

Pima Association of Governments

REQUEST FOR PROPOSALS

Pima Association of Governments (PAG) seeks proposals from qualified professional firms or individuals, either singly or through a joint venture with others, to develop a Tucson Modern Streetcar Land Use and Development Implementation Plan (Plan). The Plan will address barriers, gaps and needed refinements in the current City of Tucson (City) land use plans, zoning maps, and development and design standards to support development around the Tucson Modern Streetcar route. This project will be managed by PAG in coordination with the City of Tucson. PAG's approval or acceptance of consultant work documents will not imply or require implementation of consultant recommendations by the City, but rather signify that the documents are complete and valid. The City will be solely responsible for implementing outcomes from the study.

Questions regarding this RFP are to be submitted to PAG in writing by email or fax to the attention of Teresa Ruiz at (520) 620-6981(fax), or by email at: Truiz@pagnet.org. Questions will be accepted until 2:00 P.M. (Mountain time) on February 29, 2012. Proposers are encouraged to submit their questions as early as possible to allow PAG adequate time to prepare accurate and comprehensive responses, which will be posted on PAG's website. PAG will hold a pre-proposal meeting on February 23, 2012, at 10:00 a.m. in PAG's 5th floor conference room (177 N. Church Ave., Tucson, 85701) to answer all questions submitted up to that time and any other questions brought to the meeting. It is the responsibility of potential candidates to monitor the web postings to ensure they have all of the up-to-date information on the proposal requirements.

All proposals must be received by PAG on or before **March 12, 2012, at 3:00 p.m.** Proposals will be opened at 3:15 p.m. PAG reserves the right to disqualify any and all proposals, which are not in accordance with the prescribed requirements of this RFP.

The award of a contract for this project is anticipated to occur around April 30, 2012. All activities described in this scope of work are expected to be completed by October 31, 2013.

All questions regarding this RFP should be directed to Teresa Ruiz, PAG Procurement Officer, at (520) 792-1093 extension 438, email truiz@pagnet.org.

A. INTRODUCTION

Pima Association of Governments (PAG) is a nonprofit, regional planning organization comprised of a voluntary association of local governments including Pima County, the Cities of Tucson and South Tucson, the Towns of Marana, Oro Valley, and Sahuarita, the Pascua Yaqui Tribe and the Tohono O’odham Nation. A Regional Council that consists of elected officials from each of these jurisdictions and a representative from the Arizona State Transportation Board governs PAG. PAG also functions as the Metropolitan Planning Organization (MPO) for the greater Tucson metropolitan area.

This RFP describes a scope of work to be performed that is intended to be representative of desired activities, products and outcomes.

Potential proposers should carefully review all requirements contained in this document for presentation and submittal and prepare a written proposal that is responsive to those requirements.

B. SCOPE OF WORK

All work performed on this project must comply with federal requirements associated with the fund source(s) being used for this project. PAG and the City of Tucson will serve to coordinate this with the selected consultant. The scope of work is in Appendix A.

C. INSTRUCTIONS TO OFFERORS

PAG reserves the right to cancel this solicitation in part or in whole at any time and reserves the right to reject all proposals.

PAG reserves the right to disqualify any and all proposals, which are not in accordance with the following prescribed requirements.

Offerors are cautioned to be concise and straightforward in the presentation of their proposal.

Letter of Transmittal

- Provide a letter of transmittal that briefly states the offeror's understanding of the work to be done and a positive commitment to perform the work within the scheduled time period.
- Identify the fixed amount of all work to be performed and generally describe the level of effort required to perform the work.
- Provide a statement that the proposal, including Price Page, will remain valid and irrevocable for at least ninety (90) days.
- List the name, title, address and phone number of the project manager.
- List the name and title of the officer authorized to make representations for the offeror.
- Provide an original ink signature by the officer authorized to sign, date and submit the proposal.

Title Page

- Provide a Title Page that indicates the project title, names and addresses of the primary consultant firm and each sub-consultant, if any.
- Provide the name, title, address and phone number of the project manager.

Table of Contents

- Provide a Table of Contents that clearly indicates the organization of the material by section heading and page number.

Proposal Contents

- Describe the extent to which the proposer's proposed approach will meet or exceed the stated objectives of the work and discuss how the proposer would modify the project scope, schedule and/or cost to better meet project objectives.
- Discuss the difficulties expected or anticipated in performing the work together with a discussion of how the proposer proposes to overcome or mitigate against those difficulties.
- Detail the technical approach and methods to be employed in performing each of the tasks identified in this scope of work.
- Provide a detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones and other significant events.
- Explain what quality control and administrative processes will be used to ensure appropriate attention will be given to successful execution of the work.

Qualifications of Primary Consultant and Sub-Consultants

- Describe the qualifications of the primary consultant firm and each sub-consultant, if any.
- Describe relevant, recent experience for the primary consultant firm and each sub-consultant, if any.
- Provide a description and location of the facilities to be used where data processing, production and quality control will occur. Briefly describe the facilities, equipment, and technical and business services that will be available to support the work.
- Identify the key project individuals who will perform the work, including officers and the project manager.
- Identify the time commitment of each of the key project individuals and include their resumes and qualifications.
- Provide a statement disclosing whether any likely source of significant financial or other conflict of interest might arise in the conduct of performing the work.

Administrative Requirements

- Submit a Proposer's Information Form. (Appendix B)
- Submit a Price Page. (Appendix C) This will be a fixed-fee contract not to exceed \$307,000.
- All invoices for this contract shall be delivered in person or sent by mail to PAG on a monthly basis.
- A monthly progress report given to the PAG project manager is required.
- The firm that is selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The contractor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41CFR Part 60).
- The firm selected will be required to comply with PAG insurance requirements, which may include: Workmen's Compensation, Comprehensive General Liability Insurance, Business Automobile Liability Insurance, Valuable Papers Insurance, and Professional Liability Insurance.
- The Prime Contractor will pay Subcontractors for satisfactory performance of contracts no later than fourteen (14) calendar days from the date that the Prime Contractor receives payment from PAG.

References

- Provide a list of at least three clients, with contact names, addresses, phone numbers, and brief descriptions and dates for projects where similar, recent work was performed.

Confidential Information

- If an offeror believes any portion of its proposal contains confidential information, state what portion is considered confidential and request PAG make a determination.
- The PAG Executive Director will make a determination of whether any information requested is to be treated as confidential during the procurement process in accordance with PAG's Procurement Guidelines.
- All proposals become the property of PAG upon submittal and a matter of public record subsequent to award of a contract, including any confidential information.

Nondiscrimination

- PAG, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 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, Department of Transportation, Subtitle A, Office 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 ensure 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, national origin, religion, gender, age or disability in consideration for an award.

Small and Minority Business and Women's Business Enterprises

- It is PAG's policy, as a federally assisted agency, to encourage small and minority businesses and women's business enterprises to submit proposals.
- State whether the primary consultant firm or any sub-consultants are a small or minority business or a woman's business enterprise.

Proposal Submission

- One signed original and 7 bound paper copies of the proposal shall be delivered by no later than **March 12, 2012, at 3 p.m.** to:

Teresa Ruiz, PAG Procurement Officer
Pima Association of Governments
177 N. Church Avenue, Suite 405
Tucson, AZ 85701

- Proposals may be delivered to PAG's office by U.S. Postal Service mail, private, paid messenger service (such as FedEx, DHL, UPS, etc.), or by hand-carried delivery.
- Proposals must be received in PAG's office not later than the above deadline. Proposals arriving after this time will be rejected.
- Proposals delivered by facsimile or electronic mail or in any format other than paper copies will not be considered.
- The original shall be unbound and single-sided. The bound copies must be bound in a single volume and constitute the proposal in its entirety and, in the interest of saving paper, may be printed on both sides.
- **THE PROPOSAL SHALL BE SUBMITTED IN A SEALED ENVELOPE OR SHIPPING BOX. THE WORDS "SEALED PROPOSAL" SHALL BE DISPLAYED CLEARLY AND LEGIBLY ON THE ENVELOPE OR SHIPPING BOX.**

Opening of Proposals

- All sealed proposals received by the above deadline will be opened by the Procurement Officer.
- Only the names of offerors will be read aloud when proposals are opened.
- Offerors are welcome to attend the opening of the proposals.

Selection Process

- PAG will form an advisory evaluation committee consisting of persons individually and collectively knowledgeable in the area of planning and development issues along or near the streetcar route to review and rank the proposals received in accordance with the criteria described below.

- PAG may seek additional information, conduct interviews, or request best and final offers from individual offerors.
- The evaluation committee's ranking and recommendation will be forwarded to the PAG Executive Director who will make a recommendation to the PAG Regional Council for final action. The recommendation and award of a contract, if any, will be to the offeror whose proposal is most advantageous to PAG based on the evaluation criteria set forth below.

Evaluation of Proposals

- All proposals will be evaluated according to Appendix D.
- PAG reserves the right to reject any and all proposals submitted or to conclude that none of the proposals are advantageous to PAG.

Funding Availability

- PAG may request additional work if additional funding is made available prior to contract approval by Regional Council, or during the term of the contract.
- Funding for this project is contingent upon availability at time of award. Potential offerors should understand clearly that the scope of work described herein is tentative.
- There is no expressed or implied obligation for PAG to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Expected Start and Completion of Work

- The expected date on which a notice to proceed will be transmitted authorizing work to begin is on or about May 1, 2012. The total duration of the contract is estimated to be 18 months with completion by October 31, 2013.

Contract Terms and Conditions

- The type of contract to be used, if any is awarded, will be a fixed-fee contract.
- Any award of a contract will be subject to terms and conditions as enumerated in PAG's Procurement Guidelines, including presentation of certificates of insurance and assurance of compliance with pertinent federal regulations, including audits and non-discrimination.
- Upon submittal of all deliverables, PAG will retain full ownership of all data products. Full copyrights to the data will be assigned to PAG, meaning that PAG is free to redistribute the data to

its member jurisdictions, other agencies, the private sector and the general public. This includes the display and distribution of the data through the world-wide-web.

Inquiries

- Questions regarding the scope of work should be directed to Teresa Ruiz, PAG Procurement Officer at (520) 792-1093, email truiz@pagnet.org.
- A Web page has been developed for this RFP. It can be accessed from www.pagnet.org. It should be checked frequently during the RFP process for updates and answers to questions.