



REQUEST FOR STATEMENTS OF QUALIFICATIONS

for

**CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION
REGIONAL TRANSPORTATION PLAN – 2011 UPDATE**

Issued: May 2011

Statements of Qualifications Due: June 30, 2011, 2:00pm

**Issued by the City of Prescott
on behalf of the
Central Yavapai Metropolitan Planning Organization**

REQUEST FOR STATEMENTS OF QUALIFICATIONS
Central Yavapai Metropolitan Planning Organization
Regional Transportation Plan - 2011 Update

The City of Prescott and Central Yavapai Metropolitan Planning Organization (hereafter referred to as "CYMPO") invite qualified persons/firms to submit Statements of Qualifications to provide professional services for a Regional Transportation Plan (RTP) update.

Sealed Statements of Qualifications will be received until 2:00 pm on Thursday, June 30, 2011, at the City of Prescott Department of Public Works, 433 N. Virginia Street, Prescott Arizona 86301, at which time all submittals will be publicly opened.

Any proposal received at or after 2:00 pm on the above stated date will be returned unopened. Submittals must conform to a prepared scope of work available from the office of the City of Prescott Public Works Department at (928) 777-1130 voice or email crista.clevenger@prescott-az.gov. The City of Prescott and the Central Yavapai Metropolitan Planning Organization reserves the right to reject any and all proposals and assumes no liability for the cost of preparing a response to this request.

The outside of the proposal envelope shall indicate the name and address of the respondent, shall be addressed to the City of Prescott, Public Works Director, 433 N. Virginia St, Prescott, AZ 86301 and shall be marked: **"Request For Statements of Qualifications: Regional Transportation Plan – 2011 Update."**

Crista Clevenger

Crista Clevenger, Contract Specialist
Published: Prescott Courier, Twice: May 22 and May 29, 2011

INTRODUCTION

The City of Prescott and Central Yavapai Metropolitan Planning Organization (CYMPO) invites qualified persons/firms to submit Statements of Qualifications to provide professional services for a Regional Transportation Plan (RTP) update.

The updated RTP shall be for the 25 year planning horizon validating and/or updating the existing 2030 plan as previously adopted in 2006 for the metropolitan planning area of the CYMPO. The existing travel demand model and other components of the current plan will be re-adopted with no modification with the exception of the key tasks identified in the deliverables below:

The primary deliverable products for the RTP 2011 update shall include the following:

- o Verification/Update of Population data using Census 2010 data
- o Addition of a Sustainability/Livability component
- o Update to the existing Future Multi-modal Conditions component
- o Status update of planning and construction projects identified in the previous study
- o Final Report

The general scope of professional services includes all facets of planning level work including scoping, mapping, data collection, SAFETEA-LU requirements, two public involvement meetings, and a presentation of findings and final report to the CYMPO Multi-modal Technical Advisory Committee and CYMPO Executive Board.

Statements of Qualifications will be received until 2:00 pm on Thursday June 30, 2011, at the City of Prescott Department of Public Works, 433 N. Virginia Street, Prescott Arizona 86301, at which time all proposals will be publicly opened.

Any Statement of Qualifications received at or after 2:00 pm on the above stated date will be returned unopened. Individual Statements of Qualifications shall not exceed a maximum of 20 pages total. The City of Prescott and CYMPO reserve the right to reject any and all proposals and the City assumes no liability for the cost of preparing a response to this request.

The outside of the Statement of Qualifications submittal envelope shall indicate the name and address of the respondent, shall be addressed to the City of Prescott, Public Works Director, 433 N. Virginia St, Prescott, AZ 86301 and shall be marked: "Request for Statements of Qualifications CYMPO Regional Transportation Plan – 2011 Update."

BACKGROUND

The Central Yavapai Metropolitan Planning Organization (CYMPO) adopted the current Regional Transportation Plan (RTP) commonly referred to as the 2030 Plan in December of 2006. The RTP is normally required to be updated every five years, however the Federal Highway Administration and CYMPO have agreed that a smaller scale update would be appropriate at this time since the new Census 2010 data has been released while at the same time local governments are just beginning the process of updating their general land use plans.

The update of the RTP under this request will only provide the following:

- o Verification/Update of Population data using Census 2010 data
- o Addition of a Sustainability/Livability component
- o Update to the existing Future Multi-modal Conditions component
- o Status update of planning and construction projects identified in the previous study

It would then be the intent that within two years after adoption of this 2011 RTP update the CYMPO will conduct a full regional transportation plan update, which will then incorporate the most recent land use data from the soon to be updated City/Town/County general plans.

At their April 20, 2011 meeting, the CYMPO Executive Board directed CYMPO staff to move forward with advertising a request for statement of qualifications

INSTRUCTIONS

A Request for Statement of Qualifications has been initiated to determine which engineering/consulting firms may have the qualifications to conduct this RTP update. Qualified engineering consulting firms are invited to submit proposals listing their qualifications and team members to conduct an update of the RTP as described in this Request for Statement of Qualifications (RSOQ).

The CYMPO invites interested firms to submit written Statements of Qualifications relating to this solicitation. A Screening Committee will evaluate firms' qualifications and experience with similar projects. Three firms determined to be best qualified will then be invited to participate in a presentation/interview; subsequently, the top ranked firm will be invited to enter into negotiations with CYMPO to define a detailed scope of work. The firm then develops and submits to the owner a detailed fee proposal, based on the agreed upon scope of work.

The Central Yavapai Metropolitan Planning Organization reserves the right to reject any or all proposals and to make any award which it considers to be in the best interest of the region. This RSOQ is not a commitment to initiate a contract for services.

WITHDRAWAL OF PROPOSALS

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

QUESTIONS CONCERNING THIS RSOQ

Written questions regarding this RSOQ must be received no later than **10 working days** before submittal due date. Questions may then be responded to by written amendment to this document. Oral statements or instructions shall not constitute an amendment to the RSOQ.

Inquiries may be made to:

Chris Bridges, CYMPO Administrator
Prescott Valley Town Hall,
7501 E. Civic Circle, Suite 150,
Prescott Valley, AZ 86314
Or via Email: cbridges@pvaz.net

PROJECT TASKS

The Engineering Consultant shall be responsible for the following tasks:

- Task 1 Verification/Update of Population data using Census 2010 data
- Task 2 Addition of a Sustainability/Livability component
- Task 3 Update to the existing Future Multi-modal Conditions component
- Task 4 Status update of planning and construction projects identified
in the previous RTP study
- Task 5 SAFETEA-LU Consultation
- Task 6 Public Involvement/Meetings
- Task 7 Presentation of Final Report to the CYMPO Multi-modal Technical Advisory
Committee and the CYMPO Executive Board

DELIVERABLES

Ten (10) bound hard copy reports with three (3) electronic copies and a .pdf for placement on the CYMPO website.

RESPONSIBILITIES

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

Conflict of Interest:

The consultant shall identify all instances wherein a principal in or employee of the firm, or an individual or corporate client of the firm, or the spouse, child or dependant of such principal, employee or client:

- a. owns or otherwise controls the disposition of land or other property within or potentially could be impacted within the study area.
- b. may receive economic advantage or disadvantage as a result of the project described in this Request for Statement of Qualifications, or any future project which may follow, excluding participation in future professional engagements in connection to the project.
- c. is engaged in a relationship with another person or entity, including a client, requiring him to exercise judgment on behalf of that person or entity, where such person or entity has some special interest, obligation or other concern with respect to the subject matter of this Request for Statement of Qualifications.

SUBMITTAL REQUIREMENTS

To be considered, ten (10) copies of the complete Statement of Qualifications must be received no later than **2:00 p.m. Thursday, June 30, 2011**. Statement of Qualifications should be addressed to:

City of Prescott, Public Works Director
433 N. Virginia St
Prescott, AZ 86301

Submitted proposals become the property of the CYMPO and will not be returned.

LATE PROPOSALS

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

ECONOMY OF PREPARATION

Proposals of no more than 20 printed pages including the front cover should be prepared simply providing a straightforward concise description of the consultant's qualifications and listing of the team members to meet the requirements of this RFQ.

PROPOSAL SIGNATURE & REFERENCES

The proposal should be signed by the person in the consultant's organization responsible for the decision as to the qualifications stated in this proposal. Also included, should be references and contact information of the key staff and firm submitting the RSOQ.

PROPOSAL PREPARATION COSTS

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

FUNDING

CYMPO is the designated Metropolitan Planning Organization (MPO) for the Prescott, Arizona, Urbanized Area and, as such, has been granted State Planning and Research Funds in accordance with Federal and State allocations. In support of the studies, CYMPO is partnering with the City of Prescott, the Town of Prescott Valley, the Town of Chino Valley, the Town of Dewey-Humboldt and Yavapai County to provide the local government match thereto.

PROJECT SCHEDULE

Sunday, May 22 and May 29, 2011

RSOQ advertised

Thursday, June 30, 2011

Statement of Qualifications due by 2:00pm

Thursday, July 14, 2011

Working Group reviews Statement of Qualifications and ranks top three firms for presentations/interviews

Wednesday, July 27, 2011

Consultant Presentations/Interviews

Thursday, August 4, 2011

Information and recommendation submitted to the CYMPO Multi-modal Technical Advisory Committee and Executive Board as appropriate

Thursday, August 18, 2011

Contract Negotiations begin

Thursday, September 20, 2011

Notice to Proceed

January 2012

Estimated Project Completion

REVIEW PROCESS

Statement of Qualifications for this project will be evaluated by a Review Committee appointed by the CYMPO administrator according to the following criteria, with the weighting of each criterion as indicated:

- 1) Specific experience of the firm in a project of this type – 20%
- 2) Experience of the proposed project team and availability within current and anticipated work load for this project – 25%
- 3) Proposed project approach to include a detailed discussion and identification of areas that will require special attention – 30%
- 4) Proposed schedule – 15%
- 5) Overall quality of the Statement of Qualifications evidencing interest in the project – 10%

Following evaluation of the Statement of Qualifications, a shortlist of three (3) firms will be determined based upon the composite score of Review Committee members. A presentation/interview session with each of the three (3) firms will comprise the second half of the evaluation/selection process. In the presentation/interview, candidate firms will be required to demonstrate their understanding and familiarity with the scope, location, and other aspects of this project. Criterion upon which the presentation/interview of each firm will be evaluated, with weighting for each criterion, are as follows:

- 1) Observation of existing conditions and key project information – 20%
- 2) Identification of key issues or problems that will need to be considered – 20%

- 3) Innovative approaches in the process – 20%
- 4) Experience and capabilities in development of similar studies. – 30%
- 5) Specific reasons why the firm should be engaged for the project – 10%

The interview segment of the presentation/interview session will follow the presentation, and consist of questions arising from the Statement of Qualifications and/or presentation.

The Review Committee members will individually evaluate the presentation/interview of each of the candidate firms and rate them according to the aforementioned criteria. The Review Committee will then formulate a consensus ranking, notify each of the candidate firms of the final rankings and meet with the top-ranked firm for the purpose of initiating contract negotiations. If negotiations are unsuccessful, the CYMPO will terminate negotiation efforts and open negotiations with the 2nd ranked firm. This process will continue until negotiation efforts are successful. The shortlist will remain in effect for a period of twelve months from the date of issuance by the CYMPO.

Once a contract has been successfully negotiated with a firm, the contract will be required to be approved by the CYMPO Executive Board.

The Working Group reserves the right to reject any or all Statement of Qualifications. This is not a bidding process.

Appendix A

General Assurance

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

Specific Assurances

Federal-aid Highway Program Assurance

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

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

The Central Yavapai Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full

opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, gender, age, or disability in consideration for an award.

3. That where the Central Yavapai Metropolitan Planning Organization receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection within.
4. That where the Central Yavapai Metropolitan Planning Organization receives Federal financial assistance in form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
5. That this assurance obligates the Central Yavapai Metropolitan Planning Organization for the period during which Federal financial assistance is extended to the program, except where the federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Central Yavapai Metropolitan Planning Organization or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Central Yavapai Metropolitan Planning Organization retains ownership or possession of the property.
6. The Central Yavapai Metropolitan Planning Organization shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
7. The Central Yavapai Metropolitan Planning Organization agrees that the United States has right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.