volume in terms of Passenger Car Equivalents (PCE) per hour.

Volumes within a region are not constant over the time frame and usually increase over time. However, a continuous method of calculating volume is important for measuring the performance of region’s transportation system. If traffic volume data is not continuously updated, then the transportation system will not likely not be as efficient as it could be or will it provide the economic benefits desired.

Background
The YMPO is the only MPO within the State of Arizona where traffic counts are carried out internally, by MPO staff. The locations where YMPO carries out the counts have been developed over several years, include all the HPMS locations and those locations where member agencies have requested traffic counts.

Goal and Objectives
The goal of this study is to develop a list of locations in the Yuma MPO region where traffic counts should be obtained to support the needs of the region. The region’s needs will continue to include making counts at the already defined HPMS locations.

The main aim of this Study is to develop a plan for traffic counting that includes the needs of the HPMS, our member agencies, and which will support the development of a sufficiently detailed regional roadway network, for transportation modelling purposes, that can be used as part of the regional transportation planning process for the foreseeable future.
With such a transportation model in place, the MPO will be able to provide answers to any what-if planning scenarios that member agencies might want to ask. The MPO will still be able to carry out additional traffic counts to spot-calibrate the model, where needed, and/or to satisfy specific member agency’s requests, on a case by case basis.

The present study is being planned with the following objectives in mind:
1. Measure traffic volumes.
2. Identify and gather the appropriate traffic characteristics.
3. Determine 15-minute counts in standard classification groups.
4. Derive hourly volumes in terms of passenger car equivalents (PCE).
5. Calculate speeds for use by member agencies for speed warrants.
6. Determine gaps between vehicles, as needed, for specific traffic flow.
7. Compare with standard design services and identify remedies.
8. Measure the effectiveness of traffic control measures.
9. Identify and update the current transportation model.
10. Define the parameters of an updated regional transportation model network.
11. Develop a revised classification system necessary in conjunction with above.
12. Create a detailed map of the current and future traffic count network.
13. Create a GIS network for the new map and/or model.
14. Create a usable spreadsheet that shows Raw Counts, Factored, Freight Counts (to identify Freight Corridors), variations of seasonality, Average counts between the two Bi-Annual Counts for plus or minus averages per area, and overall percentage plus or minus over the network.
15. Instruct on operation of classifier to the AZ TDMS site and how to operate the AZ TDMS Site for the Bi-Annual Count system compatibility to the AZ TDMS Site

Note: The above items will follow the FHWA Vehicle Classification F2 Scheme.

Other objectives include:
16. Magnitudes, represented by the basic volume of traffic.
17. Classifications, where vehicles are classified into predefined classes, based on vehicle size and capacity.
18. Time and directional split are useful to identify commuting (time of day) flows.
19. Other data that can be ascertained by an effective traffic count study include:
20. Vehicle proportions. The relative proportions of different types of vehicles in the traffic stream indicate whether public or private transport dominates the traffic system. It also indicates the modal choice of road users.
21. Variations. Hourly, daily, yearly and seasonal variation of vehicular flows are needed to establish expansion factors for future use. Using expansion factors, projected AADTs can be calculated from short counts.
22. Structural and geometric design. The design of pavements, bridge, and other highway facilities is usually based on repetition of wheel load on the pavement during the design life of a roadway. AADT counts are needed with traffic growth rates to compute life cycle needs. Geometric design is based on peak hour volumes, to avoid congestion.
23. Intersection design including minimum turning path, channelization, flaring, traffic
control devices such as traffic signs, markings, signals based on approach volume and turning proportions, or turning movement counts. If available, pedestrian traffic counts are useful for designing sidewalks, pedestrian crossings, etc.

24. Improvement Purposes.
   a. To allocate limited maintenance budget resources, it is important to know the traffic volumes carried by roadways and by which class of vehicle, for prioritizing roadway segments, on a vehicle-miles-traveled basis.
   b. To improve roadway operating condition, it is important to:
      i. Examine the existing operating/service condition of a roadway section.
      ii. Check the need (warrants) for traffic control devices.
      iii. Determine the type of improvements needed to be implemented.

25. Planning Purposes. Accurate information on the amount of traffic on the roads is vital for the planning of both road maintenance and improvement policies. Traffic volume network analysis helps in planning decisions if there is a need for:
   a. Improvements such as widening or additional turn lanes.
   b. Other improvements such as filling-in missing links, constructing by-passes and alternative roads, etc.
   c. Various modes for transportation modeling.

26. Dynamic Traffic Management Purposes. Up to date and continuous flow/congestion information is essential for optimizing:
   a. Traffic signal design, thereby improving junction performance.
   b. Network productivity by providing information to the road user.
   c. Transportation modeling.

27. Other Purposes. Traffic counts help in the following efforts: estimation of highway usage; measurement of current demand on a facility; identification of trends; economic feasibility evaluation; and the computation of accident rates based on vehicle-miles travelled.

Scope of Work
1. Background Information: The YMPO region has seen substantial changes since the creation of the MPO in 1983. Land development has focused on growth centers, where traffic volumes have grown due to both growth and development in the region. Several intersection improvement projects and corridor studies for safety have helped lessen overall fatal and serious injuries.

2. General Scope of the Study
   The study will review the current roadway network and current traffic count locations. The main aims of the study are to:
   b. Ensure the region’s commitment to HPMS counting is continued;
   c. Examine the current network and write a synopsis of what the current traffic count program does;
   d. Develop a future traffic model network that will review how big the network should be - review whether the network should have a countywide network with a detailed plan for the urbanized area;
      i. Include the portions of California that are addressed by our region;
      ii. Suggest expansion corridors, where appropriate, such as on I-8, into
iii. Suggest future traffic count locations that will serve the future traffic model network, urbanized and non-urbanized;
iv. Examine opportunities for accommodating planned growth and addressing current traffic congestion through enhancements in street connectivity.
v. List opportunities to maximize alternate modes of transportation and provide more efficient routes for circulation.
vi. The study will also recommend software for a traffic model for the region.

vii. Examine and report on opportunities for incorporating GIS capabilities into the future model network.

e. Task 1: Study Initiation and Administration.
The Project Manager for this Study will be Charles Gutierrez, Senior Planning/Mobility Manager. The Assistant will be De'Laurien McKenzie.
i. Task 1.1 - Confirm/Refine the Scope of Work.
YMPO will work with the selected consultant (Consultant) to review and, possibly suggest changes or improvement to the scope of work.

ii. Task 1.2 - Study Kick-Off Meeting.
The Consultant will organize and attend a kick-off meeting with the Technical Advisory Committee (TAC) to discuss the objectives, schedule, confirm study approach and other related considerations.

iii. Task 1.3 - Deliverables.
(1) Agenda, schedules, and other material needed for the kick-off meeting (i.e. maps, schedules).
(2) Invoices and progress reports will be submitted no more frequently than monthly and no less frequently than quarterly.
(3) Summary notes of project coordination conference calls.

f. Task 2: Public Involvement Plan.
i. The Public Involvement Plan is designed in the spirit of the YMPO’s Public Participation Plan (PPP). The Plan is predicated on an effective involvement and outreach campaign that involves transportation stakeholders and the broader public early in the process, checks in with them frequently, and then this supports an outreach effort to present the final plan.
The intent of this public involvement effort is to foster a spirit of inclusiveness and ownership of the Traffic Count study that will provide a strong foundation for the YMPO region through the implementation phases ahead.

ii. Task 2.1. The Public Involvement Plan includes three primary elements:
(1) A Study TAC comprised of representatives of interested parties or organizations.
(2) Meetings and coordination with the member agency’s planning and/or engineering staffs.
YMPO Traffic Count Study - Appendix A (Scope of Work)

(3) YMPO Website with the Study information and notices (material will be provided by consultant).

(4) Public meetings will not be needed as public participation will occur as part of the above-listed elements.

Task 2.2 - Steering Committee Meeting

(5) The consultant will attend and take meeting notes for four (4) TAC meetings. Meeting notes once reviewed and approved by the committee will be posted to the project website.

(6) With input from the TAC meeting, the consultants will further the public involvement plan for this project, including dates, locations, meeting format design, website, and publicity efforts.

(7) The TAC meetings are expected to correspond to the following project activities:

   (8) Study initiation, study goals and objectives (Task 1): This will include a review for growth in the region for land uses, street network to assure that appropriate future scenarios are considered for the analysis of future baseline conditions.

   (9) Existing and future conditions, network visions, and goals (Tasks 3 & 4).

   (10) Potential strategies and evaluation process (Tasks 5.1 and 5.2)

   (11) Evaluation results and draft recommendations (Tasks 5.3)

iii. Task 2.2 - Steering Committee - Assumptions

   (1) TAC Meetings will be scheduled in coordination (public meetings, regular TAC meetings, and/or other meetings) to the extent practical.

   (2) YMPO will provide a suitable meeting location.

   (3) YMPO will post to the appropriate locations set forth by the MPO and will send to appropriate individuals for the Open-Meeting requirements that the MPO already does on a regular basis.

   (4) If a quorum of the YMPO Executive Board or the YMPO TAC, YMPO is expected YMPO staff will send the appropriate agenda notifications, as required by the AZ Open Meeting Laws.

iv. Task 2.2 - Steering Committee - Deliverables

   (1) Meeting materials.

   (2) Summary of meeting details prepared by the consultant.

v. Task 2.3 - Meetings/Coordination with Local Councils and Boards.

   (1) The Consultant will present to the TAC as meetings are required and the final documentation will be presented to the YMPO Executive Board. These meetings will be advertised as required by the Arizona Open Meeting Law. The first meetings will provide an overview of the study, including study goals, identification of key issues, current and future conditions and initial discussion on
potential strategies. The second meeting will focus on the strategy evaluation process and draft study recommendations.

vi. Task 2.3 - Local Councils and Boards - Deliverables
   (1) Material for the presentation and the information, data, or otherwise will be forwarded to the MPO one-week in advance for sending out to the TAC, as required by YMPO Policy for the distribution of the public meeting requirements.

vii. Task 2.4 - Project Website
    (1) The bulk of information exchange will occur via the project website, linked to and hosted by the YMPO site. The site will feature, at a minimum, project information including background reports, TAC information and meeting notes, public meeting notices and notes, and a link to send comments, questions, and concerns to the project team. This information will also be captured for inclusion in the final study report.

viii. Task 2.4- Project Website - Assumptions
     (1) Consultant will work with YMPO to develop the website template and content, which will be provided to the YMPO Staff for the website.

ix. Task 2.4 - Project Website - Deliverables
    (1) Website template and content

g. Task 3: Existing and Future Condition

i. Task 3.1 Collect Background Information
   Consultant will collect relevant information from the YMPO and municipalities, as needed. Relevant municipal, regional, and state transportation plans, projects, and studies (digital format where available). These will include, but are not limited to, the following:
   (1) HPMS or Local (two different layers)
   (2) GIS Data
   (3) GPS coordinates of all locations
   (4) Available aerial photography of the corridor (YMPO has proprietary PICTOMETRY aerial).
   (5) Other available Mapping and channelization plans (electronic format if available)
   (6) Most recent AADT volumes and intersection turning movement counts (AM and PM peak hours).
   (7) Most recent YMPO Regional High Crash location report and related crash data
   (8) Existing Traffic Operations Models (e.g. Synchro)
   (9) Traffic signal timing plans (where Synchro network is not available).
(10) Information relating to current and/or future, planned and/or permitted developments in a corridor or planned corridors.

(11) Relevant transit route maps and schedules.

ii. Task 3.1 - Background Information - Assumptions
(1) Mapping data will be provided in ArcMap GIS or AutoCAD compatible formats, as applicable.
(2) Consultant will download requested information from agency websites, as available, while other agencies will provide data that is not published online.

iii. Task 3.2 - Network Inventory - General
The Consultant will conduct an inventory to complete data collection for existing network conditions. The inventory will supplement data collected under Task 3.1, and will include elements such as roadway channelization, approximate lane widths by segment, on-street parking, sidewalk inventory, pedestrian, and bicycle facilities and accommodations, bus stops, driveway inventory, and traffic control devices. The Consultant will also characterize land uses, urban form, and development activity along the corridor as part of the inventory.

iv. Task 3.2 - Network Inventory - Assumptions:
The Consultant will conduct at least one field visit and may additionally rely on aerial photography to complete the corridor inventory.

v. Task 3.3 - Existing Conditions Traffic Operations Analysis
The Consultant will closely coordinate with YMPO staff to evaluate existing traffic operations at key intersections during weekday AM and PM peak hours.

vi. Task 3.4 - Future Baseline Conditions - Traffic Operations Analysis
Development of the future traffic baseline conditions should be preceded with a review of the land use forecasts for the region and potentially the project TAC, to confirm that the model’s land use forecast represents an appropriate scenario for this study. The Consultant will obtain and run the regional model with this forecast, for detailed operations and performance analysis. Traffic operations for future baseline conditions will be assessed in a manner consistent with Task 3.4.

vii. Task 3.5 - Baseline Conditions - Assumptions
(1) The forecast year will be mutually agreed upon by the Consultant and YMPO and will likely be the Travel Demand Model forecast year.
(2) The future baseline traffic volumes will be developed by YMPO using the regional travel demand model and brought into the
selected model network for detailed operational analysis and simulation. The volumes will also be provided to the Consultant for use in supplemental traffic analyses.

viii. Task 3.5 - Existing and Future Conditions Evaluation
The Consultant will assess current and anticipated future corridor conditions based on the information gathered under Task 3. The assessment will focus on the following topic areas:
(1) Regional Transportation Plan (RTP)
(2) Possible changes to the RTP
(3) Urban/Rural area split
(4) Roads of Regional Significance

h. Task 4 - Definition of the Future Network
A Map of the future network will incorporate the following information:
   i. Functional Class filter
   ii. Traffic Volume “Bands” filters
   iii. Vehicle Classification filters
   iv. Industrial (Heavy Freight, Rail and Military) filters
   v. Areas of potential economic or residential developments

i. Task 5: Evaluate and Select Model Network/Software
This Task will focus on reviewing currently available software traffic modelling packages and recommending a preferred package. The consultant will report on:
   i. Applicability for YMPO staff and resources
   ii. Cost of purchase and future operation
   iii. Ability to incorporate current or future data collection

j. Task 6: Final Traffic Count Network Plan
This is the final report and will include the results of all of the previous tasks. Following the public meeting, and when comments are received, consultant will prepare the final version of the Plan. The consultant shall provide 12 copies of the Final Plans and 12 CDs (or DVDs or Flash Drives).

All public comments whether written or verbal shall be incorporated into the final report. Proposer shall provide the following:

✓ All files shall be provided in Microsoft Office Word, Excel and PowerPoints
✓ Maps shall be submitted in GIS Shapefiles or GDB files
✓ PowerPoint presentation aids in electronic and hard copy formats

ALL materials and data compiled, or reports generated, during this study become the property of the YMPO.
APPENDIX B
TITLE VI AGREEMENT / CONTRACT REQUIREMENTS

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

(b) Compliance with Regulations: The contractor shall comply with the Regulation relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(c) Nondiscrimination: The contractor, with regard to the work performed by it during the contract shall not discriminate on the grounds of race, color, national origin, or sex in the selection and retention of subcontractors, including procurements of materials and leases of equipment.

(d) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, or sex.

(e) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Arizona Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Arizona Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

(f) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Arizona Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
(1) Withholding of payments to the contractor under the contract until the contractor complies, and/or

(2) Cancellation, termination or suspension of the contract, in whole or in part.

(g) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as the Arizona Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Arizona Department of Transportation to enter into such litigation to protect the interests of the Arizona Department of Transportation, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
APPENDIX C
DISADVANTAGED BUSINESS ENTERPRISES (DBE)

(1) The YMPO, in accordance with Title VI of the Civil Rights Act of 1964, Statute 78, page 252, Title 42 United States Code (U.S.C.) 2000d to 2000d-4 and Title 49, the Civil Rights Restoration Act of 1987 (Public Law 100.259), Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the United States Department of Transportation (USDOT) issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this solicitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

(2) As required by 49 CFR 26.13, the YMPO shall not discriminate on the basis of race, color, national origin, religion, gender, age or disability in the award and performance of any USDOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR 26. The YMPO shall take all necessary and reasonable steps under 49 CFR 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. The YMPO’s DBE program, as required by 49 CFR 26 and as approved by USDOT, is incorporated by reference in the Planning Funds Agreement between the MPO and ADOT.

(3) Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of the Agreement. Upon notification to the YMPO of its failure to carry out its approved program, the USDOT may impose sanctions as provided YMPO WP Agreement JPA 11-088 Page 20 of 51 for under 49 CFR 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
APPENDIX D: Example Staffing Table (for SEALED COST PROPOSAL ONLY)

Hours Contribution Table for:
(YMPO Traffic Count Network Study)

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Task and Associated Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
<td>Hours</td>
</tr>
<tr>
<td>Name</td>
<td>Role</td>
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<td>Person 1</td>
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</tr>
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<td>Person 2</td>
<td>Project Manager</td>
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<tr>
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<td>Admin</td>
<td>$65</td>
</tr>
<tr>
<td></td>
<td>Totals (Prime Consultant)</td>
<td></td>
</tr>
</tbody>
</table>

| Person 5    | Project Manager           | $175  |  4  | 20 | 30 | 45 | 30 | 25 | 24 | 178 | $31,150 |
| Person 6    | Project Engineer          | $150  |  5  | 10 | 20 | 15 | 15 | 10 | 12 | 87  | $13,050 |
| Person 7    | Admin Assistant           | $70   |  2  |  5  | 2  | 2  | 2  | 2  | 10 | 25  | $1,750 |
|             | Totals (Sub-Consultants)  |       | 11 | 35 | 52 | 62 | 47 | 37 | 46 | 290 | $45,950 |

Lump Sums

|                      |                           |       | $30 | $25 | $20 | $0  | $0  | $0  | $800 | -  | $875 |
|                      | Printing and Graphics     |       | $175 | $75 | $20 | $20 | $20 | $30 | $300 | -  | $640 |
|                      | Advertising               |       | $205 | $100 | $40 | $20 | $20 | $30 | $1,100 | -  | $1,515 |

PROJECT COST TOTAL

$85,000