

Request for Statement of Qualifications

PROJECT NAME: GENERAL CONSULTING SERVICES

RSOQ SERIAL NUMBER: 2017-400



Northern Arizona Intergovernmental Public Transportation Authority

Flagstaff, Arizona

Issued: April 21, 2017

Deadline for Inquiries: May 10, 2017

Submissions due by: May 23, 2017

1.0 Scope of Service

This RSOQ is issued to define a scope of work for General Consulting Services (GCS) for NAIPTA and its partners. A variety of services are defined for response for qualified proposers.

1.1 Introduction

The Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) is the transit agency in northern Arizona operating the Mountain Line, Mountain Lift and Mountain Link systems in Flagstaff. NAIPTA also coordinates with Campus Shuttle Service at Northern Arizona University and provides additional specialized transportation programs.

NAIPTA's mission is "Getting You Where You Want To Go". The vision is "To create the finest public transportation experience making NAIPTA services an excellent choice for Northern Arizona Communities"

Established in 2001, NAIPTA has grown into a system that employs more than 75 people and transports nearly 2 million riders a year. NAIPTA's membership includes:

- **City of Flagstaff:** Flagstaff is a vibrant and welcoming community nestled at the base of the San Francisco Peaks and surrounded by one of the largest pine forests on earth. It is home to quality education, medical care and transportation; and the business and outdoor opportunities that make Flagstaff a very desirable city to live in.
- **Coconino Community College:** Coconino Community College provides more than 70 certificate programs and two-year degrees in various fields including nursing, fire science, law enforcement and child development. Established in 1991, CCC has served the residents of Coconino County for more than 20 years, and helped create the region's skilled workforce, which is improving the overall health and safety of the community.
- **Coconino County:** Nestled in the largest stretch of pine forest in the United States, flush with breathtaking scenery, history, culture, multiple national parks and forests, is Coconino County, Arizona. Formed in 1891 at more than 7,100 square miles, Coconino County is home to multiple Native American tribes, including the Navajo Nation, the Hualapai, Hopi, Havasupai and Kaibab reservations. Ours is a community steeped in tradition and rich history.
- **Northern Arizona University:** Northern Arizona University is a high research university with its main campus located on 740 acres in Flagstaff, Arizona. More than 26,000 students are enrolled at NAU, including online and at 36 Extended Campus sites statewide, with 19,000 undergraduate and graduate students on the Flagstaff campus.

The GCS should have a familiarity and understanding in working with agencies including the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA), state agencies like the Arizona Department of Transportation (ADOT), and regional associations like Flagstaff Metropolitan Planning Organization (FMPO), and city transportation departments.

Federally funded projects are subject to a completion of appropriate NEPA documentation and pursuant to the Federal Transit Administration (FTA) 49 USC 5309(e) (1) (A) FTA, as well as U.S. Department of Transportation (DOT) planning guidelines, all of which are subject to change. It is expected that the Consultant be knowledgeable and provide services based on current practices and guidelines. The Consultant shall provide support services in conformance with FTA's guidelines, including New Starts, Small Starts and/or Core Capacity Guidance. The Consultant shall conduct all activities based on the latest FTA/DOT Guidance.

NAIPTA offers a range of directly operated public transportation services including Mountain Line (Fixed Route Service), Mountain Link (BRT service), Mountain Lift (ADA paratransit service), and a variety of mobility management options throughout its service area.

NAIPTA is responsible for planning and providing public transit system services as defined by its Five-Year and Long Range Transportation plans, the Regional Transportation Plan as prepared by FMPO, and within

conformance with a variety of City of Flagstaff and ADOT plans. NAIPTA directly operates regional fixed route and paratransit services that are funded through various federal and local sources.

This RSOQ is designed to identify a Consulting firm or firms that can provide a range of specific consulting services in support of the NAIPTA mission over a five-year period. The resulting contract(s) will encompass specific project tasks identified by NAIPTA and its partners as part of this solicitation. The resulting response will identify key staff, sub-consultants, and methodology to meet NAIPTA’s public transportation commitment to Flagstaff and surrounding communities, as defined by the scope of services herein.

1.2 Funding

The project and task orders may be funded with Federal Transit Administration funding and therefore is subject to compliance with FTA terms and conditions. Additionally, the award of a contract resulting from the RSOQ is subject to ongoing financial assistance contracts between NAIPTA and the Arizona Department of Transportation (ADOT) who is acting as Federal Transit Administration (FTA) administrator for this type of funding.

The successful bidder will be required to comply with all terms and conditions prescribed for third party contracts in a grant agreement with FTA.

1.3 RSOQ Information

This RSOQ is issued under the authority of NAIPTA, and is specific as to response requirements.

1.3.1 RSOQ Timeline

RSOQ Release	Friday, April 21, 2017
Advertise RSOQ	Sunday, April 23, 2017
Pre-Proposal Conference (if applicable)	Wednesday, May 3, 2017, 1:00 pm Arizona time
Last Date for Inquiries	Wednesday, May 10, 2017, 5:00 pm Arizona time
RSOQ Proposals Due	Tuesday, May 23, 2017, 3:00 pm Arizona time
Presentations/Interviews (if necessary)	Tuesday, May 30, 2017
Preliminary Selections/Negotiations	Wednesday, May 31, 2017
Tentative NAIPTA Board Approval Date	Wednesday, June 21, 2017
Notice To Proceed	Friday, June 23, 2017

1.3.2 NAIPTA Contact Persons

All questions related to this **RSOQ and the bid process** must be sent via email and should be directed to:

Heather Dalmolin, Administrative Director

Phone: 928-679-8908

Email: purchasing@naipta.az.gov

1.4 RSOQ Registration

In order to register for the RSOQ, please register as vendor on the web at <http://mountainline.az.gov/naipta-information/purchasing/> and send confirmation email to purchasing@naipta.az.gov.

Please provide the following information: company name, contact person’s name, email address, company address, and telephone number.

Although vendors are not required to register to participate in and respond to RSOQ, only vendors who register by the deadline for questions defined in section 1.3.1 are guaranteed to receive copies of questions and answers and/or any RSOQ Addenda.

1.5 Submission Information Requirements

NAIPTA reserves the right to accept or reject any or all Submissions or any part of a proposal and to waive any informality and accept the most favorable proposal to meet the best interest of NAIPTA.

In order to be considered, Submissions must be received at the administrative offices of NAIPTA by **3:00 pm Arizona time on May 23, 2017**. It is the responsibility of the proposer to ensure Submissions arrive before the deadline. Failure of the U.S. Postal service, or any other delivery service, to deliver proposal packages on time shall result in the proposal not being opened or considered. The **proposal and all related documentation must be submitted in a sealed envelope clearly marked with Project Name and Project Serial Number** and delivered to:

Northern Arizona Intergovernmental Public Transportation Authority
RSOQ 2017-400: General Consulting Services
3773 N Kaspar Dr
Flagstaff AZ 86004

A responsive proposal package includes the following:

1. A letter of introduction by the person(s) with the authority to bind the proposer, to answer questions, or to provide clarification concerning information submitted;
2. One (1) original hard copy of the proposer's submission, including the Bidder Checklist, Executive Summary, Project and Project Management Information, and Company Detail;
3. A USB storage device containing one complete PDF or MS Word compatible file of the complete submission;
4. Completed certificates, etc. (see bidder checklist); and
5. Completed forms and affidavits.

Submissions will be opened and submitting agency information shall be read in the meeting room of the Board of Directors at the time indicated in the call for qualifications. Details of each submitted Statement of Qualifications shall not be announced at the time of opening. Such information shall be made public after all negotiations are completed and an award made.

Per NAIPTA Purchasing Policy incorporating A.R.S. § 11-254.01, award will be made with reasonable promptness to the Firm or Firms whose Qualifications best conforms to the Proposal Scope of Work and will be most advantageous to NAIPTA.

If NAIPTA is unable to successfully negotiate a contract with the highest rated Firm or Firms, NAIPTA may begin negotiations with the next highest rated Firm, cancel the RSOQ and re-solicit, or completely cancel the RSOQ.

Proprietary Information

Any information contained in the proposal that the proposer considers proprietary must be clearly identified as such. NAIPTA will respect requests for non-disclosure of proprietary information to the extent that information so restricted conforms to the Freedom of Information Act and any court rulings.

Late bids, Modifications, or Withdrawal of Bids

Any bid or modification of bids received at the NAIPTA office designated in the solicitation after the exact time specified for receipt will not be considered.

A bid may be withdrawn in person or by written request by a bidder or their authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bids.

1.5.1 Cost of SOQ Preparation

NAIPTA shall not be liable for any pre-contractual expenses incurred by any Offeror. Each Offeror shall hold NAIPTA harmless and free from any and all liability, claims, or expenses incurred by, or on behalf of, any person or organization responding to this RSOQ. Pre-contractual expenses are defined as any expenses incurred by Offeror in:

- Preparing a SOQ and related information in response to this RSOQ;
- Negotiating with NAIPTA on any matter related to this RSOQ;
- Attending interviews and meetings, traveling and/or making presentations; and
- Accruing other expenses prior to the date of contract award and receipt of a Notice to Proceed.

1.6 Questions Concerning the Project

The scope of work and process for response to this RSOQ is identified herein.

1.6.1 Pre-Proposal Conference

A Pre-Proposal Conference will be held on Wednesday, May 3, 2017 at 1:00 pm (Arizona Time) at 3773 North Kaspar Drive, Flagstaff, AZ 86004. The Pre-Proposal Conference is expected to last 60 – 90 minutes and will end no later than 2:30 pm.

NAIPTA representatives will be available during the Pre-Proposal Conference to answer questions. These individuals will not be available to respond to inquiries regarding this RSOQ outside of the Pre-Proposal Conference. Though attendance is not mandatory, it is strongly recommended that representatives of interested Offerors attend the Pre-Proposal Conference. Offerors are also encouraged to have their proposed sub-consultants attend the Pre-Proposal Conference.

Offerors are requested to register number of attendants to Pre-Proposal Conference via email to purchasing@naipta.az.gov and to submit written questions in advance of the Pre-Proposal Conference. Questions generated at the Pre-Proposal Conference will be answered, if necessary, by written Addendum to the RSOQ. Nothing stated at the Pre-Proposal Conference or otherwise will change or qualify, in any way, the provisions of this RSOQ or be binding on NAIPTA.

Any changes to the RSOQ will be made by written Addendum only.

1.6.2 Questions Addressed through Addendum

Interested vendors must submit substantive questions, comments, and concerns **in writing** by email to the contact persons identified above if they desire additional information on the project. NAIPTA will not answer questions via telephone in order to ensure fairness in the provision of project information among all prospective vendors. Written questions must be received no later than deadline defined in section 1.3.1. Questions will be answered in writing and distributed to all proposers on the RSOQ distribution list. Questions should be addressed to the appropriate RSOQ contact person in section 1.3.2.

1.6.3 On-Site Presentation/Interviews

NAIPTA reserves the right to conduct interviews with one or more of the top ranked proposers as part of the proposer evaluation and selection process. Proposers will also be required to hold a group presentation in person or via web conferencing before the final decision will be made. In person presentations/interviews will be held at NAIPTA Offices at 3773 North Kaspar Drive, Flagstaff, AZ 86004. NAIPTA will not be responsible for reimbursement of travel cost associated with any required on-site presentations or interviews.

1.7 Protest Procedures

Any Proposer objecting to the recommendation of award, rejection of a Proposal, solicitation procedures of an RSOQ or any portion thereof, must submit a written protest to the Administrative Director. This protest must be submitted prior to the Board of Directors meeting at which the recommendation is on the agenda for award or rejection. The protest must be filed with the Administrative Director within five (5) business days from notification of the

recommendation. A complete description of the protest procedures may be found in NAIPTA Purchasing Policy. A copy of the Policy may be obtained by contacting the Administrative Director, 928-679-8908.

1.8 Statement of Work: General Consulting Services

NAIPTA seeks to engage a Consultant with proven success, skill, experience, and knowledge to provide a wide range of General Consulting Services (GCS) through a Statement of Qualifications (SOQ) in response to this Request for Statement Qualifications (RSOQ). As defined herein, the services provided by the successful respondent are part of NAIPTA's 5 year and long range transportation plans and the Regional Transportation Plan (RTP) as adopted by the Flagstaff Metropolitan Planning Organization (FMPO). The Consultant's resources will augment and support NAIPTA Staff by providing task-specific services in a program team environment.

The GCS (Consultant) identifies, but is not limited to, a variety of professional services as defined herein. Definitions of professional services are meant to be illustrative. At any time, NAIPTA may identify additional professional services that may require consultant support, based upon specific project needs and available resources. All professional services will be provided on an as-needed basis in accordance with the availability of resources, including NAIPTA staff, and authorized by individual task orders. The GCS may also support NAIPTA, City of Flagstaff, and/or Flagstaff MPO staffs on the implementation of assigned projects, studies and services.

The GCS must provide qualified individuals to augment NAIPTA staff for the following classifications: project managers, schedulers, estimators, inspectors, and administrative. Additional classifications for staff support services may be identified during the term of the agreement.

The Consultant is encouraged to enlist local, regional, and/or national affiliated "Sub-Consultants" to perform the services identified. Those Sub-Consultants shall be the responsibility of and managed through the GCS contract. The GCS and/or the Sub-Consultants shall have local knowledge and resources available to be able to respond as needs arise.

NAIPTA will provide trained Project Managers, as liaisons for any assigned responsibilities, who will act as primary contacts to the Consultant. In some cases, GCS staff may act as Project Managers when directed by NAIPTA. To provide continuity and inform various plans, NAIPTA has identified several projects that require professional services to implement over the next five years. Anticipated projects are preliminary engineering and project development work for a Bus Rapid Transit line as approved by FTA in the Project Development stage under the Capital Investment program, developing Transit Guidelines with specific engineering standards, ridership forecasting for proposed regional transit lines, 1st mile/ Last mile mobility services, and other projects that may fall into the discipline list. Projects will range from \$100k to \$5M annually based on annual budget appropriation and award of federal grants with typical annual work product of \$1.5M.

This solicitation does not preclude NAIPTA from other solicitations and awards for work similar in scope in order to perform specific tasks that might be identified herein.

1.8.1 Scope of Work

The following overview of the scope of work identifies the key components of a General Consulting Services program.

Discipline 1: Planning and Environmental Services

- Environmental Assessments and Services
- Corridor Planning
- Facilitation Services
- System Planning
- Feasibility Studies and Conceptual Design
- Technical and Legal Evaluation of Alternative Financing Options
- Added Value Alternatives
- Site/Alignment Selection

Travel Demand Forecasting
Financial Programming (Cost and Price Analysis)
Public Involvement, Education, and Outreach
Project Design Document Coordination
Capital Plan Development and Cost Estimating

Discipline 2: Architectural and Engineering

Architectural Services
Bus Facility and Infrastructure Design
Civil/Transportation Engineering
Estimating
Capital Project Design
ROW
Subsurface Utility Engineering
Traffic Studies and Engineering

Discipline 3: Construction Management

Construction Management Services
Construction Inspection and Review
QA/QC

Discipline 4: Operations Efficiency/Technology

Geographic Information Systems
ITS
Transit Modeling
System Auditing
Technology Specifications and Development

This Consultant will be responsible for general administrative support for each discipline, including: word processing/formatting; text and graphics layout and manipulation; proofreading and editing documents; mail/e-mail list and database maintenance; photocopying and binding of documents and products; other duties as assigned to support NAIPTA's communication and Marketing programs.

Discipline 1: Planning and Environmental Services

Environmental Assessments and Services

The Consultant shall provide selected services to meet all FTA/NEPA requirements in all environmental categories (EA, DEIS, EIS, and CE) including, but not limited to: Archaeology, Hazardous Materials, Environmental Analysis and Reports, Environmental Monitoring, Noise and Vibration Analysis, Environmental Compliance Audits, and Historic Preservation for assigned projects, based upon the latest FTA/DOT guidelines.

Corridor Planning

The Consultant may be asked to direct specific corridor planning based upon FTA process to meet all compliance levels. The study may include evaluating opportunities for park and rides, transit centers, bus stops, mobility planning and infrastructure, operation and maintenance facilities, or other. Alternatives Analysis, Draft and/or Environmental Impact Statements / Environmental Assessments / Categorical Exclusions as defined under National Environmental Policy Act, Concept Designs, Preliminary Engineering, FTA Capital Investment Program New Starts/Small Starts analysis and related project readiness items, and Project agreements. These studies may involve:

- Environmental documentation
- Assessing existing and future supply and demand
- Transit facility design/urban design
- Conceptual site selection and development
- Site planning

- Cost estimating

Facilitation Services

The Consultant will supply facilitation services as required in the development of strategic plans, workshops, retreats, problem solving and decision-making.

System Planning

The Consultant may be asked to work with NAIPTA staff on how the planned regional transit system will function and operate and identify supporting facility needs. The Consultant may analyze the infrastructure requirements and recommend installation or upgrades, improved access, additional parking requirements, transit stops and centers, or other improvements.

Feasibility Studies and Conceptual Design

The Consultant shall provide assessments of the practicality of a proposed project, by objectively and rationally identifying the strengths and weaknesses of a Transit project, including opportunities and threats, the resources required to carry out the project, and prospects for success. As part of conceptual design, the Consultant shall identify interactions, experiences, processes and strategies where people, knowledge, products, services, processes, and profitability meet NAIPTA vision.

Technical and Legal Evaluation of Alternative Financing Options

The Consultant shall identify and conduct tests or studies to investigate and determine the technical and/or legal suitability of any proposed equipment, materials, supplies, products or systems.

Added Value Alternatives

The Consultant shall identify the value added and extra feature(s) of any process, system, component, or investment that goes beyond standard expectations, regardless of costs where the value-added features give a competitive edge or important amenity.

Site/Alignment Selection--Land Use and Development Analysis

The Consultant may be asked to work with NAIPTA and its partner agencies and the general public on the evaluation and selection of sites for transit facilities such as park-and-rides, transit centers, maintenance facilities, etc.

Travel Demand Forecasting

Work efforts may include producing transit travel forecast results in support of various studies and planning efforts being undertaken by NAIPTA or its partners.

Financial Programming (Cost and Price Analysis)

The Consultant may research and identify potential grant and other funding opportunities for operational and capital investments. The Consultant shall provide independent cost estimates, order of magnitude estimates, and detailed unit cost estimates for identified transit related projects.

Public Involvement, Education, and Outreach

The Consultant may provide community relations support, as needed. The consultant will work closely with policy makers, public agencies, businesses, community stakeholders, utility companies to assure an early and complete understanding of their needs and issues. Services will include both public meetings and individual stakeholder meetings, incorporating comments into the design plans to be used in future phases.

The scope of services includes assistance in the development and implementation of Public Involvement Plans (PIP) supportive of the local needs associated with the project within the area. The Consultant will support NAIPTA and its members in the planning and execution of special events including, but not limited to: building and executing communications plans, organizing coordination meetings, with NAIPTA staff and groups as necessary.

Project Design Document (Plans and Specs) Coordination

The Consultant will be responsible to manage all documentation associated with project design, engineering, and, and environmental assessment. Documentation will meet all Federal, State, Regional, and local needs and be provided in both electronic and hard copy formats as required.

Capital Plan Development and Cost Estimating

The Consultant will provide all related plan development and cost estimating in the identification, feasibility, and design of capital projects. Capital plan development will support planning, asset and capital management, space utilization, construction, renewal and/or renovation issues. Cost estimates shall include a single total value and identifiable component values, including quantity surveying and cost engineering.

Discipline 2: Design/Engineering

Architectural Services

The Consultant will be responsible to provide services related to planning and building regulation submissions and specifications, and shall act as agent and main contact for all communications in the oversight process with regulating agencies. Services may include planning, feasibility studies, programming, architecture, interior design, cost estimating, scheduling and construction administration.

Bus Facility and Infrastructure Design

The consultant will provide design services specific to bus facilities and bus infrastructure, including administrative, operations, and maintenance facilities, stops, stations and station area design, and other associated infrastructure including park and rides and similar facilities.

Civil/Transportation Engineering

The consultant shall provide civil and transportation engineering through the application of technology and scientific principles in the planning, design, operation and management of facilities in order to provide for the safe, efficient, rapid, comfortable, convenient, economical, and environmentally compatible movement of people.

Estimating

The Consultant will provide cost estimating services for the management of project costs, including estimating, cost control, cost forecasting, investment appraisal and risk analysis, including budgeting, planning, and monitoring investment projects. The Consultant shall strive to find a balance between cost, quality and time requirements.

Capital Project Design

The Consultant shall provide all relevant design services for assigned tasks that involve investments in transportation infrastructure, including undertakings which requires the use of significant amounts of capital, both financial and labor, to undertake and complete.

ROW

The Consultant will provide analysis of right-of-way (ROW) costs and actions needed to construct or improve transportation facilities. The Consultant may be required to assist in appraisals, easement language and other necessary responsibilities in compliance with applicable laws and protocols.

Subsurface Utility Engineering

The consultant shall provide subsurface utility engineering that that involves managing certain risks associated with:

- utility mapping at appropriate quality levels,
- utility coordination,
- utility relocation design and coordination,
- utility condition assessment,
- communication of utility data to concerned parties,

- utility relocation cost estimates,
- implementation of utility accommodation policies, and
- utility designs.

Traffic Studies and Engineering

The Consultant will review traffic engineering plans and traffic models (e.g. TransCad, VISSIM or SYNCHRO Model results) prepared by others; conduct traffic engineering analysis and studies; work with local jurisdictions to optimize traffic signal priority, including Q-jumps; and conduct traffic analysis for future bus services and associated facilities.

Discipline 3: Construction Management

Construction Management

The Consultant shall provide professional services that uses specialized, project management techniques to oversee the planning, design, and construction of NAIPTA projects from beginning to end, in order to control a project's time, cost and quality. Construction management options shall be compatible with all project delivery systems, including (may not be limited to) design-bid-build, design-build, and Public Private Partnerships.

Construction Inspection and Review

The Consultant shall provide construction and inspector services to ensure that construction meets local and national building codes and ordinances, zoning regulations, and contract specifications. The Consultant shall be prepared to spend considerable time inspecting worksites, alone or as part of the NAIPTA team.

QA/QC

The Consultant will provide Quality Assurance and Quality Control (QA/QC) for all assigned processes in order to measure and assure the quality of a product or service meets consumer expectations. The Consultant will identify process oriented protocols and focus on defect identification and prevention.

Discipline 4: Operations Efficiency/Technology

Geographic Information Systems

The Consultant may be asked to provide GIS support for projects and studies identified by NAIPTA and partner agencies. Tasks may include collecting the data needed from other agencies, creating cartographic maps, creating GIS layers as well as converting CAD design drawings to GIS shapefiles and training of staff on future versions of ARCGIS, ARCEditor and ARCVIEW, etc. The Consultant will provide reviews of submittal drawings and design upgrades for all system components to ensure completeness and accuracy.

ITS

The Consultant will provide expertise and best practices on ITS improvements for transit capital and operations projects. This may include developing strategies for implementing transit signal priority, transportation demand management, dynamic mobility platforms etc.

Transit Modeling

The Consultant may analyze scheduling, blocking and fleet needs as well as interlining with other bus routes to improve system efficiencies. This task may also include identification of new transit route alignments or modification of existing transit service. Alignment selection criteria may include existing route performance, operating cost, population and employment densities served, and other criteria.

System Auditing

The Consultant shall provide Auditing services for on-site verification of activity or for planning and engineering services to ensure compliance to requirements.

Technology Specification and Development

The Consultant shall provide services to address technical specifications and their development, and develop appropriate technical standards in regard to specific tasks.

1.9 Contract Obligations & Requirements

Obligations and requirements of the proposer are identified in order to be considered responsive.

The following documents are being issued as part of this RSOQ and are hereby incorporated as requirements for responses and future contract opportunity:

- Exhibit A: General Terms and Conditions
- Exhibit B: Certifications
- Exhibit C: Federal Terms and Certifications
- Exhibit D: Sample Contract
- Exhibit E: Sample General Conditions, as applicable depending on contract type and services awarded
- Exhibit F: Sample Task Order

Exhibit E is an example of General Conditions previously adopted by NAIPTA and required in various contracting opportunities. The General Conditions are currently under review and are expected to be updated prior to award of any contract(s) from this RSOQ. Consultants will be required to agree to the updated General Conditions as part of the contract. The General Conditions will be made available as soon as possible.

1.9.1 Contract Obligations

The contents of the RSOQ and the commitments set forth in the selected Submissions shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award. The contract will bind the bidder to furnish and deliver at the bid price, and in accordance with conditions of said accepted proposal and specifications for ninety (90) calendar days after the opening of the proposal.

The Proposer's products, services and facilities shall be in full compliance with all applicable Federal, State and local health, environmental and safety laws, regulations, standards and ordinances, regardless of whether or not they are referred to by NAIPTA. The Proposer shall be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act.

All known subcontractors to this Project must be indicated in the submittal. No subcontract will be construed as making NAIPTA a party of or to such subcontract, or subjecting NAIPTA to liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve the successful Proposer of liability and obligation under such party's contract with NAIPTA; and despite any such subletting; NAIPTA shall deal through the successful Proposer. Subcontractors will be dealt with as workers and representatives of the successful Proposer.

The contract award will not be final until NAIPTA and the successful bidder have executed a mutually satisfactory contractual agreement(s). No contract activity may begin prior to the execution of a contractual agreement between the successful bidder and NAIPTA.

If the successful bidder refuses or fails to execute the contract, NAIPTA may award the contract to another bidder whose Submissions comply with all the requirements of the RSOQ and any addenda thereto.

NAIPTA reserves the right to cancel an award immediately if new state or federal regulations or policies make it necessary to change the service purpose or content substantially or to prohibit any such goods and services.

All Submissions may be rejected if the Board determines that rejection is in the public interest.

State and Local Law Disclaimer

The rights and duties of the parties hereto shall be determined by the laws of the State of Arizona and to that end the contract shall be considered as a contract made and to be executed in the City of Flagstaff, Arizona and the State of Arizona. Court of Common Pleas in and for Coconino County shall have original jurisdiction over any legal matters arising from this tender.

NAIPTA's Purchasing Policy incorporates by reference, and is designed to be in accordance with, ARS § 11-254.01. The Board of Directors has adopted and approved this Purchasing Policy.

Exclusionary or Discriminatory Specifications

Apart from inconsistent requirements imposed by Federal statute or regulations, the Contractor agrees that it will comply by refraining from using any Federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications.

Single Bid Response

If only one bid is received in response to the Request for Proposal, a detailed cost proposal may be requested of the single bidder. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

Interest of Members or Delegates to Congress

The Contractor agrees that it will not allow any member of, or delegate to, the Congress of the United States to any share or part of this contract or to any benefit arising there from.

2.0 Instructions to Proposers

The following specific instructions are provided in order to be considered responsive.

2.1 Proposal Format

Responses to the RSOQ must correlate with the alpha numeric characters and order of items in the Bidder Checklist. Each item in the RSOQ should be addressed in the proposal.

Please see following page for the Bidder Checklist to be attached to submission.

2.2 Bidder Checklist

A. Introductory Letter (§2.4.1)	
B. Complete Bidder Checklist Bidder must include this initialed checklist	
C. Executive Summary (§2.4.2) Bidder must include a brief executive summary regarding the firm’s qualifications and experience as well as confirmation of willingness to provide services.	
D. Project and Project Management Information (§2.4.2) Bidder must include a description of project manager’s qualifications and experience. Information must also address understanding and approach to the Scope of Work.	
E. Company Detail (§2.4.2) Bidder must include a description of team member qualifications and experience.	
F. Additional Supportive Information (§2.4.3)	
G. Proposer Information, including comparable projects in size & scope (RSOQ, Attachment A)	
H. Past Performance Survey (RSOQ, Attachment B)	
I. Subcontractor List (RSOQ, Attachment C)	
J. Disclosure of Responsibility Statement (2 pages) (Exhibit B, Form A)	
K. Non-Collusion Affidavit (Exhibit B, Form B)	
L. Incorporation of FTA Terms (Exhibit B, Form C)	
M. Suspension & Debarment (Exhibit B, Form D)	
N. Lobbyist Certificate (Exhibit B, Form E)	
O. Disadvantaged Business Enterprise Compliance (Exhibit B, Form F)	
P. Disadvantaged Business Enterprise Certification (2 pages) (Exhibit B, Form G)	
Q. Disadvantaged Business Enterprise Individual Participation (Exhibit B, Form H)	
R. Disadvantaged Business Enterprise Overall Participation (Exhibit B, Form I)	
P. Buy America Certificate (Exhibit B, Form J)	
S. Acknowledgement of Addenda Should addenda relative to this RSOQ be released by NAIPTA, bidders must include a signed acknowledgment of receipt for each addendum	

2.3 Company Detail & Questions

All information requested in this section must be addressed in the vendor's proposal. Please limit your responses to less than 25 single pages. Proposers must provide information on the following:

1. Introductory Letter (Limited to 2 pages)

The introductory letter should be addressed to the NAIPTA CEO-General Manager, Jeff Meilbeck, and should discuss the proposed team organization (including all sub-consultants); discuss proposed staffing (including the Project Manager and key staff); affirm that all DBE requirements, as applicable, will be met; and be signed by an individual(s) authorized to bind the Offeror. The introductory letter should also include location of offices, appropriate telephone numbers, statement of any exceptions to the RSOQ, and any other information Offerors may deem pertinent and introductory in nature.

2. Evaluation Criteria (Limited to 20 pages)

SOQs shall be evaluated based upon the evaluation criteria contained within this RFQ. Offerors shall respond to and provide sufficient information within this section for each evaluation criteria (i.e. Project Manager's Qualifications & Experience, Personnel Qualifications & Experience, Firm Qualifications & Experience, and Understanding/Approach to the Scope of Work) to allow for a thorough evaluation of Offeror's SOQ.

3. Additional Supportive Information (Limited to 3 pages)

Additional supportive information may include resumes, additional project descriptions, additional references, graphs, charts, photos, and similar information that Offerors desire to include in support of the SOQ. Additional supportive information can be used for additional response to the evaluation criteria. The materials will be evaluated as part of the evaluation criteria.

Exceeding these limitations will cause your submittal to be disqualified as non-responsive.

3.0 Selection and Award

The following describes processes to be used for evaluation, selection, and award of contract(s).

3.1 Evaluation Criteria

An evaluation committee established by NAIPTA will assess the Submissions information received.

During the evaluation process, negotiation, and selection process, committee members may not disclose information from one proposer to another proposer. To the extent possible by law information provided by proposers shall remain confidential after the conclusion of the procurement process.

The evaluation committee will review and analyze each Submission. Submissions will be evaluated and scored according to the following criteria:

A. Understanding/Approach to the Scope of Services (30 Points)

1. Demonstrate understanding of the work and provide a detailed description of the performance of the tasks described in the Scope of Services.
2. Describe approach for keeping the work on schedule and within budget.
3. Provide any recommendations to enhance the Scope of Services contemplated and/or alternative methods to promote efficiency.
4. Describe who will perform the key elements of the work (list both prime and sub-consultants).
5. Describe how your quality control policies/procedures will be applied to this project.

B. Firm and PM Qualifications & Experience (30 Points)

1. Describe the type, team composition, location and value of similar work performed, as a prime or as a sub-consultant, within the last ten (10) years. Include references, professional licenses, overall General Consulting Services experience.

2. Describe resources to be allocated to the project, delineate resources currently committed to other projects and delineate current excess capacity.
3. Describe project management and coordination procedures for both sub-consultants and disciplines.
4. Describe time commitments of the project manager to the contract.

C. Personnel Qualifications & Experience (30 Points)

1. Describe applicable and pertinent qualifications of key staff and sub-consultants staff, including firm affiliation, education, professional licenses, training, overall experience, and length of employment with firm. Include an organizational chart and references.
2. Describe previous experience of key staff and sub-consultants relative to similar work within the last ten (10) years. Include references.
3. Describe time commitments of key staff to the contract.
4. Describe additional personnel resources available to be committed to the contract.

D. Proposal Responsiveness (10 Points)

1. Proposal is organized and responsive to all areas contained in the RSOQ.
2. The Proposer exhibits confidence and knowledge regarding the proposed products and services.

Scores awarded will be based on the following quality level matrix:

Quality Level	Points	Description
Excellent	100%	Meets all requirements; reflects significant enhancements or strengths as compared to minimum levels of acceptability; no offsetting weaknesses.
Very Good	85%	Meets all requirements; reflects some enhancements or strengths; few if any offsetting weaknesses.
Good	75%	Meets all requirements; strengths and weaknesses, if any, tend to offset one another equally.
Fair	60%	May contain significant weaknesses only partially offset by less pronounced strengths; should meet all minimum requirements, but some areas of doubt may exist.
Poor	35%	Serious doubt exists about ability to meet minimum needs but may be sufficient; significant weaknesses without offsetting strengths.
Deficient	0%	Will not meet minimum needs.

3.1 Selection Process

The selection process will be conducted in a manner providing maximum full and open communication.

A selection committee will be appointed to evaluate responsive Submissions. Submissions will be evaluated and ranked in accordance with the evaluation criteria. The initial evaluation will be scored in accordance with evaluation criteria established in RSOQ. Those Offerors whose Submissions are in the competitive range may be requested to make a presentation and/or participate in discussions with the selection committee. Such presentation and/or discussions may be scored. Offeror’s key personnel shall conduct the presentation and participate in discussions. Date, time, location, allotted time for the oral presentation and/or discussions, as well as equipment available to Offeror for the presentation, shall be provided at a later date.

Based upon the above, the selection committee will recommend which Offerors demonstrate the highest qualifications to successfully deliver this project.

The Agency reserves the right to investigate the qualifications of all Offerors under consideration and to confirm any part of the information furnished by an Offeror, and/or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the Work.

Those Offerors whose are in the competitive range may be requested to make a presentation and/or participate in discussions with the selection committee relative to their proposal.

The Selection Committee will develop and compile a list of standardized questions about the project for the short-listed firms invited for the interview. After all, interviews each member of the Selection Committee will finalize their initial scores based on the information presented and discussed at the oral presentation.

The oral presentation will not be used to fill in missing or incomplete information that was required in the written proposal or as an opportunity by the firms to improve or supplement their Submissions.

The interviews will usually last forty-five minutes, but not more than one hour, including thirty minutes for the interview, and fifteen minutes for questions from the Selection Committee. This time limit will be strictly enforced. No more than three representatives from the firm plus one computer/presentation equipment operator may be present.

The format of the presentation is at the discretion of the firm but must address the organization and experience of the team, experience of individuals assigned to the project, describe comparable projects by the team members and/or the firm and address any questions that may be asked by Selection Committee members during the interview.

The order in which the firms appear before the Selection Committee will be determined by lot.

Procedures

During interviews, NAIPTA personnel involved will not engage in conduct that:

- Favors one Offeror over another;
- Reveals the names of individuals providing reference information about an Offeror's past performance;
- Knowingly furnishes selection information in violation of NAIPTA Procurement Policies and the laws of the State of Arizona.

3.2 Award

After scoring and interviews are complete, the Project Manager will make contract recommendation(s) to NAIPTA's General Manager and the Board of Directors for final award and contract authorization. At their discretion, the General Manager and/or the Board of Director's may choose to invite the recommended Consultant(s) to provide additional information prior to award this RSOQ or authorizing a contract.

After NAIPTA has developed a short list of the top ranked firms, NAIPTA will enter into negotiations with the top ranked firm and negotiate fee/rates and if after a reasonable period of time, negotiations are unsuccessful with the top ranked firm NAIPTA will then end negotiations and then initiate negotiations with the second-ranked firm. If a satisfactory contract is not worked out with this firm, then this procedure will be continued until a mutually satisfactory contract is negotiated.

NAIPTA will not be deemed to have accepted the resultant negotiated contract until NAIPTA and successful Firm formally execute the Contract.

The successful Firm shall not begin work until NAIPTA issues a Notice to Proceed for the initial scope of services. Subsequent work may only be authorized by written Notice to Proceed or Change Order, upon NAIPTA's final determination of scope, schedule and cost.

**Attachments: Required Submission Document
Attachment A: Proposer Information**

1. PROPOSER INFORMATION:	
a. Business Name:	
b. Owner Name:	
c. Business Address:	
d. Business Phone:	
Daytime:	Evening/Weekend:
Web address:	Email address:
e. Number of Employees:	Annual Sales \$:
f. Date Business Established:	
g. Insurance Agent Name:	
h. Insurance Agent Address:	
i. Insurance Agent Phone:	
2. FOR THIS PROJECT ONLY:	
a. Name of Project Manager:	
b. Business Phone:	
Daytime:	Evening/Weekend:
c. Business Address:	

**Attachments: Required Submission Document
Attachment A: Proposer Information**

3. COMPARABLE PROJECTS IN SIZE AND SCOPE:	
a. Name and dates of Project:	
Address:	
Size and Scope:	
b. Name and dates of Project:	
Address:	
Size and Scope:	
c. Name and dates of Project	
Address:	
Size and Scope:	
d. Name and dates of Project:	
Address:	
Size and Scope:	

Attachments: Required Submission Document
Attachment A: Proposer Information

4. REFERENCES:
a. Firm Name:
Address:
Name of Reference:
Position Title:
Telephone:
b. Firm Name:
Address:
Name of Reference:
Position Title:
Telephone:
c. Firm Name:
Address:
Name of Reference:
Position Title:
Telephone:

**Attachments: Required Submission Document
Attachment B: Past Performance Survey**

DUE May 23, 2017 at 3pm	General Consulting Services	NAIPTA 3773 N. Kaspar Drive Flagstaff, AZ 86004 928-679-8908 purchasing@naipta.az.gov
	RSOQ 2017-400	

Past Performance Survey

(pg 1 of 2)

Past Performance Survey of:

_____ *(Name of Company Being Surveyed)*

Northern Arizona Intergovernmental Public Transportation Authority, NAIPTA, collects past performance information (on firms and key personnel) to assist in procuring/awarding projects based on value. The firm/individual listed above has listed you as a reference for a past project they have completed. We would greatly appreciate it if you would take a few moments to complete this survey.

The first half of the survey contains open ended questions that help us to better understand your working relationship with the individual or firm. The second section of the survey asks for you to rate the individual or firm in several areas based on your past experience.

Client Name: _____ Date Completed: _____
Project Name: _____

Section 1: Working Relationship Questions

Please describe your relationship with the firm or individual (types of projects etc.):
(Please feel free to add a document or attachment if there is not enough space below.)

What did you like best about this company or individual? (Please feel free to add a document or attachment if there is not enough space below.)

**Attachments: Required Submission Document
Attachment B: Past Performance Survey (cont'd)**

Did you experience any problems with this company or individual? If so, please describe the situation. Was the problem resolved to your satisfaction? (Please feel free to add a document or attachment if there is not enough space below.)

Section 2: Rating Criteria:

Please rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the company I individual again) and 1 representing that you were very unsatisfied (and would never hire the company I individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, please leave it blank.

NO	CRITERIA	UNIT	RATING
1	How satisfied were you with how this vendor met your expectations for cost of services rendered?	(1-10)	
2	How satisfied were you with the vendor's ability to effectively communicate with you during the planning stage of the project?	(1-10)	
3	What is your overall rating of the training materials used by the individual I vendor?	(1-10)	
4	How satisfied were you with the vendor's ability to meet your overall expectations?	(1-10)	
5	Rate your likeliness to contract with this firm/individual again.	(1-10)	

If we can contact you with follow up questions, please provide your phone number and email information.

Email: _____ Telephone: _____

Printed Name and Title of Evaluator

Signature

Address of Agency

Thank you for your time and effort in assisting the NAIPTA in this important endeavor.

Please return the completed survey by 3:00pm on May 23, 2017 to: purchasing@naipta.az.gov

Attachments: Required Submission Document

Attachment C: List of Subcontractors

LIST OF SUBCONTRACTORS

Pursuant to the RSOQ, the following subcontractor(s) shall perform the described work. Where the Offeror will perform the work, the Offeror’s name must be included in the appropriate space(s) below:

Name of Subcontractor (or Offeror)	Description of Work	DBE (Yes/No)