



Mountain Line

**(Northern Arizona Intergovernmental Public
Transportation Authority)**

3773 N. Kaspar Dr., Flagstaff, AZ 86004

(928) 679-8907

www.naipta.az.gov

REQUEST FOR STATEMENT OF QUALIFICATIONS

RSOQ No. 2022-500

PROFESSIONAL

FOR

Architectural Design Services

**Due Date & Time
October 22, 2021**

2:00 PM, AZ Time



PROFESSIONAL – ARCHITECTURAL DESIGN SERVICES

RSOQ No. 2022-500

RSOQ ISSUANCE DATE: September 10, 2021

SUBMITTAL DUE DATE AND TIME: October 22, 2021, at 2:00 P.M. AZ time

SUBMITTAL LOCATION: Mountain Line
3773 N. Kaspar Dr.,
Flagstaff, AZ 86004

PRE-SUBMITTAL MEETING: September 22, 2021, via Zoom at 2:00 pm AZ. The meeting information will be posted to the Mountain Line website at <https://mountainline.az.gov/services-programs/purchasing/> prior to the meeting.

ONE-STEP PROCESS: Interested vendors are encouraged to check the website frequently for updates. The Pre-Submittal Meeting is **non-mandatory**.

QUESTIONS: This is a one-step solicitation. The successful Respondent, if any, will be selected at the end of the RSOQ process.

All questions must to be submitted via email only by October 8, 2021, at 5:00 pm AZ. Answers to questions and other clarifications will be in the final Addenda issued through Mountain Line Website.



TABLE OF CONTENTS

Request for Qualifications

SECTION I:	LEGAL ADVERTISEMENT
SECTION II:	PROCUREMENT SCHEDULE
SECTION III:	INSTRUCTIONS TO RESPONDENTS
Instruction 1:	Defined and Controlling Terms.....
Instruction 2:	Minimum Requirements for Respondents
Instruction 3:	Acceptance of Contract Terms
Instruction 4:	Respondents' Pre-Submittal Obligations and Representations.....
Instruction 5:	Preparation of SOQ.....
Instruction 6:	Errors, Inquiries and Addenda.....
Instruction 7:	SOQ Submittal, Due Date and Time
Instruction 8:	Withdrawal of SOQ
Instruction 9:	SOQ Opening.....
Instruction 10:	Mountain Line Reserved Rights
Instruction 11:	Additional Prohibitions and Restrictions
Instruction 12:	Acceptance Period
Instruction 13:	Evaluation
Instruction 14:	Protests
Instruction 15:	Cooperative Purchasing Agreement
SECTION IV:	PROJECT DESCRIPTION
SECTION V:	SCOPE OF SERVICES
SECTION VI:	SOQ CONTENTS
SECTION VII:	EVALUATION
SECTION VIII:	AWARD.....

ATTACHMENTS:

1	Authorization to Submit Response and Required Certifications
2	Addendum Acknowledgement.....
3	Organizational Information.....
4	Key Personnel Information
5	Firm and Key Personnel Licenses/Registrations
6	Past Performance Survey Form
7	Exceptions to RSOQ Requirements and/or Contract Provisions
8	Proprietary and/or Confidential Information
9	Vendor Registration Form/Taxpayer I.D. Number
10	Legal Worker Certification.....
11	Non-Collusion Affidavit.....
12	Conflict of Interest Certification
13	Anti-Lobbying Certification
14	Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters
15	Insurance Requirements Acknowledgement



**SECTION I: LEGAL ADVERTISEMENT
FOR Mountain Line RSOQ NO.2022-500
PROFESSIONAL –
Architectural Design Services**

Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona (“Mountain Line”) is seeking a qualified Professional for Architectural Design Services for the new Mountain Line Downtown Connection Center.

If your firm is interested in being considered for this project, you may obtain a copy of the Request for Statement of Qualifications (“RSOQ”) packet at website: <https://mountainline.az.gov/services-programs/purchasing/>

Any/all associated addenda for this RSOQ will be available at the website: <https://mountainline.az.gov/services-programs/purchasing/>. The Respondent bears sole responsibility to check the website for any/all addenda. Mountain Line will not email or send out copies or notifications of any/all addenda(s).

A pre-submittal conference will be held.

This is a one-step solicitation. The successful Respondent, if any, will be selected and recommended to the appropriate Mountain Line Board of Directors for Award. No contract shall exist until properly and formally approved for Award and fully executed by the Respondent and the properly authorized Mountain Line signatory.

Sealed Statements of Qualifications (“SOQs”) will be received by hand delivery, express mail, or email at the one of the following until the date and time set forth below:

Due Date and Time: October 22, 2021, at 2:00 pm AZ

**Mountain Line
3773 N. Kaspar Dr.,
Flagstaff, AZ 8600**

purchasing@naipta.az.gov

SOQs received by the correct time and date shall be opened and only the name of the Respondents shall be publicly read. All other information contained in the SOQ shall remain confidential until award is made. All Submittals received after the time stated in the RSOQ will not be considered and will be returned to the Respondent unopened. The Respondent assumes the risk of any delay in delivery of its SOQ, including without limitation, delay in the U.S. Mail or in the handling of the mail by employees of Mountain



Line. Whether sent by mail, email, or by means of personal delivery, the Respondent assumes responsibility for having his SOQ deposited on time at the place specified.

This announcement does not commit Mountain Line to award a contract and Mountain Line shall not reimburse any Respondent for any costs incurred in the preparation of a response. Mountain Line reserves the right to accept or reject, in whole or in part, any or all responses submitted and/or to cancel this announcement and/or RSOQ. Mountain Line reserves the right to waive any informality or irregularity in any SOQs received and to be the sole judge of the merits of the respective SOQs received. Any contract awarded shall be based upon the response determined by Mountain Line most advantageous to Mountain Line. No contract shall exist unless and until properly executed by Mountain Line, including formal approval by Mountain Line Board when required. The Mountain Line's Purchasing Policy ("Purchasing Policy") governs this procurement and is incorporated into the RSOQ by this reference. If there is any conflict between this advertisement and the terms of the RSOQ or any applicable code or statute, the RSOQ, code and/or statute shall prevail over this advertisement.

**RESPONDENTS ARE STRONGLY ENCOURAGED TO
CAREFULLY READ THE ENTIRE RSOQ.**



SECTION II: PROCUREMENT SCHEDULE

Procurement Schedule for this RSOQ (all dates are approximate) and may be changed by Addendum:

- | | |
|--------------------------|--|
| A. RSOQ issued | Date set forth on Page 2 of this RSOQ |
| B. Pre-submittal meeting | Date and time set forth on Page 2 of this RSOQ |
| C. Questions due | Date and time set forth on Page 2 of this RSOQ |
| D. SOQ due | Date and time set forth on Page 2 of this RSOQ |

SECTION III: INSTRUCTIONS TO RESPONDENTS

INSTRUCTION 1: DEFINED AND CONTROLLING TERMS

Definitions: Terms used in this RSOQ have the meanings indicated in the Contract, the Project Specifications, Special Provisions, and Contract Documents, as applicable. Additional terms used in this RSOQ have the meanings indicated below:

“Consultants” shall mean the Subconsultants retained by the Professional for the performance of any of the Services to be provided by the Professional under the Contract Documents.

“Firm” shall mean each or any of the individuals, firms, partnerships, joint ventures, corporations or other legal entities submitting their qualifications in response to this RSOQ.

“Mountain Line” shall mean the Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona.

“Professional” shall mean the qualified, licensed person, firm or corporation who furnishes Services under the Contract Documents.

“Project” shall mean the Project set forth in Section IV Project Description set forth below.

“Purchasing Policy” shall mean Mountain Line’s Purchasing Policy which governs this procurement and is incorporated in this RSOQ by this reference.

“Respondent” shall have the same meaning as “Firm”.

“Response” or “Submittal” shall mean the SOQ.

“Services” shall mean any and all services to be provided under the Contract Documents and may include, but not be limited to: site master planning, development of Construction Documents; review of Submittal(s); review of and response to Requests for Information, approval and certification of progress



payment applications; Professional administration, Substantial Completion, and Final Acceptance and Completion, if so stated, and any and all other services required for the full, professional and timely performance by the Professional and its Consultants.

“Site” shall mean the physical location where the Project is located and any ancillary or adjacent areas to be utilized by Professional and/or Mountain Line in relation to the Project.

“SOQ” shall mean a response submitted in response to this RSOQ.

Mountain Line operates under the latest revision of the MAG Specifications as amended by Mountain Line. Mountain Line’s current effective amendment to the MAG Specifications may be downloaded

Mountain Line also operates under the MAG Standard Details, as amended by Mountain Line. Mountain Line’s currently effective amendments to the MAG Standard Details may be obtained at Mountain Line’s Web site referenced above.

INSTRUCTION 2: MINIMUM REQUIREMENTS OF RESPONDENTS

Professional License/Certification/Registration: All individual architects, engineers, Consultants and other professionals engaged in providing Services for Mountain Line shall be licensed shall be licensed or certified by and/or registered with the State of Arizona as required pursuant to A.R.S. § 32-121, *et seq.*, for the types of work included in Services to be rendered by them related to the Project that is the subject of this RSOQ.

Arizona Office: The successful Respondent will be required to have and maintain an office in the State of Arizona. If one does not already exist, the selected Respondent shall establish an office in Arizona within 30 days after the date of Mountain Line’s letter of intent to award contract. An office within the state is evidenced by a mailing address, telephone number, payment of utilities, registration with the Corporation Commission, and possession of appropriate business licenses.

Legal Worker Certification: To ensure Mountain Line’s compliance with A.R.S. § 41-4401, every Respondent must comply with A.R.S. § 23-214(A) and all federal immigration laws and regulations that relate to its employees, and each Respondent must certify its compliance by completing, signing and returning the form provided as **Attachment 11** hereto.

No Israel Boycott: Mountain Line is prohibited by A.R.S. § 35-393.01 from entering to a contract with any company for professional services unless the contract with the company includes a written certification that the company is not currently engaged in, and will not, for the duration of the contract, engage in, a boycott of Israel. By submitting a Response, a Respondent represents to Mountain Line that it is not



currently engaged in a boycott of Israel and that it will agree to language in the contract prohibiting any such boycott for the duration of the contract.

Insurance: Respondent must have or obtain within the time period set by Mountain Line, the Insurance coverages and certifications and fully comply with the insurance requirements set forth in **Attachment 16** to this RSOQ.

Failure to Meet Minimum Requirements: Any violation or failure to meet the requirements of this Instruction II may, at the sole option of Mountain Line, cause a Response to be considered non-responsive and/or the Respondent being deemed non-responsible resulting in the rejection of the Response, and may result in cancellation or termination of the resultant Contract if discovered after the Contract has been awarded.

INSTRUCTION 3: ACCEPTANCE OF CONTRACT DOCUMENTS

Mountain Line Standard Contract: Mountain Line has developed standard forms of Professional Contracts. If selected, as the Professional for this Project, a Respondent agrees to execute this form of Contract Documents. Provisions in a Response that conflict with, and/or exceptions to, and/or requests for changes in, Mountain Line's contract terms, Special Conditions, Exhibits and/or other Contract Documents may result in a Response being considered nonresponsive and rejected. By submitting a Response, Respondent also acknowledges its understanding and agreement that Mountain Line may make changes in the standard form of contract documents and that therefore the form of contract documents presented to the successful Respondent may be different from the form of contract documents referenced above, in which case the successful Respondent will be given the opportunity to review the changes.

Contract Documents: The Contract Documents may include, without limitation, this RSOQ, any addenda to this RSOQ issued by Mountain Line, the SOQ of the successful Respondent, and such other terms as Mountain Line determines are in its best interest and appropriate for the Project.

Prior Contracts Not Applicable: Any previous agreements, contracts, or other documents, which have been executed between the Respondent and Mountain Line, if any, are not applicable to this RSOQ or any resultant contract.

INSTRUCTION 4: RESPONDENTS' PRE-SUBMITTAL OBLIGATIONS AND REPRESENTATIONS

Respondent's Obligations: It is the responsibility of each Respondent before submitting an SOQ to:

Examine and carefully study the RSOQ, and any data and reference items identified in the Bidding Documents;



Visit the Site if access available, conduct a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfy itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Services;

Become familiar with and satisfy itself as to all Laws and Regulations that may affect cost, progress, and performance of the Services;

Carefully study all available: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Contract Documents, especially with respect to technical data in such reports and drawings; and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Special Provisions, especially with respect to technical data in such reports and drawings;

Consider the information known to Respondent itself; information commonly known to Professionals doing business in the locality of the Site; information and observations obtained from visits to the Site; the RSOQ; and the Site-related reports and drawings identified in the RSOQ, with respect to the effect of such information, observations, and documents on: (1) the cost, progress, and performance of the Services; (2) the means, methods, techniques, sequences, and procedures to be employed by Respondent; and (3) safety precautions and programs;

Become aware of the general nature of the Services to be performed by Respondent and others on the Project that relates to the Services as indicated in the RSOQ;

Promptly give Mountain Line written notice of all conflicts, errors, ambiguities, or discrepancies that Respondent discovers in the RSOQ and confirm that the written resolution thereof by Mountain Line is acceptable to Respondent; and

Determine that the RSOQ is generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Services.

Respondent's Representations: By signing and submitting its SOQ, Respondent represents, certifies and agrees that:

Respondent has complied with every requirement of this Instruction and the RSOQ;

The submission of the Response did not involve collusion or other anti-competitive practices;



The Respondent shall not discriminate against any employee or applicant for employment in violation of the Federal Executive Order 11246;

The Respondent has not given or offered to give, and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted Response;

Failure to sign the Response, or the falsity of a statement in a signed Response, shall void the submitted Response or any resulting contracts, and the Respondent may be disbarred;

The Respondent is current in all obligations due to Mountain Line, if any;

Based on the information and observations referred to in the preceding Instruction 4.01, that at the time of submitting its SOQ no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its SOQ and that Respondent has the financial, bonding (if required), technical and resource capacity and capability to fully and timely perform the scope of services in accordance with the other terms and conditions of the RSOQ and the Contract Documents; and,

There will be no subsequent financial or time adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

INSTRUCTION 5: PREPARATION OF SOQ

SOQ Contents: All SOQs shall include all of the information, documents, Attachments and other items set forth in Section VI SOQ Contents below, fully completed. In the case of any conflict between this Instruction 5 and the requirements set forth in Section VI shall control.

Simple and Clear: Responses should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The SOQ must display clearly and accurately the capability, knowledge, experience and capacity of the Firm to meet all of the requirements of this RSOQ including those set forth in Section V Scope of Services and respond to the evaluation criteria in Section VII Evaluation of this RSOQ.

SOQ Format and Length: All Responses must be in ink or typewritten and must not exceed 18 pages in length (exclusive of resumes, attachments and letters of recommendation) unless a different page limitation is set forth in Section VI SOQ Contents below. No oral, telegraphic, electronic, facsimile, or telephonic responses or modifications will be considered.



Contract Exceptions: The Respondent shall clearly identify any/all exceptions to the RSOQ specifications or contract terms on **Attachment 7**. This is the only means for a Respondent to identify any/all exceptions to the specifications in this RSOQ and/or Mountain Line's standard Professional Contract terms. Exceptions raised at a later time, or in any other location in the SOQ, will not be considered in any negotiations. Respondents may review the Professional Contract at: <https://mountainline.az.gov/services-programs/purchasing/>. Exceptions to Mountain Line's standard Contract terms and/or the terms of this RSOQ may, in Mountain Line's sole discretion, be basis for the SOQ to be rejected as nonresponsive.

Public Record/Confidential Information:

All SOQs submitted in response to this RSOQ, whether or not accepted by Mountain Line, shall become a matter of public record available for review, subsequent to the award notification, in accordance with Mountain Line's Procurement Policy.

If a person believes that a response, offer, specification, or protest contains information that should be withheld as proprietary or confidential, a statement advising Mountain Line of this fact shall accompany the submission and the information shall be identified on **Attachment 8**.

The information identified by the person as confidential shall not be disclosed until Mountain Line makes a written determination whether the information must be disclosed under Arizona law. If Mountain Line determines that the information must be disclosed, Mountain Line will provide the Respondent with notice of such fact, and that the Respondent has five (5) days within which to file a legal action protesting the planned disclosure. If no legal action is taken within the time specified, Mountain Line will disclose the information and will not be responsible for any claims or losses arising from or related to such disclosure.

Signature: The SOQ shall be submitted with an original ink signature by a person authorized to sign the offer. If the Respondent is a corporation or other legal entity, the SOQ must be signed in the legal name of the corporation followed by the name of the state of incorporation or organization and the legal signature of an officer or other person authorized to bind the corporation or other legal entity to a contract. Unsigned SOQs will be considered nonresponsive and will be rejected.

Time: Periods of time, stated as number of days, shall be calendar days.

Modifications: Erasures, interlineations, or other modifications in the Response shall be initialed in original ink by the authorized person signing the SOQ. No Response shall be altered, amended, or withdrawn after the specified due date and time.



No Reimbursement: Mountain Line shall not reimburse the cost of developing, presenting, submitting or providing any Response to this solicitation, or any other costs or expenses of any Respondent.

5.10 Current W9 Attachment Required.

INSTRUCTION 6: ERRORS, INQUIRIES AND ADDENDA

Errors: It is the responsibility of all Respondents to examine the entire RSOQ package and seek clarification of any item or requirement and to check all responses for accuracy before submitting a SOQ. Negligence or errors in preparing a Response confers no right of withdrawal or correction after Response due date and time.

Notice of Errors: Should a Respondent find any ambiguity, conflict, inconsistency, omission or other error in the RSOQ or should the Respondent be in doubt as to its meaning, he or she shall at once notify the contact person listed on page 2 of this RSOQ, via email only, and ask that the RSOQ be clarified or modified. If prior to the date fixed for submission of SOQs, a Respondent knows of or should have known of an error in the RSOQ, but fails to notify Mountain Line of the error, the Respondent shall bid at its own risk, and if awarded the contract shall not be entitled to additional compensation or time by reason of the error or its later correction.

Questions: All questions regarding the contents of this solicitation and the solicitation process (including requests for ADA accommodations), shall be directed to the contact person listed, via email only, and shall be submitted no later than the stated deadline for submitting questions on page 2 of this RSOQ. Questions improperly submitted and/or received by Mountain Line after the deadline will not be answered.

Answers: Answers to the written questions or requests for clarification or modification of the RSOQ submitted by Respondents, as well as any other changes to the RSOQ, will be provided by the date and time set forth on page 2 of this RSOQ in the form of Addenda via Mountain Line Procurement website: <https://mountainline.az.gov/services-programs/purchasing/>.

Correspondence: Any correspondence related to the RSOQ should refer to the appropriate RSOQ number and title, page and paragraph number. However, the Respondent shall not place the RSOQ number and title on the outside of any envelope containing questions since such an envelope may be identified as a sealed Response and may not be opened until after the official RSOQ due date and time.

Addendum: It is each Respondent's obligation to assure that it has received and reviewed all Addenda issued. Each Respondent shall acknowledge receipt of Addenda by completing, signing and including **Attachment 2** in the SOQ. Failure by a Respondent to acknowledge receipt of all Addenda may result in that



Respondent's SOQ being deemed non-responsive and possibly rejected. Addenda acknowledgement returned to Mountain Line separately from a SOQ will not be accepted.

Respondent Registration: In order to obtain information and/or register for this RSOQ, a Respondent must:

Register as a vendor on the following website:
<https://mountainline.az.gov/services-programs/purchasing/>; or

Send registration via email to: purchasing@naipta.az.gov.

The following information should be provided: company name, contact person's name, company, address, telephone number, email address and fax number.

INSTRUCTION 7: SOQ SUBMITTAL, DUE DATE AND TIME

7.01 **Submittal:** Each Response shall be submitted at the address set forth on Page 2 of this RSOQ in a sealed envelope with the RSOQ name, RSOQ number, and Respondent's name and address clearly indicated on the envelope.

Due Date and Time: Respondents must submit their SOQ to Mountain Line Contracts Management Department by the Due Date and Time and at the address or physical location listed on page 1 of this RSOQ. SOQs will be accepted by Mountain Line during normal business hours until the Due Date and Time specified.

Timely Delivery: It is the responsibility of the Respondent to ensure on-time delivery of the Response to the address listed on page 1 of this RSOQ. Late Responses shall not be considered under any circumstances.

Late Responses: Any SOQ or other Response received after the Response Due Date and Time will be rejected as non-responsive and returned to the sending Respondent unopened.

INSTRUCTION 8: WITHDRAWAL OF SOQ

At any time prior to the specified Response Due Date and Time, a Respondent may withdraw the Response in person or by submitting a request in writing or via e-mail to the contact person whose name appears on page 2 of this RSOQ. Any request to withdraw a Response must be made by a duly authorized representative of the Respondent. Respondent is responsible for making arrangements and paying any and all expenses associated with the return of the Response.

INSTRUCTION 9: SOQ OPENING

SOQs shall be opened at the time and place stated in this RSOQ. The name of each Respondent shall be publicly read and recorded in the presence of a witness. All other



information received in response of this RSOQ shall be shown only to Mountain Line personnel having legitimate interest in the evaluation process. After award of the contract, the successful SOQs and the evaluation documentation shall be open for public inspection.

INSTRUCTION 10: Mountain Line RESERVED RIGHTS

Notwithstanding any other provision of this RSOQ, Mountain Line expressly reserves the right to:

- a. Extend the date by which SOQs are due;
- b. Withhold the award or cancel this RSOQ for any reason Mountain Line determines;
- c. Reject any or all SOQs, in whole or in part;
- d. Waive any immaterial defect, irregularity or informality in any SOQ;
- e. Reissue an RSOQ;
- f. Unless the Respondent states otherwise, award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to Mountain Line. If a Respondent's SOQ is an "all or nothing" offer, it must be expressly so indicated in the SOQ; and/or
- g. Exercise any and/or all other rights available to Mountain Line under the terms of the RSOQ, the Purchasing Policy, at law, or in equity.

INSTRUCTION 11: ADDITIONAL PROHIBITIONS AND RESTRICTIONS

Interest in More Than One Response: No person, firm, partnership, joint venture, corporation or other legal entity shall be permitted to submit more than one (1) Response for the same Project. A person, firm, partnership, joint venture, corporation or other legal entity that has submitted a sub-consultant Response to a Respondent is disqualified from submitting a Response for the Project as a Respondent. A person, firm, partnership, joint venture, corporation or other legal entity shall be allowed to submit a sub-consultant Response to more than one (1) Respondent.

Lobbying/Influence/Gratuities: As prescribed in HS-902 of Mountain Line's Purchasing Policy, any attempt to influence an employee or agent to breach Mountain Line Ethical Code of Conduct, or any unethical conduct, may be grounds for Disbarment or Suspension under HS-702.

An attempt to influence includes, but is not limited to:



Any Respondent, or any agent, representative or affiliate of a Respondent, offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type of valuable contribution or subsidy, that is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind. Paying the expense of normal business meals, which are generally made available to all eligible persons, shall not be prohibited by this provision.

Any communication regarding this solicitation for the purpose of influencing the process or the award, between any Respondent, or any agent, representative or affiliate of a Respondent, and Mountain Line, including but not limited to Mountain Line's Board of Directors, officers, employees, and/or consultants hired to assist in the solicitation, is prohibited.

This prohibition is imposed from the time of the first public notice of the solicitation until Mountain Line cancels the solicitation, rejects all responses, awards a contract, or otherwise takes action which ends the solicitation process. This section shall not prohibit public comment at any public meeting of Mountain Line Board.

This prohibition shall not apply to communication with the official contact(s) specifically identified in the solicitation, or to Mountain Line-initiated communications, made for the purposes of conducting the procurement, and in the manner prescribed in the solicitation, including but not limited to pre-submittal conferences, clarification of Responses, presentations if provided for in the solicitation, requests for Best and Final Responses, contract negotiations, interviews, protest/appeal resolution, or surveying nonresponsive Respondents.

Excluded Information: Respondents shall not submit to, or communicate in any way with Mountain Line regarding, information on fees, price (hourly rates), man-hours or any other cost information. Arizona law prohibits Mountain Line from considering any information on fees, price (hourly rates), man-hours or any other cost information during the request for qualifications competition when selection is based on qualifications only. Accordingly, any Response that contains any information of this type will be deemed nonresponsive, will not be considered and the Response will be returned to the Respondent. This exclusion of information applies to the Response, to any interview and to all other aspects of the RSOQ competition.

Restriction on Communications: Respondents and members of their teams shall not communicate concerning this RSOQ with the Professional for this project, Mountain Line' Project Executive, any Mountain Line Consultant or Program Manager, Selection Committee members, or employees of Mountain Line, except



as stipulated in Inquiries and Addenda above. A Respondent's failure to abide by this requirement may result in rejection of a Response.

Disbarment/Clarification: A Respondent (including each of its principals) who is currently disbarred, suspended or otherwise lawfully prohibited from any public procurement activity may have its Response rejected. Mountain Line reserves the right to obtain Respondent clarifications where necessary to arrive at a full and complete understanding of Respondent's service, product, and/or Response. Clarification means a communication with a Respondent for the sole purpose of eliminating ambiguities in the Response and does not give Respondent an opportunity to revise or modify its Response.

All Remedies Available: With regard to any violation of any of the provisions of this Instruction 11, Mountain Line expressly reserves the right to pursue any and all remedies available to it under Mountain Line's Purchasing Policy, at law or in equity, including, but not limited to, the following:

Any violation of this Section discovered before an award of the resultant contract may, in Mountain Line's sole discretion, subject a Respondent to a warning letter, rejection of its Response, or disbarment, depending on the nature of the violation.

If a violation of this Section is discovered after the resultant contract has been awarded, Mountain Line may, by written notice to the Respondent, cancel the resultant contract. In the event Mountain Line cancels the resultant contract pursuant to this provision, Mountain Line shall be entitled, in addition to any and all other available rights and remedies, to withhold or recover from the Respondent the amount of any gratuity provided and any and all incidental and/or consequential damages incurred by Mountain Line as a result of the violation.

INSTRUCTION 12: ACCEPTANCE PERIOD

In order to allow for an adequate evaluation, Mountain Line requires all SOQs to be valid and irrevocable for one hundred and eighty (180) days after the opening time and date and each Respondent agrees that it will hold open its Response for such period.

No contract or agreement, expressed or implied, shall exist between Mountain Line and any Respondent, or be binding on Mountain Line, before formal approval by Mountain Line Board and the execution of the resulting written contract by both parties.

If agreement on the terms of a resultant Contract cannot be reached after a period deemed reasonable by Mountain Line in its sole discretion, Mountain Line may



negotiate and enter a Contract with any other Respondent who submitted a timely and responsive Response to this RSOQ, as provided by law.

INSTRUCTION 13: EVALUATION

Evaluation of timely and responsive SOQs submitted by responsible Respondents shall be based upon the evaluation process and criteria set forth in Section VII to this RSOQ.

INSTRUCTION 14: PROTESTS

Mountain Line believes that it can best maintain its reputation for treating firms, Professionals, etc., in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If a Respondent believes that Mountain Line has fallen short of these goals, it may submit a written protest pursuant to Mountain Line's Purchasing Policy, which is available at: <https://mountainline.az.gov/services-programs/purchasing/>

INSTRUCTION 15: COOPERATIVE PURCHASING AGREEMENTS

An award of contract resulting from this RSOQ may be extended for use to other municipalities and government agencies of the state. Any such usage by other municipalities and government agencies must be in accordance with the ordinance, charter and/or rules and regulations of the respective political entity. Any public agencies not identified within this RSOQ who wish to cooperatively use the contract are subject to the approval of Proposer.

Mountain Line is also a member of S.A.V.E. (Strategic Alliance for Volume Expenditures), which consists of numerous municipalities, counties, universities, colleges, schools, cities, and other Arizona State agencies. These cooperatives are achieved through Intergovernmental Agreements (IGA) in accordance with provisions allowed by A.R.S. § 11-952 and § 41-2632. The IGAs permit purchases of material, equipment and services from proposers at the prices, terms and conditions contained in contracts originated between any and all of these agencies and a successful Respondent.



SECTION IV – PROJECT DESCRIPTION

Northern Arizona Intergovernmental Public Transportation Authority (“Mountain Line”) is the public transit agency serving the Flagstaff area with an existing Downtown Connection Center (DCC) located on Phoenix Avenue in the southside neighborhood of Flagstaff. Mountain Line, serving approximately 45,000 riders monthly, has outgrown the existing DCC. In order to continue to serve the transit needs of the greater Flagstaff area, a new, expanded Downtown Connection Center is proposed.

There are currently no substantive customer service amenities, and limited operators amenities, available at the DCC. Mountain Line’s vision for the new DCC is to develop a welcoming place for riders that reflects our guiding principles and enhances the ridership experience, while increasing the physical presence of transit in the community. The new DCC will provide customer service and amenities, improve support for operations to deliver reliable and safe transit service, accommodate future transit services and provide opportunities for both multimodal and regional transportation services. The new DCC will also relocate administrative functions to the downtown location.

The new DCC is supported by the City’s Southside Neighborhood Plan and will integrate with the City’s Arts and Beautification Commission art master plan.

Mountain Line has completed programming and conceptual design and is utilizing a third-party Owner’s Representative to manage the DCC project delivery. It is anticipated that the project will be delivered using Construction Manager at Risk. (CMAR).

Estimated Project Budget for Phase 1 is between \$ 10,000,000 and \$ 12,000,000.

SECTION V – SCOPE OF SERVICES

The Downtown Connection Center (DCC) scope includes a multimodal and public transit operations center with 13 bus bays, 22,000 square foot, two-story public facility that will include Mountain Line, Amtrak and Greyhound customer service, Mountain Line administration and operations, civic space, bicycle and pedestrian infrastructure and roadway improvements at the Phoenix and Milton intersection and along Phoenix Avenue.

Preliminary programming and conceptual design for the operations center and facility has been completed. These completed documents will be compiled and submitted to the City of Flagstaff for the required Conditional Use Permit application. Please see Exhibit X for the conceptual design documents. Public outreach and the National Environmental Policy Act (NEPA) processes are also underway.

See Exhibit X for summary of scope of work being delivered. Preliminary public art concepts and art master plan were developed by a third party, Haddadd-Drugan, in



partnership with the City Beautification and Public Art Commission. The selected firm will be expected to work with the artist team to incorporate the art into the final design.

Due to managing ongoing operations and coordination with the City's future Rio De Flag Drainage Project, which encumbers portions of the City property in the location of the operations hub, the DCC project will be phased as follows:

- Phase 1: Demolition of the existing building on site (by others prior to new building construction).
- Phase 2: Construction of new DCC building – work in this RSOQ.
- Phase 3: Construction new operations hub and bus plaza – future work by others.
- Phase 3a: Additional public improvements to be determined – future work by others.

The selected Architect will be responsible for completing the design to a permit-ready set of documents, obtaining all necessary permits for construction and occupancy, and construction administration for the new Downtown Connection Center project. Coordination with a civil design team (to be under separate contract) and Project Stakeholders will also be required.

The Architect must have a clear understanding of the local climate and be skilled in developing design schedules, preparing design documents, participating in construction estimate exercises, performing value engineering, understanding construction methods and techniques, participating in constructability reviews, sequencing of work, and coordinating and communicating the activities of the architectural design team through the design, pre-construction, and construction phases of work to all members of the project team, including the owner, the pre-construction team, and the construction team.

Architectural services shall incorporate all necessary design services for the project, including, but not limited to, full applicable Code analysis, architectural, utility capacity requirements, structural, mechanical, electrical, plumbing, low voltage (communication, data, security, etc.), interior design, and furniture, fixtures, and equipment (FF&E) identification and specification consultation tasks.

Civil engineering services will be held under a separate contract. Civil engineering services include, but are not limited to, building and site grading, building and site drainage, city utilities (water sanitary sewer & storm sewer) for new building (surface improvements, including paving and flatwork, landscape design and off-site improvements. The architect will be required to coordinate with the civil engineering designers on necessary details to complete the respective scopes of service.

During the Design Phase, the Architect's team shall:



- Complete design documents to 50% completion with the following for review and approval by the Owner and a construction costing exercise.
 - 50% Design Documents and Specifications
 - Product Cut Sheets
 - Design Calculations
 - Expected Systems Performance Calculations
- Complete Design Documents to 75% with the following for review and approval by the Owner and a second construction pricing exercise:
 - 75% Design Documents and Specifications
 - Product Cut Sheets
 - Design Calculations
 - Expected Performance Calculations
- Complete Design to 95% or 100% (at the Owner's Representative's discretion) leading to a Guaranteed Maximum Price proposal from the General Contractor:
 - 100% Design Documents and Specifications signed and stamped by the Architect's Principal of Record

GENERAL REQUIRED SCOPE:

Budget Compliance	Design to the Budget. Documents to reflect defined budget limitations and Project programming needs
Architectural	Full Services Architectural Design <ul style="list-style-type: none"> • Site (limited to work required for permit and construction), building, MEP, and Technology plans • Building and room uses and functionality • Interior finish design and specifications • Hardscape design including public civic space • FF & E consultation regarding requirements including specifications, unit counts, basis of design manufacturer, and pricing estimates • Furniture layout design • Coordination with all contracted 3rd party consultants and Haddad Drugan artist team • Coordination with Civil and Landscape Plans (By others)
Mechanical, Electrical, and Plumbing	Full Design Services <ul style="list-style-type: none"> • Full Mechanical, Electrical, and Plumbing Design • Design of all building systems, controls, and lighting systems in compliance with owner direction and industry guidelines • Exterior lighting in compliance with applicable "Dark Sky" requirements



	<ul style="list-style-type: none"> • Energy Modeling/Building Systems • Infrastructure for electric bus charging needs
Structural Engineering	<p>Full Design Services</p> <ul style="list-style-type: none"> • Full Structural Engineering Design
Low Voltage (Audio, Video, and Security)	<p>Full Design Services</p> <ul style="list-style-type: none"> • Full Low Voltage Design • Communication, audio, video, security, building access, wireless internet (DAS), and building systems and automation infrastructure
Code Analysis	<ul style="list-style-type: none"> • Analysis and application of all applicable Code requirements
Cost Analysis	<p>Full Design Services</p> <ul style="list-style-type: none"> • Assistance in comprehensive cost estimate(s) of proposed improvements based on progress drawings • Value Engineering coordination and design changes required to meet budget requirements
Design Fees	<p>Design fees shall lump sum by task based on firm's hourly rates with estimated labor hours to include all scope services mutually agreed upon in the scope of work. Additional Services which are outside the scope of the Services required under the Contract Documents shall not be performed by the Architect without prior written authorization from Mountain Line. Additional Services, when authorized by an executed written Change Order, shall be compensated for by a fee mutually agreed upon in such written Change Order between Mountain Line and Architect. □</p>
Reimbursements	<p>No reimbursable expenses or costs of any kind shall be paid by Mountain Line unless expressly approved by Mountain Line in writing before they are incurred.</p> <p>Any approved reimbursable expenses will be paid at the actual cost without any markup. All requested reimbursements must receipts and justification of need.</p>



SECTION VI – SOQ CONTENTS

1. Required SOQ Contents in addition to Attachments: The SOQ shall include:

A transmittal/cover letter that introduces the Firm, confirms that all elements of the RSOQ have been read and understood, and summarizes your interest in the work. The transmittal letter shall be one-page maximum and signed by an individual authorized to bind the Firm contractually. Acknowledgement that the firm is agreeable to engaging with Mountain Line and has read and accepted the contractual language indicated in Mountain Line professional consultant agreement.

Executive Summary (included in page count) providing a summary illustrating the team's capabilities, experience with similar projects, qualifications, and unique attributes.

Relevant Experience and Performance (included in page count). Provide no more than five (5) examples of architectural design services of similar size and scope completed in the last five years. For each comparable project identified, provide:

1. Description of project including: unique aspects/learnings/creative outcomes and relevance to Mountain Line Project
2. Project duration
3. Role of the Respondent and Deliverables
4. Respondent's partnering efforts and successes
5. Owner's reference information (name, title, telephone number and email)

Project Team: Qualifications and experience of the individuals directly involved with the project.

Provide an overview of the team (included in page count) that includes:

- a. A general description of the Respondent and/ or Team, including the Legal Organization of the proposed team.
- b. Summaries of the key skills and contributions of each team member to this work. Explain the role of all anticipated professional disciplines that you will require during the duration of this project.
- c. Home office locations of key staff, length of time with Respondent.
- d. A description of how the Respondent will ensure that a qualified team would be continuously available and managed for the duration of this project.



- e. Documentation of where individuals on the proposed project team for this project have successfully worked together previously in completing the projects described in the Relevant Experience section.

Provide an organization chart, including any consultants (one (1) page included in page count)

Provide key staff one (1) page resumes (not included in page count)

Identify any contract or subcontract held by the Respondent or officers of the Respondent, which has been terminated within the last five years. Identify any claims arising from a contract resulting in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.

Project Approach (included in page count).

Describe:

- a. The Team's philosophy and approach to campus development
- b. How the team will approach this initiative
- c. Any significant challenges the Team would anticipate in delivery of this project
- d. Any innovation or best practices that could be implemented to improve the deliverables or approach for Mountain Line in the future
- e. The Team's competitive advantages and why they would be the best team to partner with Mountain Line on this high priority project

Provide a high-level work plan that shows inputs/outputs, milestones, method of documentation and data reporting, along with a listing of the Consultant's Deliverables.

Do not provide any site development or utilization solutions for Mountain Line project within your SOQ. Provide your approach of how your firm would develop the highest level of master planning for this Project.

Index tabs may contain photographs if there is no other identifying information contained thereon with respect to the photographs. If any photographs are included and identifiable as to their respective project the index tabs will be counted as a page and included in the page count.

- 6. **Required Attachments:** The following Attachments must be included in the SOQ and unless otherwise indicated, are not included in the page count:

- A. Authorization to Submit Response and Required Certifications (**Attachment 1**);



Addendum Acknowledgement (if no Addendum issued insert “None”) (**Attachment 2**);

Organizational Information (**Attachment 3**);

Key Personnel Information (**Attachment 4**);

Firm and Key Personnel Licenses/Registration (**Attachment 5**);

References (**Attachment 6**);

Exceptions to RSOQ Requirements and/or Contract Provisions (**Attachment 7**);

Proprietary and/or Confidential Information (**Attachment 8**);

Vendor Registration Form/Taxpayer I.D. Number (**Attachment 9**);

Legal Worker Certification (**Attachment 10**);

Non-Collusion Affidavit (**Attachment 11**);

Conflict of Interest Certification (**Attachment 12**);

Anti-Lobbying Certification (**Attachment 13**);

Certification Regarding Debarment, Suspension, Proposed Debarment, and other Responsibility Matters (**Attachment 14**);

Current W9 (**Attachment 15**); and

Insurance Requirements (**Attachment 16**)

7. **Required Contents of the SOQ:** The following must be submitted under Instruction 7 above:

B. One (1) unbound original 8.5” x 11” original of the SOQ (clearly marked “Original” on the outside cover, may be clipped or placed in folder);

or

One (1) electronic, editable pdf versions of the SOQ on a flash-drive or via email.

8. **Other Forms/Attachments:** All other forms and attachments provided are for reference only and do not need to be included in the Response.

SECTION VII – EVALUATION

1. **Mandatory Compliance:** This is a compliance section and carries no evaluation points. Respondents must meet minimum criteria as specified to receive further consideration.



A. Professional Standing

- 1) The Arizona Corporation Commission shall properly have certified the Professional for corporation and limited liability companies.
- 2) The Lead Professional must be properly registered, licensed and certified at the time of submission.
- 3) The Professional must have been in continuous business for a minimum of five years.

B. Financial Stability

1. Respondents must demonstrate the availability of resources and financial capability required to complete the Project.
2. Copies of audited financial statements are not required with the Submittal. Prior to the final selection, Mountain Line reserves the right to require a Respondent to provide a copy of the Respondent's financial statements for the previous two fiscal years.
3. Mountain Line reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any Respondent submitting a Response.

2. Evaluation Criteria for SOQs and Scoring: This is an evaluation section which establishes criteria and the associated total potential points for each category.

A. Experience on Similar Projects (45)

Experience of both the prime and any sub contractors in completing municipal/agency projects and history of successfully completing similar projects described within the scope of work. Approach to successfully administer clarifications, questions and problems. Teams' prior experience with City of Flagstaff and skill sets required to deliver the project.

B. Organizational Strength (15)

Assigned employee's skill level, knowledge and understanding of all phases of the job and the level of expertise of the entire internal team.

C. Project Methodology (25)

The completeness, thoroughness, and overall value of the firm's method of approach described by how they would implement and execute project management services; Ability to invest resources to the construction administration phase of project. Confidence that the Design Firm will manage to the Owner's budget based on the scope presented. Experience and approach to



designing to meet preliminary estimates and to ensure the Project's projected scope and needs are incorporated.

D. References/ Past Performance Form (15)

References provided for similar types of projects and projects in a similar climate. Include the name, contact person, address and telephone number of three (3) professional references who can comment on the Respondent's professional services capabilities. References must be current and should be relevant to the required services. The Reference form included as Attachment 2 hereto must be completed for each reference and included in Respondent's Response.

3. SOQ Evaluation Process:

A. Selection Committee: An appropriately qualified Selection Committee shall evaluate the responses and performance data that are submitted in response to the RSOQ for the proposed contract.

- 1) The Selection Committee will evaluate the Responses submitted in response to this RSOQ. The evaluation will be to determine the qualifications of each Respondent to perform the Services under this RSOQ based on the selection criteria listed herein.
- 2) In making its determination, the Selection Committee will evaluate the Response, client references, interviews (for Respondents on the short list only), and additional information received or obtained by the Selection Committee. The Committee may request or obtain additional information at any time during the selection process through interviews, presentations, correspondence, and visitation of completed projects or otherwise.
- 3) During the selection process, Mountain Line will evaluate each Response to determine which Respondent (if any) is best qualified to perform the required Services and can provide the experience specified in this RSOQ.

B. Short List: In order of preference, based on criteria established by the Selection Committee and included in the RSOQ, a short list of no more than three (3) Respondents deemed to be the most qualified to provide the Services by the Selection Committee will be established. Notwithstanding the presumptive limit of three (3) Respondents on the short list, in the event that the scores for more than three of the highest scoring Responses are within ten percent (10%) of one another, the short list will be comprised of all such Respondents.

C. Team Oral Presentation/Interview: The Selection Committee will interview each Respondent on the short list so that they may present their credentials, comparable past work and any ideas they wish to share with the Selection Committee.



- 1) A letter invitation will be sent via email to each interviewed Respondent with the specific evaluation and scoring criteria along with the time, date and location of the interview; Respondents who are invited to attend the interview will not be given access to the conference room prior to the interview.
 - 2) The order in which the Respondents appear before the Selection Committee will be determined by lottery.
 - 3) The team will have thirty (30) minutes to present to the Selection Committee their firms qualifications. The roundtable discussion will last sixty (60) minutes for questions and discussion between the Committee and the Professional. It is the responsibility of the Selection Committee to develop an agenda for this part of the interview. The time limits will be strictly enforced.
 - 4) No more than six (6) representatives of the Respondent's team may be present (this includes presentation operators if needed). The prospective key personnel for the Project must be present. Only the individuals proposed for the project team are allowed. Individuals other than the project team will not be allowed in the interviews; absolutely no exceptions.
- D. Shortlisted Respondents Evaluation: The Evaluation Committee will evaluate finalist Respondents after the oral presentations/interviews based on the criteria described below. Mountain Line reserves the right to request additional information from Respondents prior to final selection, and to consider information about the Respondents other than that submitted in the SOQ.
- 1) Finalist Respondents Team Interview (Maximum 40Points): Mountain Line may provide interview questions in advance to Respondents. Mountain Line' Selection Committee will evaluate interviews based on the team's responses to questions, ability to effectively communicate, and the Committee's assessment of the team's ability to work successfully with each other and Mountain Line staff. Mountain Line may also ask Respondents to submit written responses to some questions in advance of the interviews.
 - 2) Strategic Fit (Maximum 60Points): Mountain Line will evaluate proposed solutions based on overall best fit with Mountain Line goals and objectives. The Committee will consider solution simplicity, overall alignment with the requirements set forth in the RSOQ, as well as compliance with contract terms and conditions and any and all additional findings from Mountain Line' due diligence process.
- E. Project Site Visit: The shortlist Respondents may be invited to participate in a pre-interview project site visit with Mountain Line Project Manager and other representatives. Unless otherwise allowed by Mountain Line, a maximum of two representatives from each Respondent may participate in the site visit.



- F. **Ranking:** After the interviews the Selection Committee will select the three (3) Respondents deemed to be the most qualified to provide the Services stated herein and will rank the three (3) selected Respondents in order of preference.
- G. **Negotiation:** Mountain Line shall enter into negotiations for a contract with the highest qualified Respondent on the short list for the Services. The negotiations shall include consideration of compensation and other contract terms that Mountain Line determines to be fair and reasonable. In making this decision, Mountain Line shall take into account the estimated value, the scope, the complexity and the nature of the Services to be rendered.
- 1) If negotiations are successful, Mountain Line will request approval from Mountain Line Board of Directors to execute Mountain Line' standard Professional contract for the Services.
 - 2) If Mountain Line is unable to negotiate a satisfactory agreement with the highest-ranked Respondent, at a price and with terms which Mountain Line determines to be fair and reasonable, negotiations with that Respondent will be formally terminated.
 - 3) Mountain Line may then undertake negotiations with the next highest-ranked Respondent in sequence until an agreement is reached, or determine to reject all Submittals and re-solicit the RSOQ, or use another selection process that Mountain Line deems prudent.
 - 4) Respondents that are unable to accommodate Mountain Line regarding acceptable fees and/or costs will not be allowed an opportunity to resubmit fees and/or costs once they have been released from negotiations.
4. **Notice of Intent to Award:** The next step will be for Mountain Line to issue a Notice of Intent to Award, and if applicable notices of the intent not to award at all or to some Respondents. Mountain Line reserves the right to cancel this RSOQ, to reject any or all Responses, and to waive or decline to waive any irregularities in any submitted Responses, or to withhold the award for any reason it may determine in the best interest of Mountain Line.
5. **Delivery of Insurance Policies or Certificates and Execution of Contract Documents:** Within ten (10) days of receipt of notice of intent to award, the successful Respondent shall deliver to Mountain Line the required insurance policies or certificates in a form satisfactory to Mountain Line. Policies or Certificates must reference Mountain Line Project Number and Mountain Line Project Name with the original submission and with each and every updated submission thereafter. Failure to do so may result in rejection of the successful Respondent's Response and withdrawal of the Notice of Intent to Award. Promptly after Mountain Line receives satisfactory insurance policies or certificates Mountain Line will deliver to the successful Respondent two (2) duplicated originals of the form of contract documents to be executed by the successful Respondent. The successful Respondent shall execute and return to Mountain Line System all copies of the contract documents



within ten (10) days after receipt of the contract documents. Failure to return the executed copies of the contract documents may result in rejection of the successful Respondent's Response and withdrawal of the Notice of Intent to Award.

- 6. Changes in Respondent Organization:** In order for a Respondent to remain qualified for award under this RSOQ after it has been shortlisted, unless otherwise approved in writing by Mountain Line, the Respondent's organization as identified in its Response must remain intact for the duration of the procurement process. If a Respondent wishes to make changes in the Respondent Team Members or Key Personnel identified in its Response, including, without limitation, additions, deletions, reorganizations and/or role changes, the Respondent shall submit to Mountain Line a written request for approval of the change. Any such request shall be addressed to Mountain Line's stated point-of-contact for this RSOQ. If a request is made from a Respondent to allow the deletion or role change of any Respondent Team Member or Key Personnel identified in its Response, the Respondent shall submit such information as may be required by Mountain Line to demonstrate that the changed Team Member meets the RSOQ criteria. Mountain Line is under no obligation to approve such requests and may approve or disapprove an entire request, or any portion of a request, in its sole discretion.

SECTION VII: AWARD

This is a one-step competition. The successful Respondent, if any, will be selected and recommended by the Selection Committee to the appropriate Mountain Line Officer and/or Mountain Line Board of Directors for Award. Any Contract resulting from this RSOQ will be awarded consistent with the appropriate Mountain Line authority as approved by the Board of Directors, Mountain Line's Purchasing Policy and requirements, and applicable statutes. No contract shall exist until the final written Contract is properly and formally approved for Award and fully executed by the Professional and the properly authorized Mountain Line signatory.



ATTACHMENT 1: AUTHORIZATION TO SUBMIT SOQ AND REQUIRED CERTIFICATIONS

By signing below, the Respondent hereby certifies that:

- * They have read, understand, and agree that acceptance by Mountain Line of the Respondent's SOQ by the award and execution of a contract will create a binding contract; and
- * They agree to fully comply with all terms and conditions as set forth in Mountain Line's Purchasing Policy, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement;

The person signing the Response certifies that he/she is the person in the Respondent's organization responsible for, or authorized to make, decisions.

The Respondent is a corporation or other legal entity.

No attempt has been made or will be made by the Respondent to induce any other Respondents or person to submit or not to submit a Response in response to this RSOQ.

The price (if any) and terms and conditions in this Response are valid for 180 days from the date of submission.

RESPONDENT SUBMITTING SOQ

ADDRESS CITY STATE ZIP CODE

TELEPHONE

FEDERAL TAX ID NUMBER

EMAIL

AUTHORIZED SIGNATURE

DATE

PRINTED NAME AND TITLE



ATTACHMENT 2: ADDENDUM ACKNOWLEDGMENT

Receipt by the undersigned of the following addenda is hereby acknowledged:

Addendum Number: 1	Dated: _____
Addendum Number: 2	Dated: _____
Addendum Number: 3	Dated: _____
Addendum Number: 4	Dated: _____
Addendum Number: 5	Dated: _____
Addendum Number: 6	Dated: _____

(Respondent)

(Address Line 1)

(Print Name)

(Address Line 2)

(Print Title)

(Phone)

(Signature Required)

(Fax)

(Email Address)

(Federal Taxpayer ID Number)



ATTACHMENT 3: ORGANIZATIONAL INFORMATION

The Respondent shall use this document to describe the background of its company.

1. Name of Respondent: _____
dba: _____
2. To whom should correspondence regarding this contract be addressed?

Individual's Name: _____
Company Name: _____
Address: _____
City/State/Zip: _____

Phone: _____ Fax: _____ Email address: _____

Contact Person (if different from above): _____
3. Date business was established: _____

4. Ownership (e.g., public company, partnership, subsidiary): _____
5. Primary line of business: _____
6. Total number of employees: _____
7. Is your agency acting as the administrative agent for any other agency or organization?

If yes, describe the relationship in both legal and functional aspects.
8. Does the organization have any uncorrected audit exceptions? _____

If yes, please explain.
9. Has any state or federal agency ever made a finding of non-compliance with any relevant civil rights requirement with respect to your program? _____

If yes, please explain.
10. Have there ever been any felony convictions of any key personnel (i.e., Administrator, CEO, Financial Officers, major stockholders or those with controlling interest)? _____

If yes, please explain:



11. Has anyone in your organization, or has your organization, ever been restricted or, in any way sanctioned, or excluded from participation in any governmentally funded healthcare programs including, but not limited to, Medicare or Medicaid/AHCCCS? _____

If yes, please explain.



ATTACHMENT 4: KEY PERSONNEL INFORMATION

Provide Information below for each key person to be involved in providing the Services. This format must be used for resumes and representative projects. List LEED certification after the individual's name, where applicable.

1. Name (Include LEED Certification, if Applicable):
2. Role in this Contract:
3. Years Experience - Total:
4. Years Experience - With Current Firm:
5. Firm Name and Location (*City and State*):
6. Education (*Degree and Specialization*):
7. Current Professional Registration (*State and Discipline*):
8. Other Professional Qualifications (*Publications, Organizations, Training, Awards, Etc.*):
9. Representative Projects. Projects should have been begun or completed within the last five (5) years. For each project, include the following information:
 - A. Relevant Project - Title and Location (City And State):
 - B. Relevant Project - Year Completed - Professional Services:
 - C. Relevant Project - Year Completed (*If Applicable*):
 - D. Relevant Project - Brief Description (*Brief Scope, Size, Cost Etc.*) and Specific Role:
 - E. Relevant Project - Brief Description and if Project Performed with Current Firm:



ATTACHMENT 5: FIRM AND KEY PERSONNEL LICENSES/REGISTRATIONS

(List Only Arizona Professional Licenses/Registrations for Firm)

Firm Name: _____

Firm Licenses/Registrations: _____

List your Firm's current individual Arizona Professional Licenses/ Only:

Arizona Branch	Individual	Discipline	Arizona Licenses/Board of Technical Registration	Expiration Date



ATTACHMENT 6: Past Performance Survey

Past Performance Survey RFP Serial Number

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.)

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
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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 / 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: _____ Date_____

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 email the completed survey to: purchasing@naipta.az.gov



ATTACHMENT 7: EXCEPTIONS TO RSOQ REQUIREMENTS AND/OR CONTRACT PROVISIONS

Respondents must use this section to state any exceptions to the RSOQ requirements and/or any requested language changes to the terms and conditions, contract, etc.

This is the only time Respondents may contest these issues. Requests for changes after the date Responses are due will not be considered and could subject the Respondent to non-award on grounds of non-responsiveness.

Please sign and include this statement with your Response.

I have read Mountain Line' Contract Provisions and:

- ☐ I accept them
- ☐ I have stated my exceptions and have included them in this Response.

Printed Name of Authorized Individual

Name of Submitting Firm

Signature of Authorized Individual

Date





ATTACHMENT 8: PROPRIETARY AND/OR CONFIDENTIAL INFORMATION

Since Mountain Line is subject to Arizona's Public Records Act, Title 39 Chapter 1 of the Arizona Revised Statutes, Respondent is advised that any documents it provides to Mountain Line in response to a solicitation will be available to the public if a proper Public Records Request is made, except that Mountain Line is not required to disclose or make available any record or other matter that reveals proprietary information provided to Mountain Line by a Respondent that is from a non-governmental source. See A.R.S. § 48-5541.01(M)(4)(b).

Any specific documents or information that the Firm deems to be proprietary and/or confidential must be clearly identified as such in the firm along with justification for its proprietary and/or confidential status.

The Firm may not claim that the entire SOQ or the entire submission is proprietary and/or confidential. It is the Firm's responsibility to clearly identify each document and each piece of information in their submission that is proprietary and/or confidential. The final determination of nondisclosure, however, rests with the Procurement Officer.

Firms should be aware that if a Court determines that the Firms information is not proprietary and/or confidential; Mountain Line will be required to disclose such information pursuant to a public records request. In such cases, the firm understands and agrees that Mountain Line shall comply with the Court's determination and Respondent shall not hold Mountain Line liable for any costs, damages or claims whatsoever related to releasing the information.

This is the only notice that will be given to Respondents regarding the Firm's responsibility to clearly identify its proprietary and/or confidential information. If a public records request is submitted to Mountain Line and the Respondent did not clearly identify its proprietary and/or confidential information at the time their SOQ is submitted, Mountain Line will not provide Firm with any subsequent notice or opportunity to identify proprietary and/or confidential documents or information.

I hereby certify that I acknowledge acceptance of the terms above and that I have:

- ☐ Determined that no documents or information contained within this SOQ are proprietary and/or confidential in nature.
- ☐ Clearly identified specific documents or information that are deemed to be proprietary and/or confidential and have justified the reason for the proprietary status of any identified documents or information contained herein.

Printed Name of Authorized Individual

Name of Submitting Firm

Signature of Authorized Individual

Date



ATTACHMENT 9: VENDOR REGISTRATION FORM/TAXPAYER I.D. NUMBER

Document follows.



Form W-9 (Rev. November 2005) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.																																													
Print or type See specific instructions on page 2.	Name (as shown on your income tax return)																																														
	Business name, if different from above																																														
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶																																														
	<input type="checkbox"/> Exempt from backup withholding																																														
	Address (number, street, and apt. or suite no.)																																														
	City, state, and ZIP code																																														
	List account number(s) here (optional)																																														
	Requester's name and address (optional)																																														
Part I Taxpayer Identification Number (TIN)																																															
<p>Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>																																															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="9" style="text-align: center;">Social security number</td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td colspan="9" style="text-align: center;">or</td></tr><tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			Social security number																		or									Employer identification number																	
Social security number																																															
or																																															
Employer identification number																																															
Part II Certification																																															
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none">The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), andI am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, andI am a U.S. person (including a U.S. resident alien). <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)</p>																																															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20%;">Sign Here</td><td style="width: 60%;">Signature of U.S. person ▶</td><td style="width: 20%;">Date ▶</td></tr></table>			Sign Here	Signature of U.S. person ▶	Date ▶																																										
Sign Here	Signature of U.S. person ▶	Date ▶																																													
Purpose of Form																																															
<p>A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</p> <p>U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none">Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),Certify that you are not subject to backup withholding, orClaim exemption from backup withholding if you are a U.S. exempt payee. <p>In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.</p> <p>Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.</p> <p>For federal tax purposes, you are considered a person if you are:</p> <ul style="list-style-type: none">• An individual who is a citizen or resident of the United States,• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or• Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information. <p>Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.</p> <p>The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:</p> <ul style="list-style-type: none">• The U.S. owner of a disregarded entity and not the entity,																																															
Cat. No. 10231X Form W-9 (Rev. 11-2009)																																															



ATTACHMENT 10: LEGAL WORKER CERTIFICATION

As required by A.R.S. § 41-4401, Mountain Line is prohibited from awarding a contract to any Professional who fails, or whose consultants fail, to comply with A.R.S. § 23-214(A). The undersigned entity warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the employment verification pilot program as jointly administered by the U.S. Department of Homeland Security and the Social Security Administration or any of its successor programs, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its consultants and sub-consultants to provide the same warranties to the below entity.

The undersigned acknowledges that a breach of this warranty by the below entity or by any consultant or sub-consultant under any Contract resulting from this solicitation shall be deemed a material breach of the Contract, and is grounds for penalties, including termination of the Contract, by Mountain Line. Mountain Line retains the right to inspect the records of the below Respondent, consultants and sub-consultants employee who performs work under the Contract, and to conduct random verification of the employment records of the below entity and any consultants and sub-consultants who works on the Contract, to ensure that the below entity and each consultant and sub-consultant is complying with the warranties set forth above.

(Respondent)

(Address Line 1)

(Print Name)

(Address Line 2)

(Print Title)

(Phone)

(Signature Required)

(Fax)

(Email Address)

(Federal Taxpayer ID Number)

(Date)



ATTACHMENT 12: CONFLICT OF INTEREST CERTIFICATION

The undersigned certifies that to the best of his/her knowledge: (**check only one**)

- () There is no officer or employee of Northern Arizona Intergovernmental Public Transportation Authority or whose relative has, a substantial interest in any contract resulting from this request.
- () The names of any and all public officers or employees of Northern Arizona Intergovernmental Public Transportation Authority who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification.

_____ (Firm)	_____ (Address)
_____ (Signature Required)	_____ (Phone)
_____ (Print Name)	_____ (Email)
_____ (Print Title)	_____ (Federal Taxpayer ID Number)



ATTACHMENT 13: ANTI-LOBBYING CERTIFICATION
Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

In accordance with the Federal Acquisition Regulation ("FAR"), 52.203-11:

- (a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.
- (b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989:
 - (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of this contract;
 - (2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and
 - (3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.
- (c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(Firm) _____ (Address)

(Signature Required) _____ (Phone)

(Print Name) _____ (Email)



(Print Title)

(Federal Taxpayer ID Number)

Date: _____



ATTACHMENT 14: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS

In accordance with the Federal Acquisition Regulation, 52.209-5:

1. The Offeror certifies, to the best of its knowledge and belief, that:
 - A. The Offeror and/or any of its Principals:
 - (i) (Check one) **Are** () or **are not** () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (The debarred list (List of Parties Excluded from Federal Procurement and Non-Procurement Programs) is at <http://epls.arnet.gov> on the Web.)
 - (ii) (Check one) **Have** () or **have not** (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - (iii) (Check one) **Are** () or **are not** () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.
 - B. The Offeror (Check one) **has** () or **has not** (), within a three-year period preceding this SOQ, had one or more contracts terminated for default by any Federal agency.
2. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
3. This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.
4. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsible.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.



7. The certification in paragraph 1 above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Respondent knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(Firm)

(Address Line 1)

(Print Name)

(Address Line 2)

(Print Title)

(Phone)

(Signature Required)

(Fax)

(Email Address)

(Federal Taxpayer ID Number)

(Date)



ATTACHMENT 15 INSURANCE REQUIREMENTS ACKNOWLEDGEMENT

*Any Respondent awarded a contract subsequent to this solicitation will be expected, upon request by Mountain Line, to submit the forms in this **Attachment** as a condition of the Contract, in addition to acknowledging the insurance requirements on this **Attachment** and submitting this **Attachment** as part of their Response.*

INSURANCE PROVISIONS AND REQUIRED COVERAGE, TERM AND TERMINATIONS

INSURANCE REQUIREMENTS

- A. Contractor shall obtain and submit to NAIPTA before any Services are performed, certificates from the Contractor's insurance carriers indicating the presence of coverages and limits of liability as set forth in the Contract Documents, but in no event shall the coverages and limits be less than those specified as follows:

1. Workers' Compensation:

Coverage A. Statutory Benefits.

Coverage B. Employer's Liability.

Bodily Injury by accident	\$1,000,000 each accident
Bodily Injury by disease	\$1,000,000 policy limit
Bodily Injury by disease	\$1,000,000 each employee

Coverage must include a Waiver of Subrogation endorsement.

Where applicable, U.S. Longshore and Harbor Workers Compensation Act Endorsement shall be attached to the policy.

2. Commercial Auto Coverage:

Auto Liability limits of \$1,000,000 each accident, combined Bodily Injury and Property Damage Liability insurance. Certificate to reflect coverage for "Any Auto" or "All Owned, Scheduled, Hired and Non-Owned".

If the Contract Documents require Contractor to remove and haul hazardous waste from the Project site, or if the Project involves such similar environmental exposure, pollution liability coverage equivalent to that provided under the ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.

3. Commercial General Liability:



Each Occurrence Limit	\$1,000,000
Personal Injury/Advertising Injury Limit	\$1,000,000
Products/Completed Operations Aggregate Limit	\$1,000,000
General Aggregate Limit (other than Products/Completed Operations)	\$2,000,000

Coverage must include a Waiver of Subrogation endorsement.

Both policy forms must include:

- i. Premises and Operations coverage with no explosion, collapse or underground damage (XCU) exclusions.
- ii. Products and Completed Operations coverage. Contractor agrees to maintain this coverage for a minimum of 10 years following completion of the Contractor Work and to continue to include NAIPTA as an Additional Insured for the entire 10-year period.
- iii. Blanket contractual coverage for the indemnity/hold harmless agreements assumed in this Subcontract and in the Prime Contract. Any Employee Exclusion will be deleted.
- iv. Broad Form Property Damage coverage, including completed operations or its equivalent.
- v. An endorsement including NAIPTA, each of the Partners, and any other party required to be included as an additional insured under the Contract Documents, and any other parties in interest as Additional Insured(s) under the coverage specified under Comprehensive General Liability or Commercial General Liability. The endorsement shall be on ISO forms CG2010B 11/85 or CG2026 11/85, or equivalent. Additional Insured Endorsements on both ISO forms CG2010 10/01 and CG2037 10/01 are acceptable. ISO forms CG2010A or CG2010B 10/93 and/or 3/97, or their equivalent, ARE NOT ACCEPTABLE. Any form that does not grant additional insured status for both the ongoing operations and products/completed operations coverages IS NOT ACCEPTABLE.
- vi. An endorsement stating: "Such coverage as is afforded by this policy for the benefit of the additional insured(s) is primary and any other coverage maintained by such additional insured(s) shall be non-contributing with the coverage provided under this policy."
- vii. Coverage must be on an "Occurrence" form. "Claims Made" and "Modified Occurrence" forms are not acceptable.
- viii. Coverage to include general aggregate limits on a "per project" basis.

4. Excess Liability:

Umbrella Liability to extend the above liability coverages and limits to reach a total combined limit of:

Each Occurrence	\$5,000,000
Aggregate	\$5,000,000



5. Errors & Omissions Liability

(Applicable any design/engineering services are part of Work)

Per Occurrence	\$3,000,000
Aggregate	\$5,000,000

Any claims made retro-active data shall be clearly shown on the Certificate of Insurance and shall be effective prior to the commencement of any work

Coverage provided must have no exclusion for design-build projects. Designer must provide evidence of coverage for nine (9) years beyond completion of the Project in the form of a renewal insurance policy certificate and/or the purchase of an extended reporting period endorsement should the policy be cancelled or non-renewed

6. Pollution Legal Liability

Per Claim/Aggregate	\$1,000,000
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(Applicable as to any pollutants or hazardous waste exposures as part of Work)

Contractor shall maintain insurance covering losses caused by pollution conditions (including mold) that arise from the Work.

7. Other Requirements

- i. All policies must contain an endorsement affording an unqualified thirty (30) days notice of cancellation to the additional insured(s) in the event of cancellation, non-renewal or material reduction in coverage.
- ii. All policies must be written by insurance companies whose rating, in the most recent Best's Rating Guide, is not less than A- VII. All coverage forms must be acceptable to NAIPTA.
- iii. Certificates of Insurance with the required endorsements evidencing the required coverages must be delivered to NAIPTA prior to commencement of any Work. Failure of NAIPTA to demand such certificate or other evidence of full compliance with these insurance requirements or failure of NAIPTA to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. NAIPTA shall have the right, but not the obligation, to prohibit Contractor or any of its subcontractors from entering the Project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by NAIPTA.
- iv. Contractor shall be responsible to satisfy any deductible or self-insured retention with respect to any of the coverages required by the Contract Documents.
- v. NAIPTA reserves the right, in its sole discretion, to require higher limits of liability coverage at NAIPTA's expense if, in NAIPTA's opinion, operations



by or on behalf of Contractor create higher than normal hazards and, to require Contractor to include additional parties in interest to be Additional Insureds.

- vi. In the event that rental of equipment is undertaken to complete and/or perform the Work, Contractor agrees that it shall be solely responsible for such rental equipment. Such responsibility shall include, but not be limited to, theft, fire, vandalism and use by unauthorized persons.
- vii. In the event that materials or any other type of personal property ("personal property") is acquired for the Project or delivered to the Project site, Contractor agrees that it shall be solely responsible for such property until it becomes a fixture on the Project, or otherwise is installed and incorporated as a final part of the Project. Such responsibility shall include, but not be limited to, theft, fire, vandalism and use by unauthorized persons.
- viii. Contractor shall maintain "all risk" property insurance, on a replacement cost basis, covering loss or damage to personal property (for which it has title and/or risk of loss) which is to become a final part of the Project, during any time such personal property is in transit and while stored or worked upon away from the Project site. NAIPTA shall be included as additional insured under such insurance.

B. NAIPTA and Contractor waive all rights against each other and against NAIPTA and the Partners for damages caused by fire or other perils covered by Contractor's Risk or any other property insurance, except such rights as they may have to the proceeds of such insurance. Such insurance may be subject to an amount deductible from the sums otherwise payable thereunder and the burden of such deduction shall be borne by the party receiving the direct benefit of such insurance.

C. Any additional provisions specific to the Project are attached. In the event of any conflict between the attached terms and the terms of this Exhibit, the Contractor shall comply with the more stringent provisions.

<hr/>	
(Firm) <hr/>	(Address) <hr/>
<hr/>	
(Signature Required) <hr/>	(Phone) <hr/>
<hr/>	
(Print Name) <hr/>	(Email) <hr/>
<hr/>	
<hr/>	



(Print Title)

(Federal Taxpayer ID Number)

Date: _____

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AECOM Scope of Work Summary

The following information is to provide clarity to interested vendors regarding the scope of work to be provided by AECOM, Mountain Line's General Consulting Services firm.

1) NEPA/Environmental Services:

- Scope of work includes Section 106, air quality, environmental impacts analysis for air quality, environmental justice, hazardous materials, noise and vibration, cultural resources, Section 4f, biological and USACE coordination and permit identification.
- Phase 1 Environmental site assessment is being coordinated with a grant from the City of Flagstaff for Brownfield development.
- The project is anticipated to be a Categorical Exclusion (CE).

2) Public Engagement:

- Mountain Line Owner Representative (OR) will lead public engagement activities with support from AECOM for materials. Public meetings required for the City's conditional use permit process and NEPA will be conducted in August and September 2021.

3) Conceptual Design:

- Provide technical deliverables necessary to achieve an approved City concept plan, site plan and Conditional Use Permit (CUP). Deliverables include programming, temporary driver comfort facilities, architectural concept development with elevations to show massing, architectural character, and materiality. Site plan development includes bus bay and plaza layout and site circulation, streetscape, and bike/ped connectivity.

4) Engineering:

- Base Map
- Utilities mapping and utilities impact report
- Traffic engineering and analysis (TIA) for City and ADOT jurisdictions
- Engineering design (30% plan level) for onsite and offsite improvements for demolition, onsite and offsite civil plans, grading and drainage, on site utility, dry utility, lighting, preliminary drainage report.

5) Safety and Security:

- Preliminary Hazard Analysis & Vulnerability Assessment, Safety and Security Management Plan, Safety Certifiable Items List and Safety & Security Certification Plan.

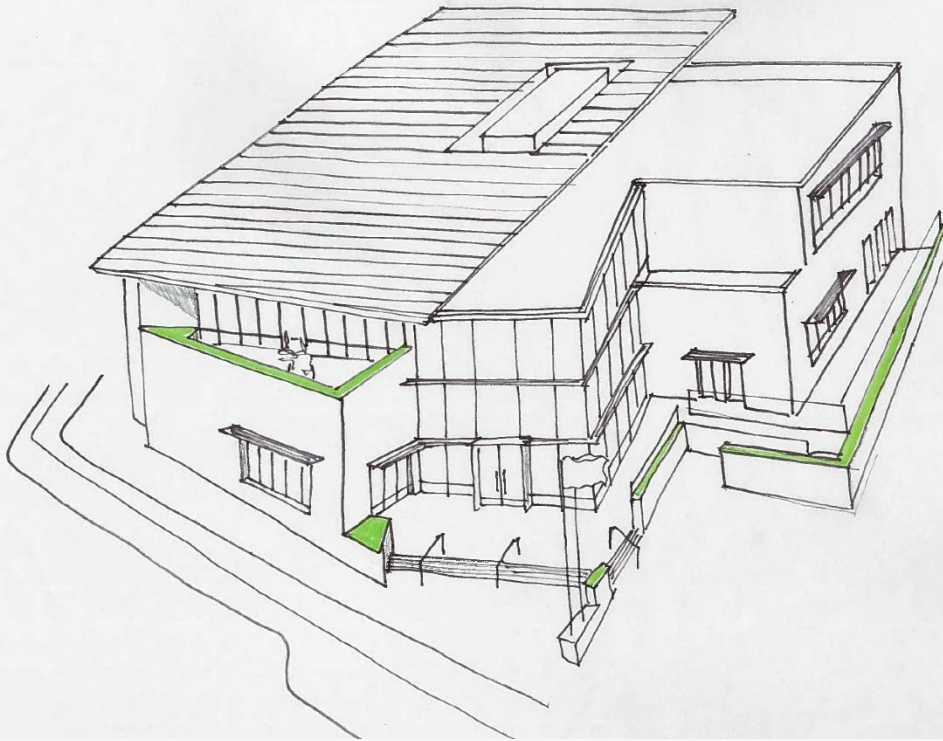
6) IGAs/Partner Agreements:

- Support Mountain Line with development of IGAs and private partner agreements to include review draft IGAs and FTA submittals.

7) Real Estate:

- Provide title reports, appraisal services and new parcel boundary survey to support City/Mountain Line lease agreements.

DCC Building Update - Architecture



What we heard from you last time:

- Preserve Flagstaff aesthetic, mountain cabin feel
- Reflect historic elements of Flagstaff
- Maximize natural lighting
- Maintain human scale

DCC Building Update - Architecture



What we heard from you last time:

- Building should be inviting, warm palette
- Emphasize stone and wood, but with a modern feel
- Natural materials, not too industrial





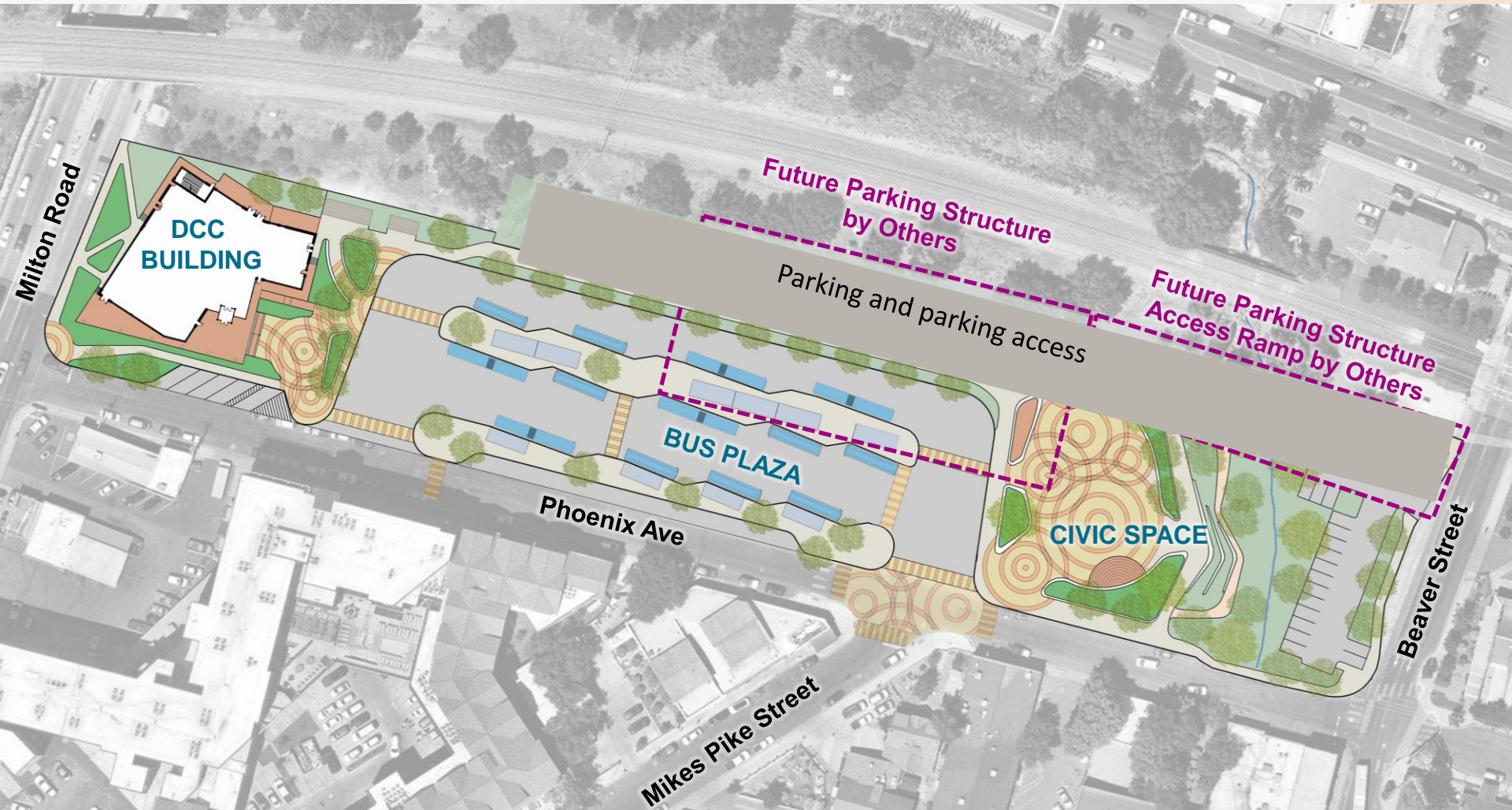
DCC Building Update - Architecture

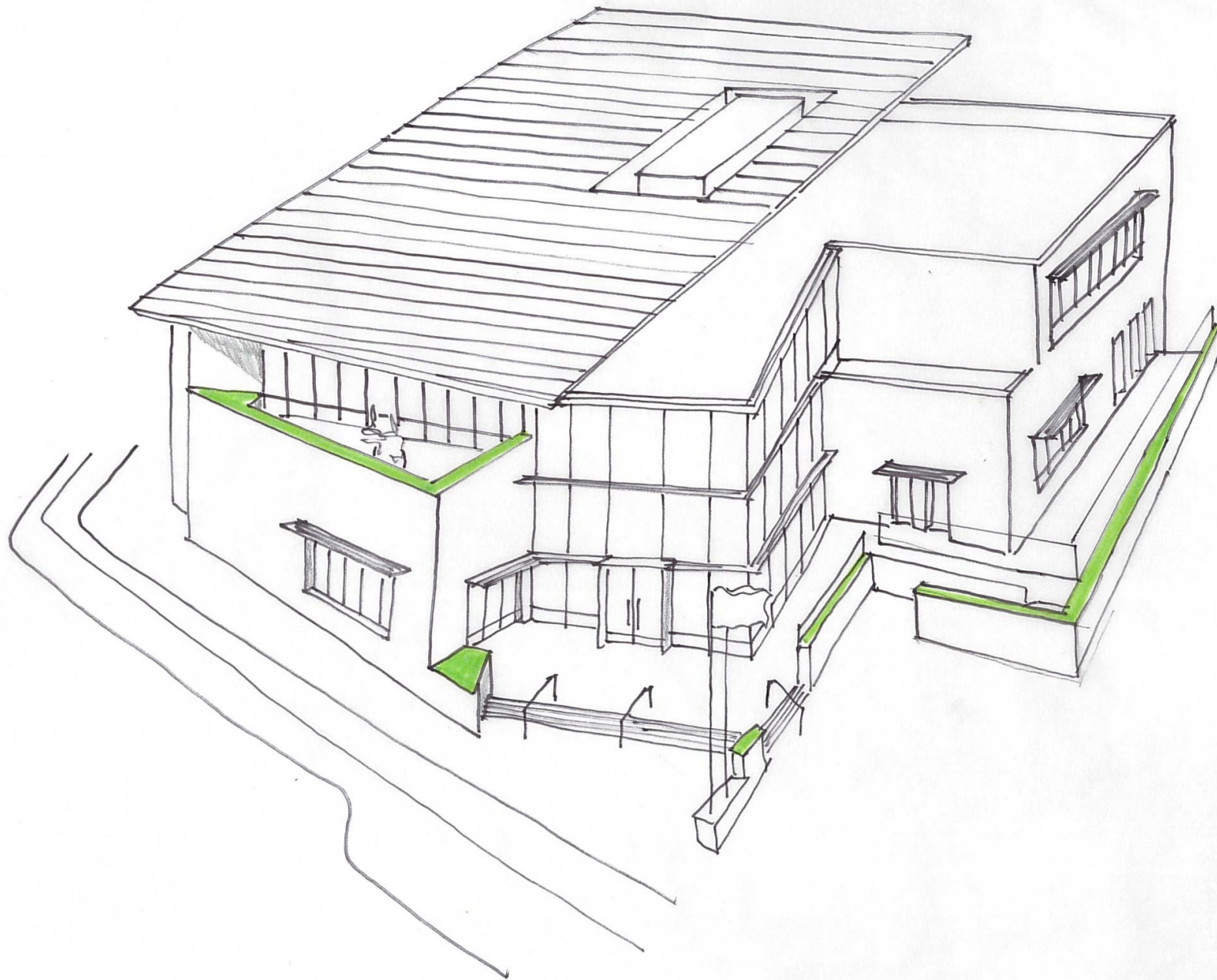


① Second Floor
1/8" = 1'-0"



Project Update – Site Plan Overview





DCC BUILDING PERSPECTIVE STUDY FROM SOUTHEAST PHOENIX AVENUE