



REQUEST FOR PROPOSALS (RFP)

Yuma Metropolitan Planning Organization

FY 2022-2045 YMPO

Long-Range Transportation Plan Update

Release Date: June 2, 2020

Deadline for Submission: June 30, 2020

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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RELEASE DATE: June 2, 2020

CLOSING DATE: Proposals must be received by Tuesday, June 30, 2020 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 (YMPO) solicits qualifications and a proposed approach, in written format, for professional services to develop a Long-Range Transportation Plan (LRTP) Update for the YMPO region for fiscal years 2022-2045.

Consultants/firms submitting proposals must be experienced in general transportation planning, urban traffic demands, travel demand models, economic development, alternative modes of transportation planning, safety planning, Federal, State and Local funding, and project initiatives.

The YMPO requests that the FY 2022-2045 YMPO LRTP Update be completed by May 6, 2021.

Submittals must be at the YMPO office by the deadline of 3:00 p.m. local time on June 30, 2020. An original and ten (10) hard copies of the proposal are to be provided and 11 CDs (DVDs or Flash Drives) of the proposal with all information requested

SECTION II: YMPO AREA OF COVERAGE AND STATUS OF PLANNING

The Federal-Aid Highway Act of 1962 first required the designation of Metropolitan Planning Organizations (MPOs) in urbanized areas. Following the 1980 US Census, it became apparent that the Yuma metropolitan region had passed the population total and density thresholds required for MPO designation.

The City of Yuma and Yuma County initially established the MPO. Based on resolutions by the affected 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 Executive Board approved the addition of the Cocopah Indian Tribe as a full voting member of the MPO.

The Governing Body of the YMPO is the 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 the title of this person is the YMPO Executive Director.

SECTION III: PROJECT BACKGROUND AND OVERVIEW

The YMPO is pursuing a project that will develop an update to the LRTP that is currently in force for the Yuma Metropolitan region. The current LRTP is known as the Regional Transportation Plan (RTP), but the new update will be known as the LRTP. This Plan encompasses the Cities of Yuma, San Luis, and Somerton, Yuma County, the Town of Wellton, and the Cocopah Indian Tribe, which are the YMPO member agencies and includes a small portion of the Quechan Reservation.

To achieve this goal, YMPO and its member agencies are pursuing opportunities to update the existing document under three different scenarios. These scenarios are explained in detail in the Scope of Work but involve a no-build scenario, a general inflation increase in funds and a third, with a possible increase in funding, anticipated to start no sooner than January 2023.

Description

The selected consultant team is to develop a detailed regional transportation plan based on the land use scenarios as developed in the YMPO TransCAD Model. YMPO desires an update of the previous plan to the year 2045 with the new model run as required for the Air Quality Conformity Analysis to include TWO pollutants, Particulate Matter of Less than Ten Microns (PM-10) and Ozone. The consultant is to use the model to run effects of proposed road network change, alternatives, including the transportation components from each agency's Capital Improvements Program.

YMPO is interested in a forward look or approach and innovative proposals. The changing economy and funding outlook should be considered along with the proximity of Yuma County to California, Mexico, and trade corridors. The proposal should include the

scenarios best suited for Yuma County to utilize and maximize the benefits of the community, its roadways, and border region.

Planning must meet the current Fixing America's Surface Transportation (FAST) Act, requirements including the focus on Safety, Freight, Improved Project Delivery, the Performance Measures and any other requirements introduced under earlier authorization Acts or Bills and/or any newly passed Acts or Bills that might be introduced during the development of the Plan (the next few months). These requirements are outlined in the elements listed in the Scope of Work, included as Appendix A.

The LRTP Update will assess existing system conditions, analyze community needs, and evaluate health, safety, and demographic data, especially based on the underway U.S. Decennial Census. The community involvement process will capitalize on a variety of methods to obtain input including electronically gathered input, as well as in-person public meetings and at least one public hearing (subject to COVID-19 concerns); community walks and rides; presentations at community facilities, meetings with community-based organizations, and the use of social media as well as an interactive website. The Final Plan will result in a series of potential system improvements, consistent with State, regional, and local planning policies, that may be used by member agencies for design and construction programming with whatever funds may be available. The plan will also explore the funds available for the different types of improvements envisioned.

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. The LRTP's Scope of Work includes three major components: Updating the Regional Traffic Model; Developing the system alternatives, based on the three stated scenarios; and Creation of the Final Plan Update. Further details of the Scope of Work for this study will be contained in 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 identifies as being necessary for development of the LRTP Update.

SECTION VII: TIME-FRAME AND COST

The estimated time-frame for this project is approximately ten (10) 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 \$350,000. The date of the Notice to Proceed is anticipated to be August 7, 2020.

The consultant shall provide a proposed schedule for completion of the LRTP Update as part of the bid package. Progress charts should be provided to illustrate the interrelationships and scheduling of the major study Work Tasks, Products, and meetings.

SECTION VIII: DISADVANTAGED BUSINESS ENTERPRISES (DBE)

As required by 49 CFR 26.13, the YMPO will 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 officially Race-Neutral (0% Goal) requirement to employ firms that are Disadvantaged Business Enterprises (DBE); however, voluntary DBE participation is strongly encouraged by YMPO and is rewarded through the ranking process.

SECTION IX: DOCUMENTATION OF CONSULTANT PROGRESS

The YMPO project manager for this LRTP Update is Paul D. Ward, P.E. The Assistant project manager is Charles A, Gutierrez. 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 Appendix As “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 IX, “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

RFP Response Format

The RFP respondent shall submit proposals with the following information:

1. Proposals are to be prepared using standard white 8.5 x 11-inch paper and be 30 pages or less in length in total, including cover page, and appendices. Sample report requested in item 2, below is NOT included in the page count.
2. 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 upon request.
3. An original and ten (10) copies of the proposal shall be submitted to the YMPO.
4. 11 CDs (DVDs or Flash Drives) of the proposal with all information requested.
5. 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.
6. **Faxed, or emailed, proposals will not be accepted.**

****Important* - Please submit your RFP response with topical discussions corresponding to the numbers (excluding the cover letter) in the outline below. Numbered and lettered items will assist the review committee in evaluating your firm’s qualifications.**

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 Chief Executive Officer, Owner, or Chair of the Consultant.

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

- **Introduction** - Include the general project approach, project management methodologies, and any applicable experience and qualifications of the consultant/firm and its subcontractors.
- **Scope of Work** - Address how the potential consultant proposes to accomplish the individual tasks contained in the RFP scope of work.
- **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.
- **Project Schedule** - Provide a timetable for accomplishing the tasks outlined in the proposed scope of work.
- **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.

Questions & Comments

Any questions, requests for information, 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 on June 15, 2020. YMPO staff will provide a response to ALL Proposer's questions in an on-line matrix format, by June 16, 2020.

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 LRTP Update. The following items should be included in the proposal:

1. **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.

2. **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.

3. **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.
 - Consultant/firm name and names of team members.
 - Role of each team member.
 - 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).
 - Percent of effort scheduled for each team member on each Work Element. (i.e., percentage compared to their total commitment to the project).
 - Show the LRTP Update's organizational chart, including identification of the project manager.

4. **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.

5. **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 LRTP. Include the following in each:
 - Inclusive project dates (distinguish between completed and in-progress Studies or Plans).
 - Name and address of organization for which project was performed.
 - Name and current telephone number of individuals in the client's organization who is familiar with the previous work.
 - Short description of the Plan or Study.
 - Listing of the staff members proposed in this proposal who participated in the previous Study, Report, or Plan.

The YMPO will appoint a Review Sub-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 will be based on a combination of factors in evaluating all proposals:

6. **Evaluation Criteria:** Proposals will be evaluated according to the most qualified in the opinion of the review committee. The review sub-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:

- Project Understanding and Approach (25%);
- Qualifications and Experience of the Proposed Team (45%);
- Quality of the Proposal (20%);
- Consultant/Firm's Requested Cost of the Proposal (5%);
- 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 the Agreement to the consultant/firm (Proposer) that most closely meets the specific needs of YMPO, not solely on the basis of price.
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 consultant 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/or 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 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 a 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, June 23, 2020. The YMPO Executive Director will respond to these protests by June 24, 2020 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, Thursday, August 6, 2020. The YMPO Executive Director will respond to these protests by Friday, August 7, 2020, 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, June 30, 2020. The deadline for submitting protests to FHWA after opening/announcement of award is 3:00 p.m. MST, August 14, 2020.

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 ten (10) CDs (or DVDs or flash drives) of the proposal must be sealed in an envelope and **received, not postmarked**, no later than **3:00 P.M. MST, June 30, 2020**, at the YMPO administrative offices.

Mailed proposals should be sent to:

Paul D. Ward, P.E., Executive Director
Yuma Metropolitan Planning Organization
Mailing: 502 South Orange Avenue, Yuma, Arizona 85364

2. Proposals should be marked: FY 2022-2045 YMPO LRTP Update.

LATE PROPOSALS WILL NOT BE ACCEPTED.

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

June 2, 2020	Release date of RFP.
June 15, 2020	Questions for RFP due to YMPO by 3:00 p.m., MST.
June 16, 2020	Responses to questions posted at https://ympo.org click on "RFPs" and select "FY 2022-2045 YMPO LRTP Update RFP".
June 30, 2020	RFP submittals due no later than 3 P.M., MST.
June 30, 2020	RFP responses distributed to review committee.
July 9, 2020	IF interviews are NOT needed, The Selection sub-committee recommends preferred consultant/firm. IF interviews are needed following dates will be extended slightly:
July 30, 2020	YMPO Executive Board approves selected consultant/firm.
August 7, 2020	Estimated Notice to Proceed.
May 6, 2021	FY 2022-2045 YMPO LRTP Update Final Report due (est.).

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. YMPO expects 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 to the tasks included in this Scope of Work, unless those tasks are adjusted, or supplemented, as part of the first task.

The Yuma region is at somewhat of a threshold, in that the region is on the verge of becoming a Transportation Management Area (TMA). During the U.S. Decennial Census, that is currently underway, and during the production of this Long-Range Transportation Plan (LRTP), the region may be found to have more than 200,000 persons within the urbanized area. If so, although the document will remain valid, there will likely be a few changes to how transportation planning is carried out.

Furthermore, the Yuma region is the largest metropolitan region in Arizona that does NOT have a dedicated local funding source for transportation purposes, at least on a region-wide basis. The City of Yuma has implemented a sales tax for roadway maintenance and successfully uses their funds to help upgrade their roadway system. However, the region does not, currently, have such a funding mechanism, other than the Federal and State Highway User Revenue Funds (HURF) mechanisms, which are predominantly gasoline and/or use-fuel targeted taxes.

As a result, the proposed LRTP will focus on three major scenarios: a no-build scenario to establish a baseline for growth without improvement; a build scenario based on growth and a steady population-linked increase in current funding levels; and a third scenario where a possible new regional funding mechanism is approved by voters AND the possibility of being classified as a TMA.

Introduction

This Scope of Work will, in effect, update and replace the current LRTP, the FY 2018-2041 YMPO Regional Transportation Plan (also known as the RTP). The first step in this process will be for the Proposer to review the previous two plans for the region that were completed in FY 2013 and 2017. The second step will address the two build scenarios outlined above by establishing estimates of funds that are likely to be received and

develop the future transportation networks that come out of the associated model network analyses, including the resultant congestion levels. As many of the current discussions regarding possible new funding levels center on the use of the majority of new funds for maintenance rather than the expansion of the current system, it is recommended that the LRTP should focus on the usage of the current, fully maintained network, although the addition of new through-lanes, will be a factor under the funded scenarios.

The Last Two LRTPs (RTPs)

The last two LRTPs were both titled Regional Transportation Plans (RTPs), but future versions will be (correctly) titled LRTPs, as referred to in the appropriate Codes of Federal Regulations (CFRs). The FY 2014-37 RTP Update primarily focused on incremental changes to the roadway system, due to there being no attempts to increase transportation funding to the region, either at the local, state, or federal levels. The next, FY 2018-41 RTP Update was similar, in that no new funding sources were either viewed or planned, but introduced the performance measures that were brought in under Moving Ahead for Progress in the Twenty-First Century (MAP-21) legislation. The Fixing America's Surface Transportation (FAST) Act continued most of the requirements brought in under MAP-21.

Recently, the main change within the region started with efforts at the State level to increase gasoline and use-fuel (diesel) taxes. This effort has not been successful and such taxes have not actually been increased at the Federal, or State, level for over 25 years. Proposer will be expected to provide a good explanation of the impacts of this lack of increasing transportation funds on the YMPO region.

More recently, the YMPO region has started exploring the possible benefits of adding a regional funding mechanism for maintaining existing transportation facilities and services, modernizing others, and planning and constructing new facilities, as the region grows. This effort is in addition to the Federal and State funds that the region currently receives. This has NOT been adopted as policy and is in the early stages of investigation. However, it is similar to the policy currently in force in the Maricopa Association of Governments (MAG) region (the Phoenix area), since 1985. Further, three other areas of the State, the Pima Association of Governments (Tucson), the Flagstaff and Pinal County areas all have similar funding mechanisms for transportation purposes. In summary over 85% of the population of the State have their transportation facilities funded (at least partially) by local and regional funding mechanisms.

Background

YMPO is the designated Metropolitan Planning Organization for transportation planning for the Yuma regional area. As such, from time to time, YMPO is required to develop and approve a LRTP, a Transportation Improvement Program, and a Work Program. As the

region is also in non-attainment for two air quality pollutants, the MPO is required to carry out an Air Quality Conformity Analysis on the LRTP and the TIP. This will be covered in more detail later in this Scope.

YMPO is governed by a ten-member Executive Board with elected officials serving from member jurisdictions, including the Cities of Yuma, Somerton, and San Luis, Yuma County, the Town of Wellton, the Cocopah Indian Tribe, and a board member representing the ADOT/Arizona State Transportation Board. Although this update builds on the two prior updates, it adds a slightly different element - the possible addition of a new transportation funding mechanism for the region.

Framework/Tasks

The following tasks are envisaged for the update:

- Task 1: Refine the Scope of Work.
- Task 2: Explain new requirements contained in the FAST Act, Prior Acts and, possibly and new requirements that may be forthcoming in the new Act.
- Task 3: Collect and Review Existing Conditions Data.
- Task 4: Update TransCAD Model.
- Task 5: Public Involvement Plan.
- Task 6: Roadway System Alternatives (based on funding scenarios).
- Task 7: Performance-Based Evaluation of Alternatives.
- Task 8: Draft FY 2022-2045 YMPO Long-Range Transportation Plan.
- Task 9: Final FY 2022-2045 YMPO Long-Range Transportation Plan and Recommendations.

Scope of Work

Task 1 - Refine the Scope of Work

Proposer will refine the scope of services and the project schedule. The scope will be submitted for review by the YMPO project manager and the YMPO Technical Advisory Committee (TAC). Minor adjustments to the fee estimate may need to be made. A final Scope of Work and fee estimate will be submitted to the TAC for review and approval.

To keep the project on schedule, review and revision timeframes will be clearly identified on the project schedule. Teleconferences and electronic reviews of submittals are recommended to help move the process along expeditiously and will conform to any possible restrictions implemented during the COVID-19 pandemic.

As part of the project review process, Proposer will utilize the established TAC, plus additional key stakeholders, as determined by the TAC and the YMPO project manager, to review the work in progress and provide input from their perspectives. During the

project, the Proposer team will make up to five presentations to the TAC during their regularly scheduled bi-monthly meetings in the YMPO region. The purpose of these presentations will be to review work in progress and discuss issues that arise during the project. The TAC members will be responsible for briefing their respective agencies and commissions and representing their positions and views in the TAC meetings. Depending on the COVID-19 situation, the earlier meeting may need to be by teleconference.

Task 1 Products:

- Draft and Interim Scopes of Work and Fee Estimates.
- Up to Five (5) TAC meetings.
- Meeting minutes/summaries for each TAC meeting.

Task 2: The FAST Act, prior (and, possibly) subsequent Acts

The production of LRTPs is well-defined in Federal legislation, especially 23 CFR 450.306, 314 and 324. The most recent changes to this guidance was issued as part of the FAST Act, signed by President Obama in December 2015. The previous long-term transportation bill, MAP-21, was signed by President Obama in July 2012. The bill prior to that was the Safe, Accountable, Flexible, Efficient Transportation Equity Act, A Legacy for Users (SAFETEA-LU) which was signed by President George W. Bush in August 2005. Although SAFETEA-LU was signed in 2005, it expired in 2009, after which the Congress passed ten short-term funding bills until being replaced by MAP-21 in 2012. MAP-21 was only a short, two-year bill, so when the FAST Act was approved, it was the first long-term bill to be signed in over ten years.

Proposer will be expected to trace a simple timeline for these Acts of Congress and explain how the passage of each has affected transportation decision-making in the YMPO region, in general, and production of the YMPO LRTPs.

Task 2 Products:

- Timeline of Federal Transportation Acts.
- Report on their affect on YMPO transportation decisions.
- Report on possible new legislation and likely affects (if any).

Task 3: Collect and Review Existing Conditions Data.

This task will update growth trends within the LRTP. To form a basis for the various elements of the LRTP, a good understanding of past transportation system work, existing conditions, and planned future conditions is required. Proposer will review previously completed plans, and studies to update the growth trends in the region. This will include an update to existing and future (2045) land use, population, dwelling units, and employment projections. Plans and studies to be reviewed include:

- Previous FY 2014-2037 and 2018-2041 RTPs.
- Current FY 2020-2024 YMPO Transportation Improvement Program (TIP).
- Current comprehensive plans from each YMPO member agency.
- Yuma County Intergovernmental Public Transportation Authority (YCIPTA) transit plans and reports.
- The most recent data available from the YCIPTA/YMPO Short Range Transit Plan.
- Available bicycle and pedestrian plans and studies.
- U.S.-Mexico Port of Entry programs and initiatives.
- 2019 Air Quality Conformity Analysis.
- Socio-economic data (U.S. Census, State Demographer's Office).
- Financial Data - Projected revenue (available for transportation expenditures).
- Other available reports - master plans, corridor studies, design concept reports, circulation studies, traffic impact studies, safety studies, traffic operations studies.

Proposer will make a list of specific relevant plans and studies. The list will be reviewed and approved by the YMPO project manager.

Proposer will use the TransCAD model outputs (from Task 4) to assess current and projected traffic levels and congestion. Traffic volume and volume/capacity figures will be produced for the existing base and future roadway networks. A look-up table of levels of service versus volume/capacity will be established and levels of service will be color-coded on the figures.

Proposer will review non-roadway transportation data and will update descriptions of the existing and planned urban trails and bikeway systems. Proposer's team will describe existing transit information including current service and ridership and will also describe transit service options and forecast ridership trends. Existing and planned freight information will be reviewed and summarized.

Proposer will prepare figures to display the relevant collected data for the report and public meetings.

A bibliography will also be prepared that lists what data was reviewed.

As part of this task, YMPO also proposes that preliminary Regional Transportation Goals be established in collaboration with the TAC. Goal areas, consistent with the FAST Act and MAP-21, may include the following:

- Infrastructure condition/preservation.
- Safety.
- Vehicle mobility.

- Transportation alternatives (bicycle, pedestrian, transit).
- Economic vitality.
- Environmental protection.

The regional growth trends will be submitted to the TAC for review and comment in a PDF format. The TAC will provide comments within one week of receiving the memorandum. TAC comments on the memorandum will be addressed and included in the Draft LRTP Update document. Goals will be presented, along with the Trends and Conditions, at the first round of public meetings.

Products.

- Bibliography of data reviewed.
- Draft LRTP goals.
- Updated socioeconomic data for 2022 and 2045.
- Updated LRTP Regional Growth Trends Chapter.

Task 4 - Update TransCAD Model

A comprehensive update of the YMPO travel demand model was conducted in conjunction with the previous 2041 RTP effort. This model will provide the basis for this FY 2022-2045 LRTP update. In conjunction with the recently completed City of Yuma Transportation Master Plan, the LRTP 2022 existing conditions population data, employment data, Transportation Analysis Zone (TAZ) structure and roadway network connectivity and characteristics will be further refined based on a more detailed local review.

Proposer will review these recent updates as well as the remainder of the YMPO planning area and amend the model, as necessary, to reflect any known changes in land use and roadway network characteristics that may have occurred.

The network will contain roads of facility type collectors and above and will include any changes carried out under the recent Statewide functional classification update. Roadway changes will be requested from the YMPO and its member agencies. The network will be reviewed for roadway characteristics, such as connectivity, the number of lanes, speed, capacity, and type of pavement.

The latest external trip matrix will also be updated to the 2022 base year. Trip generation variables as well as trip rates will be reviewed to assess if current trip-making characteristics are reflected in the model.

Proposer will perform TransCAD model runs for the 2022 calibration year. The calibrated model runs will output traffic volumes, speeds, vehicle miles traveled (VMT), and vehicle-hours traveled (VHT).

Proposer will coordinate with YMPO to define calibration screenlines for the study area and with ADOT statewide modeling efforts. Modeled traffic volumes will be compared against available traffic counts for both highway links and screenlines. The accuracy of the model validation process will be evaluated using the following statistics:

- Percent error and the percent root mean square error of the modeled volumes versus actual counts for the entire network grouped by facility type.
- Comparison of screenlines total traffic counts with screenlines total simulated traffic volumes. Differences between the counted screenline total volumes and the simulated screenline total volumes should be less than 20% of the most recent available counts from YMPO.

Proposer will update the previous model documentation describing model assumptions, input data, and model validation results, to reflect the recent updates. This information will be submitted to the TAC for review and comment in PDF format.

Task 4 Products:

- Updated and calibrated TransCAD travel demand model (with updated existing and projected socioeconomic data).
- Updated model calibration and users guide documentation.

Task 5: Public Involvement Plan.

Proposer's team will closely collaborate with the YMPO and the TAC to draft a Public Involvement Plan (PIP) that is thorough, thoughtful, strategically sound, and efficient. The PIP will combine established best practices with outreach methods that are customized for the YMPO region and designed to result in the effective engagement.

The PIP will guide an inclusive and interactive approach that follows requirements outlined in the FAST Act, MAP-21, Title VI, and Environmental Justice.

The PIP will define a process for providing stakeholders with reasonable opportunities to be involved in the metropolitan transportation planning process. Outreach methods that will be used are described below.

Stakeholder List.

YMPO will be responsible for providing the initial mailing list to Proposer. Proposer will provide YMPO with additional stakeholder contact information obtained through the public meetings and other ongoing outreach.

Public Meetings.

Public open house meetings will be held at key milestones during the development of the LRTP. YMPO will be responsible for selecting, arranging and coordinating the meeting spaces for the public meetings.

At the public open house meetings, the YMPO Executive Director and Proposer Firm Project Manager will deliver short presentations followed by a question-and-answer session. For each public meeting, Proposer will provide a PowerPoint presentation and display boards, bilingual informational handouts, comment forms and directional signage. Sign-in sheets will be provided to record attendance, and nametags will help identify the project team. Proposer will provide Spanish interpretation opportunities at each public meeting.

Proposer will be responsible for three black and white advertisements (5 columns by 5 inches) publicizing the public meetings. The ads will be placed in the Yuma Sun and Bajo El Sol. The advertisements will also include information on the mobile display's locations and opportunities for interaction with the YMPO website.

Proposer will produce digital bilingual meeting invitations based on the advertisements. The meeting invitations will be used by YMPO to advertise the meetings electronically to stakeholders via the stakeholder list.

The required comment period will be allowed for public review and comment after the public meetings. Proposer will prepare a summary of each round of public meetings that documents meeting notifications, materials, attendance, and comments received.

Mobile Information Tables and Intercept Surveys.

In conjunction with Round 1 and Round 2 public meetings, mobile open house information tables will be set up for a period of one to two hours at up to three (3) locations within the community - for example, at a mall, or a busy shopping center. The three locations will be staffed within a single day, followed by the evening public meeting.

To gather information easily and quickly, while at the mobile information table, the team will conduct intercept surveys at the same locations as the mobile displays. The intercept surveys will contain a maximum of 7 questions and will be designed so they can be

completed in less than five minutes using Survey Monkey. A link to the survey will also be placed on the YMPO website. The initial intercept surveys will be focused on determining public perception of the goals, existing conditions and deficiencies, plus informing the public about the regional transportation planning process. A secondary purpose of the survey outreach would be to invite people to the public meetings. Proposer will work with the YMPO to determine the best locations for the intercept surveys.

Online Materials.

Proposer will gain additional survey participation by inviting community members to complete the surveys via a YMPO web link distributed to stakeholders.

LRTP elements and informational materials will also be posted online so that they are available for review to as many stakeholders as possible. The use of Social Pinpointing is a viable source for public outreach or other suitable means to reach out to other areas of concern or providing input from members of the public.

Presentation to Elected Officials and Commissions.

Proposer will make presentations to elected officials, boards, or commissions.

The following table summarizes public involvement activities that will be completed:

Public Engagement Round	Purpose	Online Materials and Survey	Mobile Display	Intercept Surveys at Community Locations	Evening/Afternoon Public Meeting	Presentation to Elected Officials
Round 1	Input on goals and objectives and trends and conditions	X	Three Locations	X	X	X
Round 2	Present draft LRTP and alternatives and benefits	X	Three Locations	X	X	X
Round 3	Present Final LRTP	X	N/A	N/A	X	X

The first presentation will be held around the time of the first public meeting to introduce the study team, explain the methodology and understanding of the project goals, and solicit ideas from the elected officials and commissions about their specific goals and questions about the process.

The second presentation will be held midway through the project and will be used to update the elected officials and commissions on the project's progress.

The third presentation will be held upon completion of the draft final LRTP.

Task 5 Products:

- Public Involvement Plan.
- Three (3) rounds of bilingual public involvement/outreach, including public presentations, meetings, and materials including notices, newsletters, displays, fact sheets, and comment forms.
- Up to four (4) presentations to elected officials, boards, or commissions.

Task 6: Roadway System Alternatives.

The purpose of this Task is to develop roadway system alternatives that will be subsequently applied to the performance-based evaluation criteria in the next Task.

Potential project alternatives will be based on Task 3 (current conditions) and analysis, and stakeholder and public input (Task 5). The updated TransCAD model will be used to estimate future traffic volumes. Traffic assignments will be conducted for 2045 socioeconomic forecasts and the Existing plus Committed (E+C) projects network. Deficiencies will be identified for the existing conditions, and the 2045 E+C transportation network.

Previous 2041 RTP recommendations will be re-evaluated under the new traffic forecasts and will be re-visited with the TAC regarding meeting transportation needs.

A short-list (up to 20 roadway projects) of roadway system improvements will be developed considering LRTP cost constraint resources. These improvements to the roadway system will be tested. These improvements will include combinations of widening the existing roadways, creating new roadways, or removing existing roadways. The short-list will be identified based on current trends summary, and TAC, public, and stakeholder input. In addition, the Proposer team will assess the need for new interchanges or grade separations. Up to 20 projects will be tested within the three alternative network scenarios.

Proposer will produce traffic volume and volume/capacity plots for each alternative network and will show VMT and VHT in tabular form by roadway facility type. The resulting menu of projects will be advanced to Task 7 for performance evaluation.

Task 7: Performance-Based Evaluation of Alternatives.

MAP-21 required a performance-based regional transportation plan and the FAST Act has continued this requirement. A performance based LRTP serves the following purpose:

Performance measures communicate information about the use, condition, and impact of the transportation system. These measures are best thought of as indicators - data that is publicly reported for illustrative purposes or to demonstrate progress made toward established targets.

Performance-based project selection criteria assist in prioritizing and selecting projects for funding, leading to a transparent, public process. This process also relies on the professional judgment of transportation stakeholders and input from the general public.

Consistent with available MAP-21 and FAST Act published requirements, Proposer will review and update, as appropriate, the current (2041) YMPO RTP performance measures. Updated performance measures will be consistent with input received on LRTP Goals, obtained at the Round 1 public meetings. LRTP Goals, performance measures, and project selection criteria should also reflect livability principles.

The short-list of projects, identified in Task 6, will be prioritized and the highest scoring projects will be proposed to be included in the LRTP. Proposer will generate appropriate tables, graphics, and matrices to illustrate how the alternative projects compare to each other, and present them to the TAC for consideration, concurrence, or modification. Once a consensus is reached on the recommended projects, cost estimates and implementation recommendations will be refined and presented in maps, graphics, schematics, and narrative in the draft and final LRTP document. Presentation-style graphics will be prepared for use in the TAC and public meetings.

Task 7 Products

- Evaluation of the 2045 LRTP project alternatives.

Task 8: Draft FY 2022-2045 Long-Range Transportation Plan.

In this task, the results of the assessment of existing and future conditions and the evaluation of alternatives (final list of LRTP projects) will be integrated to update the LRTP elements. The draft LRTP elements will include the following:

Regional Growth Trends.

Land Use, Community Development, Livability, and the Environment.

This element will update current trends (documented in Task 2) and will describe key trends in past and projected future travel behavior in the Yuma region, including land use, population/socioeconomic, and current and future transportation conditions.

Economic Development, Trade, and Tourism.

The economic development update will include a discussion of the business activities that drive job creation in Yuma County. Trade and tourism are significant economic drivers requiring roadways that provide linkages for moving people and goods across the Mexican border. This element identifies the transportation infrastructure investments needed to support regional work force and identifies economic development strategies.

Roadway System

This will be the main element of the updated LRTP. The Roadway System element will be based on TransCAD modeling (Task 4) and performance evaluation (Task 7).

The highest-scoring projects (final LRTP project list) will be coded into the TransCAD model. Proposer will develop future daily traffic volume forecasts using for the recommended projects to produce the 2045 recommended network. The 2045 network will contain all new roadways and roadway improvements confirmed in the 2022-2045 LRTP.

Proposer will evaluate five-year incremental traffic projections to determine when the improvements will be necessary. Model runs will also be done for the years 2020, 2021, 2022, 2030, 2040, and 2045. The model run dates for these years are open for review.

Proposer will also prepare a roadway system element in map and tabular form showing the roadway system in terms of number of lanes, new grade separations, new interchanges, roadway widening, and intersection reconstruction. Phasing recommendations for major improvements will be provided in five-year increments.

Safety

The safety element will be based on available information from the most recent update of the YMPO Strategic Transportation Safety Plan (STSP).

Improvements will be recommended for locations where corrective measures are expected to reduce crash rates, as recommended in the STSP. Where feasible, safety improvement recommendations will be consolidated with other recommended roadway improvements.

Transportation Alternatives

Intelligent Transportation Systems (ITS)

This element will be updated to reflect advancements in ITS technologies that may be considered for implementation with the YMPO region. ITS technologies use real-time travel-related information to maintain and enhance the efficiency, safety, and functionality

of the transportation system. The continued advancement and development of smart phone applications can improve the efficiency of the transportation system. This approach can be significantly more cost-effective than reconstructing existing roadways or building new facilities.

Travel Demand Management (TDM)

TDM focuses on the demand side of transportation needs as opposed to the supply or capacity side. The goal of TDM is to reduce reliance on the single-occupancy vehicle (SOV) travel mode by eliminating the need for travel or by shifting the travel to another mode. TDM strategies that will be considered are carpools, vanpools, transit, telecommuting, videoconferencing, walking, bicycling, and alternative work schedules.

Transit

The transit element will be developed in close consultation with the YMPO project manager and the YCIPTA staff. The YMPO LRTP will build upon and reflect the recent Short-Range Transit Plan (2020). The LRTP will describe the desired long-range transit system to serve anticipated future needs. The LRTP will identify key infrastructure improvements required to support the long-range transit vision.

The LRTP will summarize known funding sources for transit services in the Yuma region and will research future funding options, including local match requirements associated with potential fixed-route system expansions.

Bicycle and Pedestrian Facilities

Non-motorized modes include bikeway and pedestrian facilities. The LRTP will reflect recommendations to “mainstream” bicycle and pedestrian accommodation into other projects. For example, new roadway improvement projects should include bike lanes and sidewalks where they are needed. Based on stakeholder, TAC, and public input, the LRTP will recommend segments and linkages needed by 2045. Proposer will prepare maps showing locations of proposed segments and linkages.

Congestion Management

Although a Congestion Management Process (CMP), formerly known as the Congestion Management System (CMS), is not currently required for the YMPO region, a congestion management element will be developed to identify strategies for managing regional traffic congestion and enhancing operational efficiency and safety. The LRTP will identify several relevant and applicable “best practices” from other jurisdictions that may be considered within the YMPO region.

Border Regional and Commodity Flow

Air, Truck and Rail Freight

The LRTP will be updated to reflect previous and ongoing rail and freight planning studies. Proposer will coordinate with U.S. Customs and Border Protection (CBP), U.S. Border Patrol (BP), ADOT Enforcement and Compliance Division, Greater Yuma Economic Development Corporation (GYEDC), Greater Yuma Port Authority (GYPA), Yuma Airport Authority, and Yuma County Chamber of Commerce to update the freight element addressing truck, rail, and air segments and linkages.

The freight element will consider the potential for cross-border industrial growth, agriculture, agriculture food processing, and air freight to Pacific Rim areas. Proposer will review and summarize freight information in tabular form. Major freight corridors will be described and shown on maps.

Border Infrastructure

The border infrastructure element will be updated to reflect the status of implementation of the Arizona-Sonora Border Master Plan recommendations. Over 20 projects evaluated during the Arizona-Sonora Border Master Plan were among the needed capital improvement projects identified in the 2018-2041 RTP planning process.

Inland Ports, Warehousing, Distribution Centers.

Key elements of the general economic activity in the region are warehousing functions and distribution to markets. Regional needs identified in the 2041 RTP include sites for new inland ports, as recommended in the Yuma County Rail Corridor Study. A status of implementation, and newly identified needs will be reflected in the LRTP.

Implementation

Air Quality

A new air quality conformity analysis will be developed to assess the contribution of Particulate Matter of Less than Ten Microns (PM-10) and ozone emissions to the ambient air quality resulting from the proposed roadway element of the LRTP. The air quality analyses will be coordinated with the YMPO and ADOT to determine air quality impacts and conformance with environmental regulations.

VMT for the year 2045 for paved and unpaved roads will be estimated using the geographical information systems (GIS) comprehensive street coverage. Proposer will estimate vehicle particulate emission factors for both paved and unpaved roads using EPA AP-42 Methodology and the MOVES model as necessary to estimate speed and other air quality parameters. The total vehicle emissions for the 2045 preferred alternative will be computed as a product of the emission factors and VMT on paved and unpaved

roads. Six analysis years will be evaluated for PM-10 and ozone conformity based on the same modeling years in Task 8. Based on the air quality findings provided in the report by Proposer, the YMPO will ascertain if air quality in the YMPO region is expected to conform to existing environmental regulations.

Financial Resources and Expenditures.

In accordance with federal transportation planning requirements, the LRTP will be fiscally constrained. That is, the cost of LRTP improvements must match funding or revenues that can be expected within the time frame of the LRTP.

In collaboration with YMPO, ADOT, and TAC members, Proposer will examine existing revenue sources and estimate funding that can reasonably be expected in future years. The forecasts will reflect, where appropriate, local, state, and federal revenue streams. Funding will be reasonably determined for each five-year increment to formulate development of the implementation plan.

The funding for the LRTP time frame will be compared to the expected improvement needs. If the expected funding falls short of the proposed transportation expenditures, then some recommended investments would be moved to a “needs” status.

A FY 2022-2045 implementation plan will list the improvements that should be considered in five-year increments to correct existing deficiencies and meet future traffic demand. The implementation plan will consist of a series of tables that will identify the improvement, its limits, a brief description of the improvement, an implementation time frame, and the estimated cost.

Draft FY 2022-2045 YMPO Long-Range Transportation Plan.

The information developed for each of the LRTP elements will be assembled into the draft LRTP. The draft LRTP will be submitted to the TAC for review and comment. The TAC will provide comments within two weeks of receiving the draft LRTP. Responses will be prepared for all comments and the results of the comment resolution process will be reflected in the final LRTP.

Task 8 Products:

- Draft FY 2022- 2045 YMPO Long-Range Transportation Plan. Twenty printed copies in full color and 30 copies on a flash drive.

Task 9: Final FY 2022-2045 YMPO Long-Range Transportation Plan Recommendations

Based on TAC, stakeholder, and public review, comments will be addressed and the Final LRTP will be produced.

Task 9 Products:

- Final FY 2022-2045 YMPO Long-Range Transportation Plan. Thirty printed copies in full color and 40 copies on a flash drive.

General Project Administration.

Proposer will serve as the project manager and Proposer will serve as the principal-in-charge and quality manager. Throughout the duration of the project, Proposer will conduct regular quality control reviews and provide monthly progress reports and schedule updates to the YMPO. Proposer will also maintain project records and, following approval of the final document by the YMPO Executive Board, deliver copies of the records and products to the YMPO, if desired.

Products

- Monthly progress report(s), schedule updates and project records.

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

Hours Contribution Table for: FY 2022-45 YMPO Long Range Transportation Plan Update			Contract Number								
			Purchase Order #								
			Task Assignment #								
Team Member			Task and Associated Hours							Total	
Name	Role	Rate	1	2	3	4	5	6	7	Hours	Billing
Prime Consultant (name of firm)											
Person 1	Principal	\$225	2	5	5	5	5	5	10	37	\$8,325
Person 2	Project Manager	\$175	4	12	15	20	30	15	20	116	\$20,300
Person 3	Engineer	\$150	4	8	10	10	5	8	4	49	\$7,350
Person 4	Admin	\$65	2	4	2	2	2	2	10	24	\$1,560
Totals (Prime Consultant)			12	29	32	37	42	30	44	226	\$37,535
Sub-Consultant (name of firm)											
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											
Printing and Graphics			\$30	\$25	\$20	\$0	\$0	\$0	\$800	-	\$875
Advertising			\$175	\$75	\$20	\$20	\$20	\$30	\$300	-	\$640
Total Lump Sums			\$205	\$100	\$40	\$20	\$20	\$30	\$1,100	-	\$1,515
PROJECT COST TOTAL (this is just a sample amount)										\$320,000	

APPENDIX E
Tentative Project Schedule

To be added by the Consultant