



## REQUEST FOR QUALIFICATIONS

### Corridor Studies:

- ❖ SR169 Connector to Fain Road
- ❖ Chino Valley Bypass

### Participating Agencies:

City of Prescott  
Yavapai County  
Town of Chino Valley  
Town of Prescott Valley  
United States Forest Service  
Federal Highway Administration  
Arizona Department of Transportation



## BACKGROUND

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The Central Yavapai Metropolitan Planning Organization (CYMPO) adopted the Metropolitan Transportation Plan (2030 Plan) in December of 2006. Within this long range plan, potential corridors were identified for future study. At the January 2007 meeting, the CYMPO Executive Board directed a technical group to identify and prioritize potential corridor studies. The Corridor Studies Working Group convened and the outcome was that of two corridors settling in the top tier.

### ❖ SR169 Connector to Fain Road ❖ Chino Valley Bypass

The Board approved these two corridors to be studied concurrently. These studies should assist CYMPO with information that may lead to, but not be limited to, the study of a future alignment. The studies are to be conducted at a “planning level” as a precursor to possible design concept reports to be conducted later.

## INSTRUCTIONS

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A Request for Qualifications has been initiated to determine which engineering consulting firms may have the qualifications to conduct these studies. Qualified engineering consulting firms are invited to submit proposals to CYMPO listing their qualifications and team members to conduct planning level corridor studies of the SR169 Connector to Fain Road and Chino Valley Bypass as described in this Request for Qualifications (RFQ).

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 design firm develops and submits to the owner a detailed fee proposal, based on the agreed upon scope of work.

A complete copy of this RFQ and possible amendments may be obtained from our website at: [www.cympo.com](http://www.cympo.com). Internet access is available at all public libraries. Any interested offerors without internet access may obtain a copy of this solicitation by calling (928) 759-5516, or a copy may be picked up during regular business hours at the CYMPO, 7501 East Civic Circle, Prescott Valley Town Hall, Prescott Valley, AZ. 86314



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.

#### WITHDRAWAL OF PROPOSALS

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

#### QUESTIONS CONCERNING THIS RFQ

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Written questions regarding this RFQ must be received no later than **five 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 RFQ.

Inquiries may be made to:

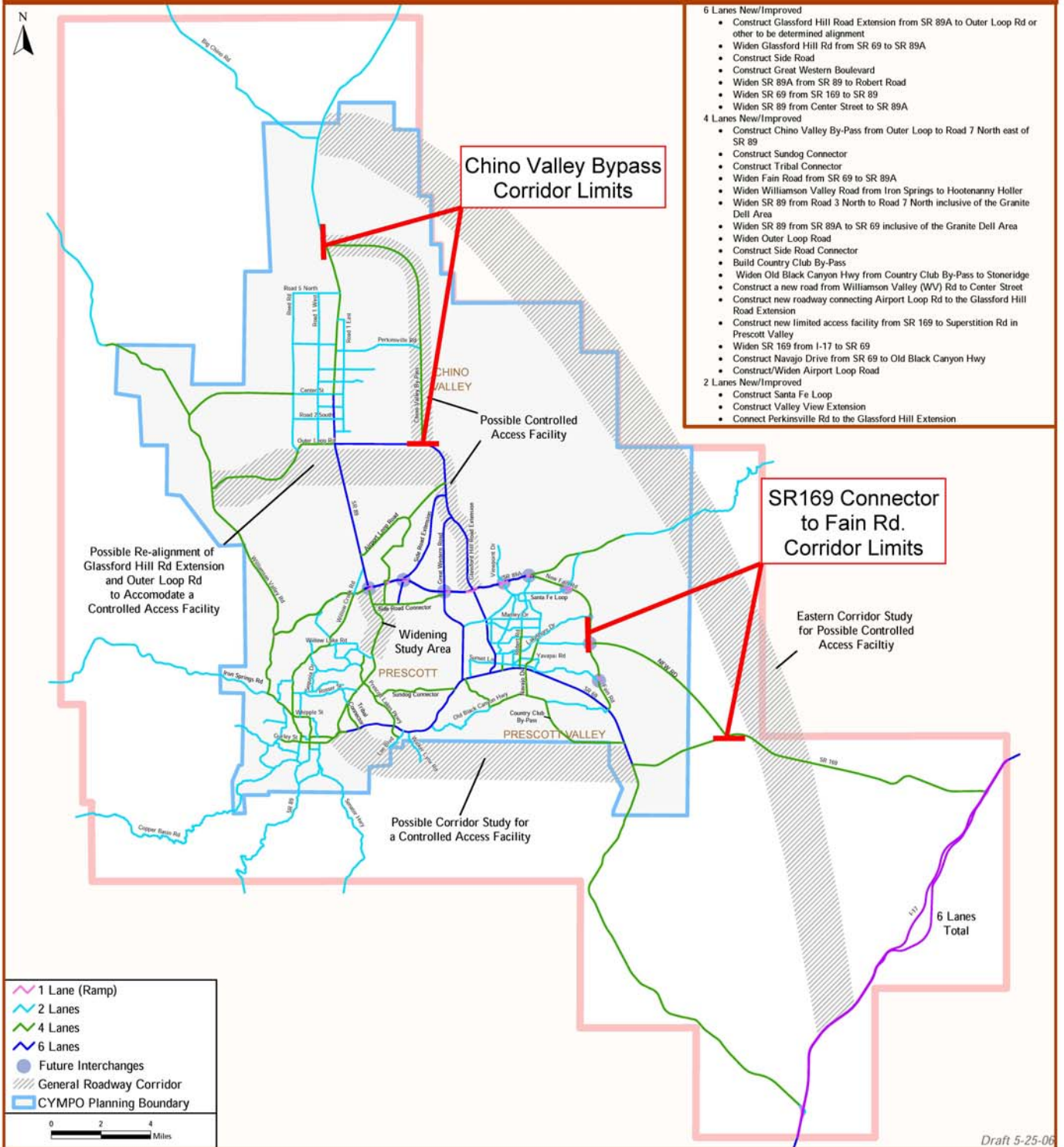
Mrs. Jodi Rooney, Administrator  
Central Yavapai Metropolitan Planning Organization  
7501 E. Civic Circle  
Prescott Valley, AZ 86314  
928/759-5516  
[jrooney@pvaz.net](mailto:jrooney@pvaz.net)

#### STUDY AREA

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1. SR169 Connector to Fain Road: Beginning in the general vicinity of Section 32 T14N,R02E and continuing in a northwesterly direction to one of the already established traffic interchange locations on Fain Road.
2. Chino Valley Bypass: Beginning a location to be determined near the southern boundary of Chino Valley and Glassford Hill Road Extension and then northerly to a point on SR 89 near the northern town limits of Chino Valley.

# 2030 REGIONAL SYSTEM





## PROJECT TASKS

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The Engineering Consultant shall be responsible for the following tasks:

- Task 1 Corridor aerial and topographical mapping with 2 foot contours
- Task 2 Data collection and scoping of issues
- Task 3 Identification of Potential Topographical Issues & Environmental Impacts
- Task 4 SAFETEA-LU Consultation
- Task 5 Public Involvement/Meetings
- Task 6 Potential Sketch Level Alignments Within the Corridors
- Task 7 Potential of I-17 Traffic Impact on These Corridors Upon Connection With the Glassford Hill Extension
- Task 8 Presentation of findings and Draft Report to the CYMPO Technical Advisory Committee and the CYMPO Executive Board
- Task 9 Preparation of Final Corridor Analysis Report

## DELIVERABLES

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30 bound hard copy reports with maps, electronic copies and a .pdf for placement on the CYMPO website.

## STUDY OVERVIEW

## RESPONSIBILITIES

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The consultant shall comply with Title VI or the Civil Rights Act of 1964, and Title 49, Code of Federal Regulations, part 21; and, Appendix A of this notice as originally documented in the CYMPO Title VI Plan.

### 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 impacted by the defined corridor.



- b. may receive economic advantage or disadvantage as a result of the project described in this Request for 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 Qualifications.

## SUBMITTAL REQUIREMENTS

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To be considered, ten (10) copies of the complete Statement of Qualifications must be received no later than **12:00 p.m. (noon), Wednesday, October 24, 2007**. Statement of Qualifications should be addressed to:

Mrs. Jodi Rooney, Administrator  
Central Yavapai Metropolitan Planning Organization  
7501 E. Civic Circle  
Prescott Valley, AZ 86314

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

## LATE PROPOSALS

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

## ECONOMY OF PREPARATION

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Proposals of no more than 15 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

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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 RFQ.



## PROPOSAL PREPARATION COSTS

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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.

## CORRIDOR STUDY FUNDING

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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 and Yavapai County to provide the local government match thereto.

## PROJECT SCHEDULE

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<u>Monday, September 24, 2007</u>	RFQ posted
<u>Wednesday, October 17, 2007</u>	Pre-Submittal Conference
<u>Wednesday, October 24, 2007</u>	Statement of Qualifications due by noon 12:00pm
<u>Friday, November 9, 2007</u>	Corridor Studies Working Group reviews Statement of Qualifications and ranks top three firms for presentations/interviews
<u>Wednesday, November 21, 2007</u>	Consultant Presentations/Interviews
<u>Thursday, December 6, 2007</u>	Information and recommendation submitted to the CYMPO Technical Advisory Committee and Executive Board as appropriate

Questions should be addressed to:

Mrs. Jodi Rooney, Administrator  
Central Yavapai Metropolitan Planning Organization  
7501 E. Civic Circle  
Prescott Valley, AZ 86314



## REVIEW PROCESS

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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 corridor planning 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 – 15%
- 2) Identification of key issues or problems that will need to be considered – 20%
- 3) Innovative approaches in the corridor planning process which will lead this project to design and construction – 25%
- 4) Experience and capabilities in corridor planning studies. Specifically, studies that advance projects to design and construction – 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 2<sup>nd</sup> 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 Corridor Studies 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.