



REQUEST FOR PROPOSALS (RFP)

Yuma County Intergovernmental Public Transportation Authority (YCIPTA) and Yuma Metropolitan Planning Organization Short-Range Transit Plan

Release Date: September 4, 2019

Deadline for Submission: October 7, 2019

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
In conjunction with YCIPTA**

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RELEASE DATE: September 4, 2019

CLOSING DATE: Proposals must be received by / 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 County Intergovernmental Public Transportation Authority (YCIPTA) and the Yuma Metropolitan Planning Organization (YMPO) are soliciting qualifications, a proposed approach and an estimate of cost, in written format, for professional services to complete a Short-Range Transit Plan for the YMPO region.

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

The YCIPTA/YMPO anticipates that the Short-Range Transit Plan be completed by the deadline of **June 22, 2020**.

Submittals must be at the YMPO office by the deadline of 3:00 P.M. local time on, **October 7, 2019**. An original and ten (10) copies with a CD or DVD of the proposal are to be provided.

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 YMPO Executive Board (the Board). The Executive Board is comprised of elected representatives from the governmental agencies within YMPO plus a member of the Arizona State Transportation Board (STB) appointed by the Governor. The Board appoints a senior administrator with responsibility for the day to day running of the YMPO and his/her title is the YMPO Executive Director.

The YMPO was the primary administrator of public transit services in Yuma County from 1999 through 2010, utilizing Federal Transit Administration (FTA) funding that was available to the Yuma Urbanized Area. On December 13, 2010, the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) was formed by the Yuma County Board of Supervisors to administer, plan, operate and maintain public transit services throughout Yuma County. This included the political jurisdictional boundaries of the Cities of Yuma, San Luis, Somerton, Town on Wellton and the unincorporated Yuma County areas. Services were also provided on the Cocopah and Fort Yuma Indian Reservations as well as eastern Imperial County, including Winterhaven.

Yuma County Area Transit (YCAT) is the marketing name for the YCIPTA and the fixed route transit system. YCAT began in 2002 as a rebranded effort from what was previously known as Valley Transit. Greater Yuma Area Dial-A-Ride (now YCAT OnCall) began in 1999 and was the county's first public transportation service. YCAT OnCall is the marketing name for the demand responsive transit system.

SECTION III: STUDY BACKGROUND AND OVERVIEW

Federal statutes require that the YMPO, in partnership with the state and with local agencies, develop and periodically update a Long-Range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and fund programming responsibilities, YCIPTA receives federal funding through the TIP and is required to prepare, adopt, and submit an SRTP to YMPO, the State and FTA. SRTPs are usually funded in part by FTA Sections 5303, 5304, and/or 5307 funds. In this case, YCIPTA and YMPO are cooperatively working together to achieve develop the SRTP.

SECTION IV: SCOPE OF WORK

The Scope of Work is provided as a guide to the type of work this study will involve, but Proposers are encouraged to offer refinements to the Scope as part of their proposals. The Plan's Scope of Work is 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 YCIPTA/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 YCIPTA/YMPO. The consultant shall collect, organize, and summarize any additional information that the project manager deems necessary for development of the YCIPTA/YMPO Short-Range Transit Plan.

SECTION VII: TIME-FRAME AND COST

The estimated time-frame for this project is 8 months from the date of the notice to proceed, with intermediate deliverables due in accordance with the schedule as agreed to between YCIPTA/YMPO and the Proposer(s) at a cost not to exceed \$95,000. The date of the notice to proceed is anticipated to be November 4, 2019.

The Short-Range Transit Plan and documents are to be completed no later than the deadline of **June 22, 2020**. The consultant shall provide a proposed schedule for completion of the Short-Range Transit Plan, (Appendix E). Progress charts should be provided to illustrate the interrelationships and scheduling of the major study Work Tasks, deliverables, and meetings.

SECTION VIII: DISADVANTAGED BUSINESS ENTERPRISES (DBE)

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

SECTION IX: DOCUMENTATION OF CONSULTANT PROGRESS

The consultant shall provide brief monthly written progress reports to the YMPO project manager. Bi-monthly presentations at a minimum shall be given to the YMPO Technical Advisory Committee (TAC) on the status of the project and the consultant shall provide separate presentations to the YMPO TAC, the YCIPTA Board of Directors, and the YMPO 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, in cooperation with the YCIPTA Transit Director, will discuss the desired format and content of project billings with the consultant.

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

SECTION X: COMPENSATION

All work as described in Section IV "Scope of Work" and Section V "Products" shall be completed to the satisfaction of the YCIPTA's Board of Directors, the YMPO Executive Director, and Executive Board.

Progress payments can be made, upon request, following submittal and satisfactory review by the YMPO Executive Director of written progress reports and as described under Section VIII, "Documentation of Consultant Progress."

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

SECTION XI: GUIDELINES FOR SUBMITTAL

RFP Response Format

The RFP respondent shall submit proposals with the following information:

1. Proposals are to be prepared using standard white 8 x 11-inch paper and be 30 pages or less in length in total, including cover page, and appendices. Sample report requested in item B is not included in the page count.

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. 1 CD or DVD 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 proposals will not be accepted.

** Important - Please submit your RFP response with topical discussions corresponding to the numbers (excluding the cover letter, #1) 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 September 17, 2019**. YMPO staff will provide a response to ALL proposers' questions in an on-line matrix format, by **September 18, 2019**.

SECTION XII: QUALIFICATIONS AND EVALUATION

The YCIPTA/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 Short-Range Transit Plan. 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 study'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 study. 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 individual in the client's organization who is familiar with the previous work.
 - Short description of the study.
 - Listing of the staff members proposed in this proposal who participated in the previous Study, Report, or Plan.

The YCIPTA/YMPO will appoint a Review Sub-committee from the YCIPTA Board of Directors to review the proposals and recommend a preferred candidate. The choice of consultant/firm will be determined as follows: Technical merit will aid in ranking, and also it 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 (30%);
- Quality of the Proposal (25%);
- Cost of the Proposal (15%);
- Use of Disadvantaged Business Enterprise DBE (5%).

YCIPTA/YMPO may request additional information while reviewing proposals. YCIPTA/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 factors, the YCIPTA's/YMPO's selection committee will rank the submitted proposals. The consultant/firm ranked number one, *on all factors*, will be chosen for negotiation of a final contract cost. If a joint agreement on cost is not reached with the consultant/firm ranked as number one, YCIPTA/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 YCIPTA/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 YCIPTA/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: YCIPTA/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 YCIPTA/YMPO, not solely on the basis of price.
2. Initial Screening: YMPO's/YCIPTA'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/YCIPTA's needs. YCIPTA/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/YCIPTA's needs. YCIPTA/YMPO also reserves the right to reject all proposals. The review subcommittee may consider criteria other than those listed below, as necessary, in the selection process.

3. Interviews, Inspections, Best and Final Offer: Proposers may be required and shall be prepared to attend an interview with the Review Committee. The Project Manager must be available to answer questions at the interview. YCIPTA/YMPO may choose, at its sole option, not to interview all Proposers or conduct any interviews. YCIPTA/YMPO may reject any or all proposals submitted, or at its sole discretion, award Agreement to the best Proposer without any interviews. YCIPTA/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 YCIPTA/YMPO requirements are met will be undertaken, and YCIPTA/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. YCIPTA/YMPO may request additional information while reviewing proposals.

SECTION XIV: GENERAL TERMS AND CONDITIONS

The RFP does not commit YCIPTA/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. YCIPTA/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. YCIPTA/YMPO reserves the right to award a contract/select a service provider without discussion based upon the initial proposals received, without interviews.

YCIPTA/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 YCIPTA/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.

YCIPTA/YMPO shall be furnished a copy of the policy and an endorsement that the "YCIPTA/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 YCIPTA/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 YCIPTA/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 YCIPTA/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 YCIPTA/YMPO with their proposal or prior to commencement of the work in such form as YCIPTA/YMPO shall require.
5. Assignment/Subcontracting: The selected PROPOSER shall not assign or subcontract services or responsibilities without the prior written consent of YCIPTA/YMPO. YCIPTA/YMPO acknowledges that subcontracting can be in YCIPTA's/YCIPTA'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: YCIPTA/YMPO reserves the right to withdraw this solicitation for a proposal at any time without prior notice. Further, YCIPTA/YMPO makes no representations that any agreement will be awarded to any consultant/firm submitting a proposal.
2. Right of Rejection: YCIPTA/YMPO reserves the right to reject any and all proposals submitted in response to this request and to reject any sub proposers specified in any proposal pursuant to this RFP.

3. Pre-Contract Expenses: YCIPTA/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 YCIPTA/YMPO;
 - c. Negotiating with YCIPTA/YMPO on any matter related to proposal; or
 - d. Any other expenses incurred by PROPOSER or PROPOSER prior to date of award.

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

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

6. Irregularities: YCIPTA/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 YCIPTA/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 YCIPTA/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 YCIPTA/YMPO makes final payments, and all other matters pending between PROPOSER and YCIPTA/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 YCIPTA/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: YCIPTA/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 PROPSER to carry out these requirements is a material breach of Agreement, which may result in the termination of Agreement or other such remedy as YCIPTA/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 YCIPTA/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 YCIPTA/YMPO may deem appropriate.

12. Public Records Act: The proposals received shall become the property of YCIPTA/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 YCIPTA's/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 YCIPTA/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, September 19, 2019**. The YMPO Executive Director will respond to these protests by **September 20, 2019**, with an addendum to this RFP, by email and on YMPO's and YCIPTA's website. This action completes the pre-opening administrative protest remedy at the YCIPTA/YMPO level.

Protests After Proposal Opening/Announcement of Award: Protests regarding YCIPTA's/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, October 29, 2019**. The YMPO Executive Director will respond to these protests by **Thursday, October 29, 2019**, by

email and/or FAX. This action completes the proposal opening/award announcement administrative protest remedy at the YCIPTA/YMPO level.

Under certain limited circumstances, and after the protester has exhausted all administrative protest remedies made available to him/her at the YCIPTA/YMPO level, an interested party may protest to the Federal Transit or Federal Highway Administration (FTA or FHWA) regarding the award of an Agreement pursuant to an FTA/FHWA grant. The deadline for submitting protests to FTA/FHWA prior to proposal opening is **3:00 p.m. MST, October 14, 2019**. The deadline for submitting protests to FTA/FHWA after opening/announcement of award is **3:00 p.m. MST, October 30, 2019**.

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/YCIPTA's protest procedures or YMPO's/YCIPTA'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 YCIPTA/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 YCIPTA/YMPO, and a copy of YCIPTA's/YMPO's decision, if any.
5. Indicate the ruling or relief desired from FHWA.

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

SECTION XVIII: PROPOSAL SUBMISSION

1. One (1) original and ten (10) copies and one (1) CD (or Flash Drive) of the proposal must be sealed in an envelope and received, not postmarked, no later than **3:00 P.M. MST, October 7, 2019**, 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

Proposals should be marked: YCIPTA/YMPO Short-Range Transit Plan

LATE PROPOSALS WILL NOT BE ACCEPTED.

ESTIMATED TIME FRAME (Subject to change without notice)

September 4, 2019	Release date of RFP
September 17, 2019	Questions for RFP due to YMPO and YCIPTA, by 3:00 p.m., MST.
September 18, 2019	Responses to questions posted at https://ympo.org and https://ycipta.org .
October 7, 2019	RFP submittals due no later than 3 P.M., MST.
October 9, 2019	RFP responses distributed to review committee.
October 28, 2019	IF interviews are NOT needed, The Selection sub-committee recommends preferred consultant/firm.

IF interviews are needed, the following dates will be extended slightly.

October 31, 2019	YMPO Executive Board approves selected consultant/firm.
November 4, 2019	Estimated Notice to Proceed (NTP).
June 22, 2020	Estimated YCIPTA/YMPO Short-Range Transit Plan final report due (approximately 8 months after NTP)

APPENDIX A SCOPE OF WORK

General Approach

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

The development of the YCIPTA/YMPO Short-Range Transit Plan (SRTTP) is supported by the FY 2018-2041 YMPO (Long-Range) Regional Transportation Plan (RTP). A consequence of the RTP, and a requirement of receiving Federal Transit Administration (FTA) Formula and Grant funding through the regional Transportation Improvement Program (TIP) process, is the need for a region-wide, comprehensive, update to the short-range regional transit facilities plan.

The purposes of this Plan are to:

- A. Serve as a management and policy document for the YCIPTA, as well as a means of regularly providing FTA and YMPO with information necessary to meet regional fund programming and planning requirements.
- B. Clearly and concisely describe and justify the YCIPTA capital and operating budgets.
- C. Support the submittal of requests for federal, state, and regional funds for capital and operating purposes through the YMPO TIP.
- D. Assess YCIPTA's financial capacity to carry out proposed levels of operations and the associated capital improvement plan. This assists FTA in making its own assessment of YCIPTA's financial capacity.
- E. Regularly provide YMPO with information on projects and programs of regional significance, which include: funding and scheduling of expansion projects included in the YMPO region, provision of paratransit service to persons with disabilities, older adults and others; compliance with federal Title VI reporting requirements; Environmental Justice

outreach and public participation, and related service planning; results of the most recent FTA Triennial Review and related corrective actions; and

F. Provide the basis for inclusion of YCIPTA capital and operating programs in the RTP.

The SRTP and the YCIPTA Goals, Objectives and Standards

Goals will reflect the major areas of concern for YCIPTA, for example:

- scheduling and route planning
- service reliability
- system effectiveness
- system efficiency
- safety and security
- funding and reserve policies
- customer service
- statutory/regulatory compliance

Objectives should be comprehensive (there can be several objectives under each goal). Service standards should be specific, measurable and quantified where feasible. Goals, objectives and standards should reflect the basis under which new service would be deployed and existing service increased or reduced.

The goals, objectives, and standards specified in the SRTP serve as a basis for the assessment of the YCIPTA performance.

Scope of Work

The SRTP will include the followings Tasks:

1. Refine Scope of Work and Budget;
2. Prepare Detailed Work Plan and Schedule;
3. Review Current and Past Transit Plans and Guidelines;
4. Public Participation/Outreach;
5. Prepare an Overview of Transit Facilities and Current Conditions;
6. Identify and Analyze Likely Future Networks;
7. Prepare SRTP Final Report.

Task 1. Refine Scope of Work and Budget

The Consultant is encouraged to suggest possible improvements to the Scope of Work and will need to provide a standard line item budget that is structured similarly to the tasks identified in the RFP's scope of work. At a minimum, the budget must show study personnel (w/subcontractors), job titles, required hours of work, and hourly charge rates. Direct expenses may include, but are not limited to, travel/mileage, telephone, postage, and reproductions.

Task 2. Prepare Detailed Work Plan and Schedule:

Present an outline of a work plan strategy, schedule of meetings, meetings documentation, and proposed public network.

Task 3. Review Current and Past Transit Plans and Guidelines.

Review and provide a summary of existing plans to determine the status of the plans, such as terms of implementation progress relevant to facilities to ensure coordination. The review should indicate the relevance of previous planning to current conditions. These plans will include, but are not limited to:

- FY 2013/2014 to 2018/2019 SRTP
- YCIPTA Basic Financial Statements for FY 2013 through 2019 - Conclusions and Recommendations
- Available demographic projections (e.g. US Census, AzOEO, YMPO, ADOT, Caltrans, etc.)

Task 4. Public Participation/Outreach:

YCIPTA/YMPO will provide a list of stakeholders to be utilized during public meetings. In cooperation with the YCIPTA/YMPO Project Manager (PM), the consultant will determine the number of public meetings to be conducted in the region. The consultant will develop a Public Involvement Plan which will be reviewed by the TAC and approved by the YCIPTA Board.

Task 5. Prepare Overview of Existing Transit Facilities and Current Conditions

A. Background: The consultant will conduct a brief history review, updating and reporting on the history of the transit system.

B. Describe existing facilities and current conditions. Describe individual or grouped facilities, according to the categories listed below. Suggested categories are:

1. Administrative (locations, age, functions located within);
2. Maintenance and fueling (type, locations, age);
3. Vehicle storage/staging (locations, age, capacity);
4. Park-and-Ride Lots (locations, age, capacity);
5. Stations/transit centers and stops (type, locations, age, basic amenities);
6. Bicycle facilities.

C. Governance.

The consultant will update the region's governance structure for transit planning and implementation under the following headings:

1. Type of unit of government (e.g., public transportation authority);
2. Composition and nature of representation of Board of Directors;

- a. Number of members;
 - b. Elected or appointed (if appointed, how, and what agencies and/or groups do members represent (e.g., cities, county, general public);
 - c. Current members and terms.
 - d. Organizational Structure
3. Management and staff positions.
 4. Reporting relationships.
 5. Contracted transportation services (name of contractor(s), length of current contract(s)).
 6. Labor unions representing agency employees and length of current contract(s).
- D. Transit Services Provided and Areas Served - Describe fixed route, demand responsive, and connecting services and areas served, and the number of vehicles required for each type of service.
1. Fixed Route:
 - a. Local;
 - b. Express;
 - c. Other commuter service (e.g., subscription service);
 - d. Services provided in partnership with others (funding contributions or policy oversight);
 - e. Accommodation of bicycles;
 - f. Vanpool.
 2. Demand responsive (includes YCIPTA-provided services and services provided under partnership agreements):
 - a. General public;
 - b. Americans with Disabilities Act (ADA);
 - c. Persons with disabilities (non-ADA);
 - d. Older adults.
 - e. Connecting services provided by others.
- E. Fare Structure - Describe fare structure for fixed route and demand responsive services, and for interconnection transfers.
1. Fixed Route Fares:
 - a. Single fare (adults, seniors, student/youth);
 - b. Discounted and/or multi-ride fares (adults, seniors, student/youth);
 - c. Recent changes in fares (include the year(s) in which the change(s) took place, within the last five years);
 2. Demand Responsive Fares:
 - a. Single fare;

- b. Discounted and/or multi-ride fares;
 - c. Recent changes in fares (include the year(s) in which the change(s) took place, within the last five years);
 - 3. Interconnecting Transfer Arrangements and Fares
- F. Revenue/Support Fleet - Provide a general description of the revenue vehicle fleet. The description can be in narrative or graphic format, or a combination of both. (This description differs from the detailed inventory) Include the following information:
 - 1. Types of vehicles operated (e.g., standard bus (any length), cutaway van, standard van, minivan);
 - 2. Number of each type of vehicle;
 - 3. Recognizing that each type of vehicle might be used in multiple types of service, type(s) of service in which each type of vehicle is used (e.g., local, express, commuter, demand responsive).
- G. Describe your agency's current public outreach and involvement process relative to environmental justice goals. Describe the most recent outcomes from this process.
- H. Review Goals, Objectives, and Standards
 - 1. Describe the process for establishing, reviewing, and updating goals, objectives, and standards. Goals and objectives should be comprehensive and address all major areas of YCIPTA activities, including principles and guidelines under which new service would be implemented. Performance standards should address both the efficiency and effectiveness of the services provided by the YCIPTA.
 - 2. Portray and discuss new or revised goals and related objectives and standards; and identify changes from prior SRTP.
 - 3. Consolidate goals and objectives from the Yuma Regional Transit Study, YMPO Regional Transportation Plan, and Transit Development Plan into one set of goals and objectives that reflect the current operating conditions.
 - 4. Incorporate the YCIPTA adopted Performance Measures into the Goals and Objectives and evaluate the current transit system against those Performance Measures.
 - 5. Develop recommendations for updating performance measures (when appropriate) and incorporate into the implementation schedule summary.

Task 6. Identify and Analyze Possible Future Networks

- A. Review data provided by the YCIPTA's transit contractor(s) and measure performance against standards.

- B. Data Collection
 - 1. Conduct boarding and alighting counts and incorporate into the SRTP.
 - 2. Conduct scheduled adherence checks at each scheduled Yuma County Area Transit (YCAT) time point and incorporate into the SRTP.

- C. Transit Demand and Community Needs Assessment
 - 1. Identify future service areas and corridors. Recap/Summarize from Yuma Regional Transit Study;
 - 2. Identify future equipment and infrastructure needs. Recap/Summarize from Yuma Regional Transit Study;
 - 3. Identify surrounding areas or residents that are likely to use YCAT transit's services. Recap/Summarize from Yuma Regional Transit Study;
 - 4. Identify social service agencies and organizations that will likely benefit from YCAT - transit services.

- D. Transit Operational Issues;
Review bus routes, times, and frequencies to maximize the YCIPTA's fare box recovery ratio and obtain maximum on-time performance and efficiency.

- E. Public Participation
 - 1. Conduct at least two public outreach efforts to obtain system needs and present any changes to future service.
 - 2. Provide meeting minutes and notes to YCIPTA staff within five (5) business days after each meeting.

- F. Evaluate route-level and system wide performance against current service standards (if illustrative, portray local, express or commuter service, or other intercity service separately). Describe the evaluation process. Evaluate the most recent year for which complete data is available; however, a retrospective portrayal of performance (e.g., prior five to ten years) may be warranted to exemplify trends. Where the evaluation identifies deviations from service standards, describe proposed remedies, including service expansion and/or contraction. Use narrative, tables and other graphic formats as warranted.

- G. Evaluate and discuss recent changes in patronage, operating costs, and operating revenue.

- H. Describe and discuss equipment and facility deficiencies and describe proposed remedies.

- I. Describe any involvement in Community-based Transportation Planning such as ADOT Small Area Transportation Study (SATS) or Planning Assistance for Rural Area (PARA) Studies. Describe any specific fixed-route solutions to transit gaps recommended through the SATS/PARA process and the status of their implementation.
- J. Identify paratransit services provided in compliance with the paratransit provisions of the Americans with Disabilities Act (ADA). Reference planned new activities, major service changes, or procurement of capital equipment to support ADA or other paratransit, dial-a-ride or demand responsive services. Identify other paratransit services with which your services are coordinated, and any proposed revisions or improvements to fixed route services intended to enhance their usage by seniors and/or by persons with disabilities.
- K. Provide the date of the YCIPTA most recent federal Title VI analysis and report and discuss any service deficiencies identified in the report. Generally describe the process used for complying with FTA Circular C 4702.1B. Attach the most recent triennial Title VI report, plus any subsequent Title VI reports, to the SRTP in an appendix.
- L. Provide the date of YCIPTA's most recent FTA Triennial Review, and describe related remedial actions undertaken or currently underway in response to the review.
- M. Quantitative factors:
 - 1. Passengers per revenue hour;
 - 2. Operating cost per mile;
 - 3. Operating cost per passenger;
 - 4. Subsidy per passenger;
 - 5. Fare box recovery ratio;
 - 6. On-time performance.
- N. Qualitative factors.
 - 1. Service Coverage;
 - 2. Frequency;
 - 3. Span of service;
 - 4. Directness.
- O. Patron Convenience:
 - 1. Speed;

2. Loading time;
3. Bus stops;
4. Dependability of service.

P. Passenger Comfort:

1. Waiting Shelters;
2. Bus stop signs;
3. Revenue equipment;
4. Information dissemination.

Q. Demand Responsive:

1. Service coverage;
2. No-shows;
3. Trip cancellations;
4. On-time performance/reliability;
5. Trip denials;
6. Reservation system.

Evaluate existing routes for metrics identified above and compare with contractual standards (if applicable) and/or compare with peer standard (or average for the region)

R. Operations Plan, Marketing Plan and Financial Plan

Operations Plan: The operations plan sets forth the YCIPTA intentions to provide fixed route and paratransit services over the SRTP period. From its base of current operations, as described under Task 2 above, the plan incorporates the results of the YCIPTA ongoing evaluation of services and systems with respect to adopted goals, objectives and standards, and legal and regulatory requirements, subject to the YCIPTA financial constraints. Accordingly, the SRTP shall:

1. Describe the modes and types of transit services to be operated over the period covered by the SRTP. Separately identify service provided in partnership with others;
2. For the continuation of existing service, refer to or summarize the descriptions provided under Task 5, above;
3. For the deployment of new service, identify the mode, and describe the service characteristics using the format used in Task 5 above;
4. Separately describe planned new activities or service changes relative to paratransit services provided in accordance with the Americans with Disabilities Act (ADA service);

5. Separately describe any proposed revisions or improvements to fixed route services intended to enhance their usage by persons with disabilities and older adults;
 6. Where reductions in service levels are required in order to achieve a balanced operating budget, describe the reductions and assess their impact on the affected service areas and communities;
 7. Portray the levels of service planned - Use a table (or other graphic format) to portray planned levels of service hours and service miles. Separately identify the following:
 - a. Fixed route modes by type (e.g. Vanpool, other express bus, local, recommendations from SATS/PARA);
 - b. Demand responsive modes by type (e.g., ADA, non-ADA older adult);
 - c. Expansion service.
 - d. The table (or other graphic format) shall clearly identify service expansion and/or reduction by the year of planned deployment (expansion) and/or elimination (reduction). There shall be a rational relationship between the information portrayed and the "Service and System Evaluation" section of the SRTP.
- S. Describe and discuss planned (not yet implemented or underway) service changes in response to the most recent federal Title VI report and/or FTA Triennial Review.
- T. Prepare an implementation schedule for delivery of recommendations in the Operations Plan and incorporate into implementation schedule summary.
- U. Financial Plan
1. A principal objective of the SRTP is to demonstrate that the YCIPTA is planning a sustainable stated level of transit service over the planning period, including rehabilitation and replacement of capital assets. This portrayal takes into consideration expense forecasts, regional and local revenue projections, fare policies, labor or service agreements, competitive demands on funding, regional priorities and policies. The SRTP should reflect a "baseline" level of service, taking into consideration the existing level of service at the time of publication of the SRTP. Committed service changes must also be defined, with their expenses and revenue separately identified in the operating and capital financial plan tables. Then, a reviewer of the SRTP report can evaluate costs of implementing the operating and

- capital plans and compare the total with anticipated revenues available during the plan period.
2. This SRTP is a "fiscally constrained" document.
 3. The narrative must specifically explain, and the spreadsheet clearly isolate in the appropriate year, by mode, any major change in service hours and miles due to deployment of new service or major service reductions.
 4. The narrative must specifically explain, and the spreadsheet clearly isolates by year (e.g., through individual line items) the following:
 - a. Change in fare revenue due to a fare increase or decrease;
 - b. Change in fare revenue due to a change in the level of service;
 - c. Change in expenses due to a change in the level of service;
 - d. Change in expenses due to a labor or service contract change.
 5. All operations expenses and revenues are to be stated in year of expenditure dollars, with the assumed escalation factors stated. All sources of revenue shown in the operations and in the capital financial plan should be identified individually. All assumptions that relate to expenditure and revenue estimates must also be documented, including specification of ridership or sales growth (if appropriate) separately from inflation forecasts.
 6. The operations budget must be sustainable and generally balanced each year over the period of the SRTP, using currently available or reasonably projected revenues.
 7. Where increases in fiscal revenues (e.g., fares, sales taxes, general fund revenues) are required in order to sustain existing service levels, describe and discuss the steps and timelines needed to achieve the revenue increases, and the contingent policies and actions that will be taken if the proposed revenue increases do not materialize.
 8. Fixed route and demand responsive services may be portrayed separately or in a single budget; however, the expenses and revenue for each must be separately identifiable if portrayed in a single budget.
 9. Describe planned fare increases and/or decreases, and/or changes in fare policies, including the year(s) these changes are planned to take effect. Describe planned changes in interconnection transfer arrangements and/or fares (this pertains to interconnection fares themselves). Note: fare and local discretionary revenue contributions are expected to keep pace with inflation.
 10. Separately identify funding sources and amounts to support operating budgets for ADA service, and any other paratransit or demand responsive services available to older adults and/or persons with disabilities.
 11. Discuss strategies to address elimination of FTA Section 5307 funding for operations once Yuma Urbanized Area exceeds 200,000 in population.

12. Separately identify and describe funding contributions (expended or received) for services provided in partnership with others.
13. The multi-year operating budget shall utilize ADOT, YMPO, YCIPTA, and Yuma County projections of regional operating revenues. Local funding sources (e.g., transportation sales tax) that will expire during the period covered by the plan shall not be assumed to continue beyond their expiration dates, unless specific renewals have been approved. In order to portray the operating budget:
 - a. Forecast operating costs shall be portrayed in a manner that distinguishes significant expansion and/or contraction of existing service, and the introduction of new service;
 - b. The basis for the operating cost forecasts shall be clearly portrayed (e.g., cost per service hour and service hours);
 - c. The forecast escalation rates (revenue and expenses) must be clearly portrayed;
 - d. Indicate reserves available for operations and changes to reserves over the period of the SRTP, including anticipated unallocated TDA reserves;
 - e. Budget levels must correlate with the changes in service identified in the "Operations Plan";
 - f. Identify sources of operating revenue;
 - g. Fares.

Task 7. Prepare the YCIPTA/YMPO Short Range Transit Plan:

Develop the Draft Plan for review by YMPO TAC and YCIPTA Board. Once the review is complete, a presentation to the public shall occur.

Following the public meeting, and when comments are received, consultant will prepare the final version of the Study. The consultant shall provide 24 copies of the Final Study and 24 Flash Drives.

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

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

ALL materials and data compiled, or reports generated, during this study become the property of the YMPO.

APPENDIX B
TITLE VI AGREEMENT / CONTRACT REQUIREMENTS

- (a) During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:
- (b) Compliance with Regulations: The contractor shall comply with the Regulation relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (c) Nondiscrimination: The contractor, with regard to the work performed by it during the contract shall not discriminate on the grounds of race, color, national origin, or sex in the selection and retention of subcontractors, including procurements of materials and leases of equipment.
- (d) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, or sex.
- (e) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Arizona Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Arizona Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- (f) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Arizona Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- (1) Withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (2) Cancellation, termination or suspension of the contract, in whole or in part.
- (g) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

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

APPENDIX C
DISADVANTAGED BUSINESS ENTERPRISES (DBE)

- (1) The YCIPTA/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 YCIPTA/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 YCIPTA/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 YCIPTA's/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 YCIPTA/YMPO of its failure to carry out its approved program, the USDOT may impose sanctions as provided YCIPTA/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: (YCIPTA/YMPO Short Range Transit Plan)			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)										\$85,000	

APPENDIX E
Project Schedule

To be added by the Consultant