

REQUEST FOR PROPOSALS

**MARICOPA ASSOCIATION OF GOVERNMENTS (MAG)
REGIONAL FREEWAY BOTTLENECK STUDY**

Maricopa Association of Governments
March 2, 2001

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REQUEST FOR PROPOSALS:

MARICOPA ASSOCIATION OF GOVERNMENTS

The Maricopa Association of Governments (MAG) is requesting proposals from qualified consultants to undertake a MAG Regional Freeway Bottleneck Study. The purpose of the study is to evaluate freeway Level of Service (LOS) in the MAG area and to provide information that assists in prioritizing freeway improvement projects. The estimated time frame for this project is twelve months from the date of the notice to proceed and the cost is not to exceed \$300,000.

Detailed proposal requirements may be obtained by contacting the MAG Office at the address indicated below or by visiting the MAG Website at <http://www.mag.maricopa.gov>. Please click on "About MAG" and then click on "RFPs". For further information please contact Qing Xia at (602) 254-6300 or email to qxia@mag.maricopa.gov.

Proposals will be accepted until 12:00 noon (Mountain Standard Time) on Monday, April 2, 2001, at MAG, third floor, 302 North 1st Avenue, Phoenix, Arizona.

SCOPE OF WORK

BACKGROUND

The Maricopa Association of Governments (MAG) is the designated Metropolitan Planning Organization (MPO) in the Phoenix area. MAG is comprised of the 24 incorporated cities and towns, plus the County, the Gila River Indian Tribe and the Salt River Indian Tribe within Maricopa Region. For transportation issues, MAG strives to identify and compressively plan for the solution of regional problems requiring multi-city, town and county cooperation.

Over the past a few years, explosive demographic growth, coupled with extensive freeway construction, has altered the Phoenix regional travel patterns significantly. Traffic congestion is a growing problem in the metropolitan Phoenix area, and a persistent and significant source of the congestion is freeway bottlenecks. These are choke points that routinely experience traffic backups. The purpose of the MAG Regional Freeway Bottleneck Study is to identify these bottlenecks on the freeway system and rank projects to improve these bottlenecks.

In 1998, MAG conducted a Regional Congestion Study, in which traffic data were updated on 669 intersections and 230 directional miles of freeways in Maricopa Region. Congestion locations were identified on the Valley freeway system. ADOT has conducted numerous studies to improve the operation of freeway segments. ADOT also maintains FMS (Freeway Management System) as well as video traffic surveillance equipments. All these resources and data are available to further explore freeway congestion.

PROJECT SUMMARY AND DESCRIPTION

The Maricopa Association of Governments (MAG) is requesting proposals from qualified consultants to conduct a MAG Regional Freeway Bottleneck Study. In this study, freeway traffic data will be collected on the existing freeway system throughout the Valley. These data will include traffic density, queue, and volumes. It will then be determined where bottlenecks are, how to improve them, the cost to improve them, etc. Future traffic on the freeways will be forecasted. Future bottlenecks will be identified, operational and other benefits of the freeway improvement projects will be calculated, and freeway improvement projects will be ranked based on the above analysis. In addition, the traffic data collected will be used by MAG member jurisdictions and private organizations for various other traffic studies.

The estimated time frame for this study is 12 months, and the cost is not to exceed \$300,000.

SCOPE OF SERVICE

The CONSULTANT is encouraged to be creative in developing a sound analytical approach which achieves the goals for the project. The CONSULTANT is urged to be as specific as possible when describing the activities that will be performed to support each task. In preparing a proposal for consideration by MAG, the CONSULTANT is encouraged to be innovative when specifying the work that will be done under the proposed tasks below. The services to be performed shall consist of the following tasks:

Task 1. Project Work Program and Management Plan

Within a week after receipt of authorization to proceed, the consultant will meet with the MAG project manager to review the work program and identify any revisions and clarifications that may be necessary. Within 10 days following this initial meeting, the consultant will complete such revisions to the work program, as may be requested by MAG and will develop a detailed plan for the management of the project. The management plan will identify, for each task and subtask, specific work elements, schedules, personnel assignments, costs, milestones, and quality control measures. The management plan will also specifically describe how activities will be coordinated with the MAG project manager. The revised work program and management plan will be subject to approval by MAG and will constitute the first project deliverable. There will be Monthly Steering Committee Meetings. Attendees will include MAG, CONSULTANT, ADOT, and other representatives from MAG member agencies. The CONSULTANT will also present on ADOT Board meetings, MAG Management Committee and Regional Council meetings.

The study area as defined on page 3 includes MAG urban freeways. The outermost limits of the study area are I-17 at New River Road TI on the north, US 60 at Mountain View Road on the east, I-10 at Riggs Road on the south, and I-10 at SR 85 on the west. The study freeway facilities include: I-10, I-17, US 60 Superstition, SR 51, SR 101, SR 143, and SR 202. These total about 176 miles of freeway.

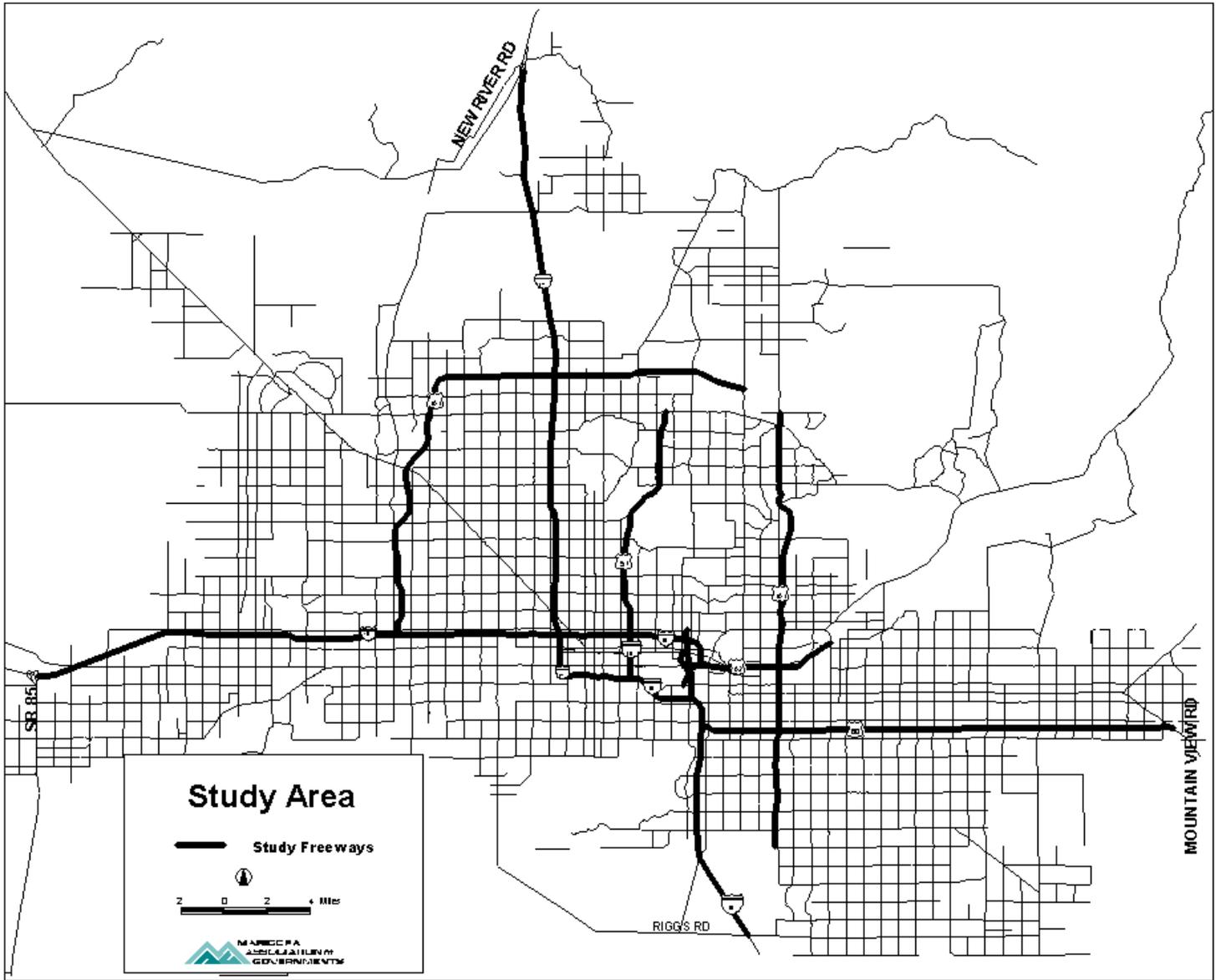
Task 2: Review of All Proposed Freeway Improvement Projects

Under this task, the CONSULTANT will review and document the results of all recent studies/projects conducted by MAG, ADOT, MAG member agencies of the freeway and expressway system in the MAG area. The CONSULTANT will identify and obtain all the relevant reports. The review should include, but not be limited to, the following projects: SR 51 HOV Lanes from I-10 to Shea Blvd, Traffic Interchange Improvement Prioritization Process, Phoenix/Tucson Corridor Analysis, I-17 Study, US 60 Design-Build Project I-10 to Power Road, Value Lane Study, Park and Ride Lot Study, Grand Avenue MIS, ADOT Interchange studies, MAG Long Range Transportation Plan, TIP, etc. The CONSULTANT will also review all Traffic Analysis Reports that were prepared for design and construction projects on the MAG freeway system by DMJM-ADOT Valley Management Consultant. The CONSULTANT will summarize the recommended improvements over the next 10 and 20 years.

The review should include an assessment of the following, as well as any other questions which the CONSULTANT feels are relevant to the project:

- What projects are completed and which ones are in progress?
- Who are the agencies and departments involved?
- What problems were identified and what improvements are proposed over the next 10 and 20 years?
- What is the amount and source(s) of funding identified for implementation of the plan?

The CONSULTANT will prepare an executive and a narrative summary of the results of the review.



Task 3: Traffic Data Collection

Under this task, the CONSULTANT will assemble freeway density, queue, traffic volume, and accident data. Some of the data need to be collected and some can be compiled from ADOT or MAG's existing data. The data collection will be performed on a typical workday, i.e. Tuesday, Wednesday or Thursday in 2001. Peak period data will be collected between 5:00 am to 9:00 am (AM peak period) and 3:00 pm - 7:00 pm (PM peak period). Data will not be used that were collected during the summer or holidays.

Task 3.1 Freeway Density Data

Freeway density is one of the most important traffic flow parameters that is directly related to quality of traffic flow. Under this task, freeway traffic density data will be collected on freeway mainlines and freeway-to-freeway ramps in 2001. It is anticipated that this will be done using aerial photography, taking pictures at approximately 30-minute intervals over a 4-day period.

a. General data reduction procedure follows:

1. In order to calculate accurate densities, vehicle counts, segment lengths and number of lanes must be closely correlated. For this reason the following procedures for determining freeway densities are suggested:
 - i. Obtain recent "guidebook" photographs of each freeway;
 - ii. On the guidebook, segment each freeway based on overpass locations (usually one mile apart);
 - iii. Mark the limits for each count, including which travel lanes to count;
 - iv. Prepare a "segmentation database" which lists each link, length, and number of lanes;
 - v. Key punch all count data into a "raw data" database file;
 - vi. Produce preliminary reports that flag where errors or incidents probably occurred;
 - vii. Correct errors or insert codes instructing the computer to disregard incident-related data.
 2. Produce averaged density reports by segment and by time slice.
 3. The CONSULTANT will update a digital "look-up" table that was created as part of the MAG 1998 Regional Congestion Study. This table is needed so that appropriate densities can be related to the MAG model highway network. This look-up table will be updated jointly by MAG and the CONSULTANT.
- b. HOV facilities will be treated as entirely separate highways.
- c. Freeway-to-freeway ramps will be treated as if they are separate freeway facilities.
- d. Areas with a significant amount of weaving will have the densities recorded by lane, and space mean speed needs to be estimated. It is anticipated that the following areas should be considered as heavy weaving area:
1. On Loop 202, east of the I-10/SR 51 interchange;
 2. I-10 from Baseline Road to 40th St;

3. SR 51 / Loop 202 /I-10 interchange to I-10/I-17 interchange;
4. Loop 202 from SR 143 to the Loop 101/Loop 202 TI.

The products to be delivered will include the following:

- a) a digital database of calculated freeway densities, by segment and by time slice, as well as the underlying "raw data" database file. In addition the CONSULTANT will deliver the segmentation database file, which defines segments, lengths and number of lanes.
- b) The photographs will be available to MAG by the end of Task 3. The CONSULTANT will also deliver a presentation of the photo inventory of freeways as well as locations identified as bottlenecks.

Task 3.2 Collect Queue Data for Freeway On and off Ramps

It is anticipated that time-stamped aerial photographs will be used to determine the number of queued vehicles on freeway off-ramps and on-ramps.

- a) Freeway off-ramps will be treated as signalized intersections, with queue counts being made at the signals at the ends of the ramps.
- b) Freeway on-ramps (metered and unmetered) will be treated as if there is a signal at the end of the ramp. Queue populations will be entered only if queued vehicles are present waiting to merge onto the mainline; otherwise the queue populations will be presumed to be zero.

Task 3.3 Daily Traffic Counts Data Collection

ADOT Planning Division traffic counts and Freeway Management System (FMS) data will be used wherever available. In the case when existing data is not available, video will be used to record traffic on 6-lane freeways and machine counts can be used on low volume 4-lane freeway. The goal is to have one representative 24-hour estimate of directional traffic volume approximately every three miles on the freeway mainlines. In addition, counts are desired on all related freeway ramps. Peak hour factor (PHF) will be calculated.

Task 3.3.1 Use of ADOT 24 Hour Counts by 15 Minute Interval

The counts for the following freeway facilities shall be collected from loops or other detectors, where they are available from ADOT Planning Division and FMS:

- (1) freeway mainline;
- (2) freeway HOV lane;
- (3) Freeway on and off ramps;
- (4) Freeway to freeway ramps;
- (4) Collect other machine counts as necessary.

For Mainline locations, it is anticipated that the estimates of general vehicle classification will also be made. The vehicles will be classified as one of three categories: light vehicles, single unit medium trucks, and multi-unit trucks.

Task 3.3.2 Video Recording Counts When Existing Data Is Not Available

The CONSULTANT will explore the possibility of utilizing ADOT FMS video camera to conduct this task. The criteria for selecting locations will include, but not be limited to, the following:

- (1) High volume freeways where detectors are not functional or present;
- (2) High volume freeway to freeway ramps.

It is anticipated that four 5-min samples per hour will be used during peak period, and one 5-min sample per hour during off peak period. For Mainline locations, it is anticipated that the estimates of general vehicle classification will also be made. The vehicles will be classified as one of the three categories: light vehicles, single unit medium trucks, and multi-unit trucks.

Task 3.4 Assemble ADOT Traffic Accident Data on Freeways and Ramps

Freeway bottlenecks occasionally increase the risk of accidents. Although the focus of the project is on recurring bottlenecks caused by traffic volumes which are higher than the capacity, traffic accident data collection will provide information to evaluate and improve traffic-safety deficiencies on the freeway. For this project, traffic accident data will be gathered and retrieved from ADOT on the location, frequency, severity, and types of accidents that occurred during the last 3 years.

Accident statistical analysis will be performed to provide insight into systematic contributing causes of accidents. The CONSULTANT will plot accident locations by type of accident, and, therefore, determine high-accident locations. High-accident locations are those with accident rates that are significantly higher than the average for the area under study. The CONSULTANT will provide accident rates for 1 mile segments - ½ mile each side of the interchanges, and then arrange accident rates and number of accidents from highest to lowest. Under this task, the CONSULTANT will also discuss the countermeasures to mitigate the circumstances leading to those accidents.

Task 3.5 Geometry Data Collection

The number of traffic lanes needs to be collected for the freeway mainlines, on and off ramps, and freeway to freeway ramps. For ramps, turning movements permitted from each lane will also be collected. This data can be obtained from aerial photos.

Task 4: Identify, Analyze, and Prioritize Existing Problem Areas Based on Data Collected

Under this task, the CONSULTANT will summarize the data collected, develop methodology to identify, analyze, and rank the existing problem areas. This analysis can be based on the methodology of the *Highway Capacity Manual* and/or micro-simulation. Special attention should be given to the following locations:

1. Loop 202 /I-10/SR 51 interchange;
2. Broadway Curve (I-10, US 60 to 48th Street);
3. Loop 101/ Loop 202 interchange;
4. Loop 202 between SR 143 and Loop 101;
5. I-10 / I-17 interchange near 23rd Ave;
6. I-10 between Loop 101 and I-17;
7. SR 51 (HOV lane proposed);
8. If others are identified, they should be examined.

All the downstream and upstream points of the apparent initial identified bottlenecks will be properly evaluated to identify hidden bottlenecks, so that these points will be also considered in freeway improvement projects.

Task 5: Forecast Traffic in 10 Years and 20 Years with Current Plan

Under this task, the future traffic will be forecasted on the freeways identified in the current MAG Regional Transportation Plan. MAG will assist the CONSULTANT to conduct this task by coding and running MAG's travel forecasting model. The CONSULTANT will use methodology of *Highway Capacity Manual* and/or micro simulation as needed. Heavy weaving sections and other future problem areas will be identified under this task.

Under Task 4 and 5, the consultant needs to discuss the methodologies of both the HCM and micro simulation. If micro simulation method is used, the limitation and shortcoming of different micro simulation models will be documented.

Task 6: Propose Solutions Necessary to Improve Bottlenecks

Under this task, the CONSULTANT will develop the solutions including, but not be limited to, the following aspects:

1. New construction improvements: such as new lanes, or ramps, etc.;
2. Operational improvements: such as ramp metering, signing and stripping;
3. Other improvements;

The CONSULTANT will estimate the cost and benefit of these improvements. The CONSULTANT will also document any problem areas that may develop in the future.

Task 7: Forecast Travel Benefits for 10 Years and 20 Years

MAG will work with the CONSULTANT to determine the best way to calculate the travel benefits. Travel benefits will be evaluated from, but not limited to, the following aspects:

1. Delay reduction
2. VMT reduction
3. Personal time savings
4. Commercial time savings
5. Safety savings
6. Fuel savings
7. Environmental Savings
8. Accident reduction

Task 8: Rank Projects Using Estimated Cost/Benefit Analysis

Under this task, The CONSULTANT will recommend short-, mid-, and long-term improvement, recommend further studies on specific bottlenecks, and rank projects according to short-, mid-, and long-term time frame. The CONSULTANT is encouraged to develop a sound methodology to undertake the task.

Task 9. Document Study Findings

The study will be documented in a paper report and on a CD-ROM. The report will document the methodology and describe the findings. The CD-ROM will contain a detailed quantitative and pictorial inventory of freeway existing and future congestion conditions as well as relevant data. Aerial photos showing traffic conditions for all sections of freeway in the study area will be directly linked to diagrams illustrating the levels of service. All illustrations, sketches, and photos will be compatible with presentation software such as PowerPoint. It will also be desirable to link summaries of freeway segment and interchange from the database, to the photos.

DELIVERABLE PRODUCTS

The products of this project are listed below. Each working paper should present information in a succinct manner with extensive use of tables, sketches and plots. The working papers will be consolidated into a final report. An administrative draft of each working paper will be submitted in both electronic and hard copy format to the MAG project manager for review. Comments from the MAG project manager will be incorporated into the working paper by the CONSULTANT, before it is distributed for additional review. With guidance from MAG staff, comments received during the review process will be incorporated into the working paper by the CONSULTANT, which will then become a chapter in the draft final report. All working papers and presentation materials will be provided in Microsoft Office Suite 2000. All tables, sketches and plots will be in both, electronic format and hard copy. All spatial data for this project will be prepared in ArcView-compatible format. In addition, each month the CONSULTANT will prepare a paragraph of information regarding the project and its current status that is suitable for publication in a public newsletter, and submit it with the monthly invoice.

- Task 1 : Working Paper 1, Revised Scope of Work and Project Coordination, listing specific project tasks and a schedule for completion of each task (an administrative draft for review in electronic and hard copy format; and one electronic version and 9 hard copies of the revised Scope of Work and Project Schedule).
- Task 2: Working Paper 2, Existing Project Review (one initial administrative draft in electronic and hard copy format for MAG review; and one electronic version and 9 copies of the revised Working Paper).
- Task 3: Notes on the descriptions of freeway geographic locations:
All the descriptions of geographic locations in the databases delivered will conform with those in *Database Report of MAG 1998 Regional Congestion Study*. Those identifications used simple rules that were based on the physical directional layout

of the location itself, without reference to maps, etc. For example, if the location is on I-10 between 35th Ave. and 27th Ave. traffic going eastbound, it will be described in the database as 'On: 10E, From: 35A; to: 27A'. This will facilitate the process used to check the data quality and to input data into MAG's forecasting model because a database was already established to link some of these location identifications with the MAG model network. This database will be expanded where needed for the Study purpose.

Task 3.1: Freeway Density Counts:

- A. Excel spreadsheets describing parameters of the data collection, including flight date and time, encoding of time intervals, definition of freeway segments, and identification of freeway ramps.
- B. Freeway density 'raw data' database file to include information of flight number, route, direction, time, car, bus, tandem trailer, truck counts;
- C. Average freeway density database by segment and by time slice: including information on number of lanes, freeway direction identification ID, vehicle density every half hour during AM and PM peak periods;
- D. Photographs inventory of all the freeway sections where density data was taken, and a presentation showing LOS F locations, and duration of LOS F.

Task 3.2: Queue data of on and off ramps:

Each count will be identified by the freeway ramp ID and a date/time stamp. Database files will contain the raw queue data and average calculated queue for the peak periods by movement for each freeway section. The information will include number of cars queued to make a left turn, through movement and right turns. For heavy weaving areas, the raw and calculated queue data will be by lane. The CONSULTANT will also show graphically the magnitude of the queues. In addition, ramp metering rates will be documented for the time periods queue data were collected.

Task 3.3: Sample average weekday traffic counts 15-minute interval in a database file.

The raw and averaged counts database will include information of survey date, beginning and ending hour and minute, counts for each sample of the hour, etc.. Corresponding samples from multiple days will be averaged to produce a single daily count database. Peak hour and daily traffic volumes will be shown graphically for both general purpose lane and HOV lane. Peak hour factor (PHF) will be calculated.

Task 3.4: Working paper on traffic accident data collection and analysis.

Task 3.5 Geometric database will contain number of lanes on the mainline by direction as well as turning movement permitted for each lane on the ramps. Geometric data can be obtained from aero photos. Also Sketches will be used to illustrate 'bottleneck' interchanges that show number of lanes and weave movements.

Task 4: Working paper will identify, analyze and prioritize existing problem areas based on data collected. This working paper will document the methodology and criteria used.

Task 5: Future freeway traffic forecast database will show future freeway traffic volumes.

Task 6: Working paper on proposed solutions to freeway bottlenecks.

Task 7: Working paper on benefits of freeway improvement projects.

Task 8: Working paper on recommendation of improvements, further studies on specific bottlenecks and ranking improvement projects.

For the above tasks, the input and output files will be delivered if specific software is used. For micro simulation, and cost-benefit analysis, the assumptions, methodologies, advantages and limitations of the software will be documented.

Task 9: Draft Final Report with Executive Summary: (One initial administrative draft in electronic and hard copy format for MAG review; and 25 copies of the revised Draft Final Report with Executive Summary for distribution).

Final Report with Executive Summary: (One camera-ready original, one copy in electronic format and 100 bound copies of the full report with executive summary, plus 25 additional copies of the Executive Summary).

Under this task, the following graphics and tables will also be documented:

1. Graphics:

- a) For AM and PM peak period, for existing, 2010 plan, 2020 plan; with and without improvements recommended by this study:
 - i. Peak hour traffic volumes for both general purpose lane and HOV lane;
 - ii. Peak hour LOS (existing conditions based on traffic density) for both general purpose lane and HOV lane;
 - iii. Duration of LOS F (existing conditions based on traffic density) for both general purpose lane and HOV lane;
 - iv. Length of queues on ramps
 - v. Ramp traffic volume
- b) For AM and PM peak period (existing conditions only):
 - i. Truck volumes
 - ii. Weaving conditions
- c) For Daily traffic:
 - i. Traffic volumes
 - ii. Truck volumes
 - iii. High accident rate locations
- d) Number of Lanes including existing and plan prepared number of lanes;
- e) Existing improvement plans:
 - i. Locations
 - ii. Priority
- f) For each identified bottlenecks, a sketch that shows number of lanes, weaving movement, future year traffic volume and LOS.

g) A graphic of the Peak Hour Factor (PHF) for traffic count locations should be given.

2. Tables

- a) Summary of the freeway level of services and hourly flow rate
- b) Listing of freeway bottlenecks based on existing traffic
- c) Listing of freeway bottlenecks based on future traffic
- d) Suggested actions for the freeway bottlenecks, which will include the following:
 - i. demand by project
 - ii. benefits by project
 - iii. costs by project
 - iv. cost/benefit by project

PROPOSAL REQUIREMENTS

PROJECT SCHEDULE

The date of the notice to proceed is anticipated to be about May 25, 2001. A complete draft of this project report shall be submitted 12 months from the date of the notice to proceed.

PROPOSAL DELIVERY

1. Ten (10) copies of the proposal must be submitted by **12:00 noon** (Mountain Standard Time) on **Monday, April 2, 2001** to:

Maricopa Association of Governments
Attention: Qing Xia
302 North 1st Avenue, Third Floor
Phoenix, Arizona 85003

Timely receipt of proposals will be determined by the date and time the proposal is received at the above address. Therefore, hand delivery is encouraged to assure timely receipt.

The proposals received by the deadline noted above will be opened publicly and the name of each respondent submitting will be read at **1:00 pm on Monday, April 2, 2001** at the MAG Offices, Suite 200, Palo Verde Room, 302 North 1st Avenue, Phoenix, Arizona 85003.

All material submitted in response to this solicitation becomes the property of MAG and will not be returned.

2. Any questions regarding this Request for Proposals should be directed to the attention of Qing Xia at MAG, 302 North 1st Avenue, Suite 300, Phoenix, Arizona 85003, or by telephone at (602) 254-6300. The MAG fax number is (602) 254-6490 and questions can be posed electronically at qxia@mag.maricopa.gov
3. A proposers conference for the project has been scheduled for Monday, March 19, 2001, at 9:00am in the Saguaro Room at the MAG Office, Suite 200, 302 North 1st Avenue, Phoenix, Arizona.

PROPOSAL CONTENT

It is required that the proposal:

1. The proposal will include cover letter, résumés, and appendices. The cover letter must be signed by a party authorized to bind the entity submitting the proposal.
2. Be prefaced by a brief statement describing the proposer's organization and outlining its approach to completing the work required by this solicitation. This statement should illustrate the proposer's overall understanding of the project.

3. Contain a work plan which concisely explains how the CONSULTANT will carry out the objectives of the project. In the work plan, the proposer should describe each project task and proposed approach to the task as clearly and thoroughly as possible.
4. Include a preliminary schedule for the project in bar-chart format. Indicate all work plan tasks and their durations.
5. Contain a staffing plan for the project. The plan should include the following in table format:
 - a. A project organization chart, identifying the project manager.
 - b. Names of key project team members and/or subconsultants. Only those personnel who will be working directly on the project should be cited.
 - c. The role and responsibility of each team member.
 - d. Percent effort (time) of each team member for the contract period.
 - e. The role and level of MAG technical staff support, if any.
6. The Disadvantaged Business Enterprise (DBE) participation goal for this proposal is 11 percent. DBEs proposed are required to be certified by ADOT or the City of Phoenix. Each proposal shall include the following information to meet the DBE requirements:
 - a. A clear and concise description of the work that each DBE will perform; and
 - b. The dollar amount of the participation of each DBE firm participating; or
 - c. If the 11 percent goal is not met, evidence of good faith efforts to meet the goal.
7. Include résumés for major staff members assigned to the project. These résumés should focus on their experience in this type of project.
8. Each firm submitting a proposal is required to certify that it will comply with, in all respects, the rules of professional conduct set forth in A.C.R.R. R4-30-301 (see Appendix A), which is the official compilation of Administrative Rules and Regulations for the State of Arizona.
9. Include proposer's recent experience (last five years) in performing work similar to that anticipated herein. This description shall include the following:
 - a. Date of project.
 - b. Name and address of client organization.
 - c. Name and telephone number of individual in the client organization who is familiar with the project.
 - d. Short description of project.
 - e. CONSULTANT team members involved and their roles.

10. A labor cost allocation budget formatted as noted in Appendix B.
11. All firms proposing on this project will be required to include a “*Proposer’s Registration Form*” (See Appendix C) in the submitted proposal. In addition, a “*Proposer’s Registration Form*” is required to be included for each subcontractor proposed for this project.
12. Each firm shall document within its proposal any potential conflicts of interest. A conflict of interest shall be cause for disqualifying a CONSULTANT from consideration. A potential conflict of interest includes, but is not limited to:
 - a. Accepting an assignment where duty to the client would conflict with the CONSULTANT’S personal interest, or interest of another client.
 - b. Performing work for a client or having an interest which conflicts with this contract.
 - c. Employing personnel who worked for MAG or one of its member agencies within the past three years.

MAG will be the final determining body as to whether a conflict of interest exists.

PROPOSAL EVALUATION AND SELECTION PROCESS

1. All proposals will be evaluated by an evaluation group. Evaluation criteria include the following:
 - a. Demonstrated understanding of the project through a well-defined work plan consistent with program objectives.
 - b. Clarity of proposal, realistic approach, technical soundness, and enhancements to elements outlined in this Request for Proposals.
 - c. Experience of Project Manager and other project personnel in similar studies. Only those personnel assigned to work directly on the project should be cited.
 - d. Proven track record in this area of study. Proposers should identify the principal people who worked on past projects and the amount of time they devoted to the work effort.
 - e. Availability of key personnel throughout the project effort.
 - f. Ability and commitment to complete the project within the specified time period, meet all deadlines for submitting associated work products, and insure quality control.
 - g. Recognition of work priorities and flexibility to deal with change and contingencies.
2. On the basis of the above evaluation criteria, selected firms submitting proposals may be interviewed prior to the selection of a CONSULTANT. MAG strongly suggests that the Project Manager and key members of the CONSULTANT team be present at the interview.
3. The Maricopa Association of Governments may conduct discussions with offerors who submit proposals determined to be reasonably susceptible of being selected for award.
4. The Maricopa Association of Governments reserves the right to:
 - a. Cancel this solicitation.
 - b. Reject any and all proposals and re-advertise.
 - c. Select the proposal(s) that, in its judgment, will best meet its needs.
 - d. Negotiate a contract that covers selected parts of a proposal, or a contract that will be interrupted for a period or terminated for lack of funds.

ADMINISTRATIVE REQUIREMENTS

1. This Request for Proposals is for a cost-reimbursement plus fixed fee contract.
2. During the course of the project, a monthly progress report is required to be submitted within ten (10) working days after the end of each month until the final report is submitted. Each report shall include a comprehensive narrative of the activities performed during the month, an estimated percent complete for each project task, monthly and cumulative costs by task, activities of any subcontractors, payments to any subcontractors, a discussion of any notable issues or problems being addressed, and a discussion of anticipated activities for the next month (See Appendix D for format).
3. MAG shall retain ten percent (10%) of the contract amount, withheld from each invoice, as final payment until completion of the project to the satisfaction and acceptance of the work. Final payment shall be made after acceptance of the final product and invoice.
4. An audit examination of the CONSULTANT'S records may be required.
5. The firm that is selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The contractor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR Part 60). The contractor will also be required to comply with all applicable laws and regulations of the U.S. Department of Transportation.
6. The firm selected will be required to comply with MAG insurance requirements, which may include: Workmen's Compensation, Architects and Engineers Professional Liability insurance, Comprehensive General Liability insurance, Business Automobile Liability insurance, and Valuable Papers insurance.
7. The firm selected is required to document any potential conflicts of interest during the contract period. A conflict of interest shall be cause for terminating a contract. A potential conflict of interest includes, but is not limited to:
 - a. Accepting an assignment where duty to the client would conflict with the CONSULTANT'S personal interest, or interest of another client.
 - b. Performing work for a client or having an interest which conflicts with this contract.
 - c. Employing personnel who worked for MAG or one of its member agencies within the past three years.

MAG will be the final determining body as to whether a conflict of interest exists.

8. The firm that is selected will be required to comply with the MAG Disadvantaged Business Enterprise (DBE) Program requirements. The annual overall DBE goal is 11 percent. See Appendix E for a summary of "MAG's Key DBE Regulatory Requirements." A complete copy of MAG's DBE Program is available on the MAG website at www.mag.maricopa.gov.
9. The firm that is selected to undertake the Regional Wide Area Network Study will be precluded from proposing on the implementation of the Regional Wide Area Network to avoid any conflict of interest or the appearance of a conflict of interest.

APPENDIX A

ARIZONA ADMINISTRATIVE CODE R4-30-301

CH. 30

BOARD OF TECHNICAL REGISTRATION

R4-30-301

ARTICLE 3. REGULATORY PROVISION

R4-30-301. Rules of professional conduct:

- A. All registrants shall comply substantially with the following standards of professional conduct:
1. A registrant shall not submit any materially false statements or fail to disclose any material facts requested in connection with his application for certification.
 2. A registrant shall not engage in fraud, deceit, misrepresentation, or concealment of material facts in advertising, soliciting, or providing professional services to members of the public.
 3. A registrant shall not knowingly sign, stamp, or seal any plans, drawings, blueprints, land surveys, reports, specifications, or other documents not prepared by the registrant or his bona fide employee.
 4. A registrant shall not knowingly commit bribery of a public servant as proscribed in A.R.S. 13-2602, or knowingly commit commercial bribery as proscribed in A.R.S. 13-2605, or violate any Federal statute concerning bribery.
 5. A registrant shall comply with all Federal, State, and local building, fire, safety, real estate, and mining codes, and any other laws, codes, ordinances, or regulations pertaining to the registrant's professional practice.
 6. A registrant shall not violate any State or Federal criminal statute involving fraud, misrepresentation, embezzlement, theft, forgery, or breach of fiduciary duty, where the violation is related to the registrant's professional practice.
 7. A registrant shall apply the technical knowledge and skill which would be applied by other qualified registrants who practice the same profession; a contemporary "Manual of Surveying Instructions" issued by the Bureau of Land Management, United States Department of Interior and in effect prior to May 23, 1983 to the extent applicable to that professional engagement.
 8. A registrant shall not accept an assignment where the duty to a client or the public would conflict with the registrant's personal interest or the interest of another client

without full disclosure of all material facts of the conflict to each person who might be related to or affected by the project or engagement in question.

9. A registrant shall not accept compensation for services related to the same project or professional engagement for more than one party without making full disclosure to all such parties and obtaining the express written consent of all parties involved.
10. Except as provided in Paragraph 11 of this rule, a registrant shall not accept any professional engagement or assignment outside his professional registration unless:
 - a. He is qualified by education, technical knowledge, or experience to perform such work, and
 - b. Such work is both necessary and incidental to the work of his profession on that specific engagement or assignment.

A registered professional engineer may accept professional engagements or assignments in branches of engineering other than that branch in which he has demonstrated proficiency by registration, but only if he has the education, technical knowledge, or experience to perform such engagements or assignments.

11. Except as otherwise provided by law, code, ordinance, or regulation, a registrant may act as the prime professional for a given project and select collaborating professionals; however, the registrant shall perform only those professional services for which he is qualified by registration to perform and shall seal and sign only the work prepared by him or by his bona fide employee working under his direct supervision.
12. A registrant shall make full disclosure to all parties concerning:
 - a. Any transaction involving payments to any person for the purpose of securing a contract, assignment, or engagement, except for actual and substantial technical assistance in preparing the proposal; or
 - b. Any monetary, financial, or beneficial interest the registrant may hold in a contracting firm or other entity providing goods or services, other than the registrant's professional services, to a project or engagement.
13. A registrant shall not solicit, receive, or accept compensation from material, equipment, or other product or services suppliers for specifying or endorsing their products, goods, or services to any client or other person without full written disclosure to all parties.

APPENDIX B

LABOR COST ALLOCATION BUDGET

LABOR COST ALLOCATION BUDGET

SAMPLE

CONSULTANTS											
Person	Total Hourly Rate	1	2	3	4	5	6	7	8	Total Hours	Total Cost
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
Total Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hours Inception to Date		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Description	EXPENSES BY TASK									Total Cost
	1	2	3	4	5	6	7	8		
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computer Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*any other category as needed (e.g., aerial photos)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Reimbursable Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Company	HOURS BY TASK								Total Cost	% of Grand Total
	1	2	3	4	5	6	7	8		
(NAME)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(NAME)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hours Inception to Date	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	TOTAL COSTS BY TASK								
	1	2	3	4	5	6	7	8	Total
Consultant Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursable Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subcontractors	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fee@	0.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

APPENDIX C

PROPOSER'S REGISTRATION FORM

PROPOSER'S REGISTRATION FORM

All firms proposing as prime contractors or subcontractors on Maricopa Association of Governments (MAG) projects are required to be registered. **Please complete this form and return it with your proposal.**

If you have any questions about this registration form, please call Art Rullo, Fiscal Services Manager, (602) 254-6300.

1. GENERAL INFORMATION:

Name of Firm:

Street Address:
City, State, ZIP

Mailing Address:
City, State, ZIP

Telephone Number:

Fax Number:

E-mail address:

Web address:

Year firm was established:

Check all that apply:

Is this firm a prime consultant? _____

Is this firm a sub-consultant? _____

Is this firm a certified DBE? _____

Is this firm currently debarred? _____

Is this firm currently the subject of debarment proceeding? _____

Identify specialty: _____

If so, by whom? _____

2. FINANCIAL INFORMATION

Firm's annual gross receipts (average of last 3 years):

_____ <\$300,000

_____ \$300,000 - \$599,999

_____ \$600,000 - \$999,999

_____ \$1,000,000 - \$4,999,999

_____ >\$5,000,000

Information will be maintained as confidential to the extent allowed by federal and state law.

The undersigned swears that the above information is correct. Any material misrepresentation may be grounds for terminating any contract which may be awarded and initiating action under federal and state laws concerning false statements.

Name, Title

Date

APPENDIX D

PROGRESS REPORT FORMAT

(Project Costs by Task Format)

(Contractor's Letterhead)

TIN 23-6016952 (TAXPAYER ID NUMBER)

April 15, 1999

IN ACCOUNT WITH: Maricopa Association of Governments
302 North First Avenue, Suite 300
Phoenix, Arizona 85003

ATTENTION: MAG Fiscal Services

PROFESSIONAL SERVICES: (NAME OF PROJECT)
Contract # _____ dated (MM/DD/YY)

Project Costs by Task
(DATE OF INVOICE)

Task Number	Description	Estimated Task Budget	Estimated Completion To Date		Amount Previously Billed	Amount This Invoice
			Percentage	Amount		
1	Data Collection	\$0.00	0%	\$0.00	\$0.00	\$0.00
2	Inventory	\$0.00	0%	\$0.00	\$0.00	\$0.00
3	Forecasts	\$0.00	0%	\$0.00	\$0.00	\$0.00
4	Demand/Capacity Analysis and Facility Requirements	\$0.00	0%	\$0.00	\$0.00	\$0.00
5	Alternatives	\$0.00	0%	\$0.00	\$0.00	\$0.00
6	Evaluation of Alternatives	\$0.00	0%	\$0.00	\$0.00	\$0.00
7	Recommendations	\$0.00	0%	\$0.00	\$0.00	\$0.00
8	Implementation	\$0.00	0%	\$0.00	\$0.00	\$0.00
TOTAL BUDGET		\$0.00	0%	\$0.00	\$0.00	\$0.00

NOTE: The total amount billed for each task in the task budget cannot exceed 100% of the original budget.
(Hours and Costs by Task Format)

INVOICE #3
PERIOD: March 1999

COSTS AND HOURS BY TASK

CONSULTANTS											
Person	Direct Labor Hourly Rate	1	2	3	4	5	6	7	8	Total Hours	Total Cost
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
Total Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hours Inception to Date		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

REIMBURSABLE EXPENSES										
Description	EXPENSES BY TASK								Total Cost	
	1	2	3	4	5	6	7	8		
Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Photocopy/Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Aerial Photos	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Reimbursable Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SUBCONTRACTORS											
Person	Hourly Rate	HOURS BY TASK								Total Hours	Total Cost
		1	2	3	4	5	6	7	8		
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Total Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hours Inception to Date		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

GRAND TOTAL										
Description		TOTAL COSTS BY TASK								Total
		1	2	3	4	5	6	7	8	
Consultant Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Overhead@	1.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursable Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subcontractors		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fee@	0.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

(Progress Report Format)

(Consultant's Letterhead)
April 15, 2000

Maricopa Association of Governments
302 North First Avenue, Suite 300
Phoenix, Arizona 85007

Re: Progress Report No. 3 and Invoice for the Period of March 2000

For Each Task, the CONSULTANT is to provide the percent of work completed to date, a narrative describing the work accomplished, data obtained, problems encountered, meetings held and reports and/or data produced. It is the responsibility of the CONSULTANT to document that the work accomplished for each task during the reporting period is commensurate with the amount of money billed for the task in the invoice.

The narrative describing the work accomplished should be of sufficient detail to enable the Project Manager to clearly understand the progress on the task during the reporting period. Wherever possible, the CONSULTANT should submit along with the progress report appropriate documentation of work accomplished, such as partial or complete draft technical reports or working papers, etc.

TASK 1 - DATA COLLECTION

Percent of Work Completed: 100 percent.

Work Accomplished: An Airport database in both hard copy and electronic format was developed and a methodology for keeping the database current was established.

Data Obtained: Information on the airfield facilities, terminal facilities and navigation aids was secured for each of the 15 airports in the study area. The data included, but was not limited to: airport acreage, runway, taxiway and apron dimensions, navigation aids, terminal facilities, automobile parking, navigation aids, lighting and current and historical traffic levels.

Meetings Held: The following meetings were held in connection with the data collection effort:

March 15, 2000, with the Aviation Director of the City of Phoenix to review data collected for Phoenix Sky Harbor International Airport.

March 21, 2000, with the Aviation Advisory Committee to obtain input on the data collection process.

March 23, 2000, with MAG staff to review comments on preliminary database.

March 25, 2000, with Jim Redd of the Arizona Pilots Association to obtain input on the distribution of the database.

Reports or Data Produced: An airport database in electronic format was produced and provided to MAG staff on March 29, 2000.

TASK 2 - INVENTORY

Percent of Work Completed: 100 percent.

Work Accomplished: An airport inventory was completed, and the data obtained in Task 1 were compiled into a Draft Inventory Technical Report for distribution to the Aviation Advisory Committee.

Data Obtained: See Task 1.

Meetings Held: The following meetings were held:

March 1, 2000, met with MAG staff to finalize the outline for the Airport Inventory Technical Report.

March 10, 2000, met with the airport manager of Mesa Falcon Field to obtain suggestions on methods for comparing airport information.

Reports or Data Produced: A draft Airport Inventory Technical Report was produced and distributed to members of the aviation advisory committee for review and comment.

TASK 3 - FORECASTS

Percent of Work Completed: 100 percent.

Work Accomplished: Forecasts of based aircraft and aircraft operations for 15 airports were prepared for 1995, 2005 and 2015. The forecasts were consistent with County control totals of based aircraft reviewed by the Aviation Advisory Committee last month. The forecasts included a breakdown of based aircraft by aircraft type.

Data Obtained: See Task 1.

Meetings Held: March 21, 2000, met with MAG staff to discuss comments on preliminary forecast results.

Reports or Data Produced: A draft forecasts report was produced and distributed to members of the Aviation Advisory Committee for review and comment.

TASK 4 - DEMAND/CAPACITY ANALYSIS AND FACILITY REQUIREMENTS

Percent of Work Completed: 60 percent.

Work Accomplished: For each of the 15 MAG airports an Annual Service Volume (annual airport capacity) and an hourly capacity was computed using the guidance provided in FAA Advisory Circular 150-5060-5.

Data Obtained: See Task 1.

Meetings Held: A meeting was held with Aeronautics Division staff on March 25, 2000 to determine the cause of discrepancies between the capacity calculations in the MAG Regional Aviation System Plan Update and the State Airport System Plan. Some discrepancies were attributed to different data input; others to the methodology used to compute the estimate. Agreement was reached on resolving the discrepancy by both plans using the same data input assumptions, and the State updating their procedure for computing capacity.

Reports or Data Produced: None. However, a draft set of airport capacity estimates is enclosed documenting the assumptions and data input used to prepare the estimates.

TASK 5- ALTERNATIVES

Percent of Work Completed: 25 percent.

Work Accomplished: Other regional aviation systems plans were examined to determine the type of alternatives that were used to meet future demand.

Data Obtained: Regional Aviation System Plans from San Diego, Los Angeles, Denver, Seattle Tucson and Chicago were collected.

Meetings Held: On March 18, 2000, a meeting was held with the Aviation Planner for the Pima Association of Governments to discuss alternatives included in the Tucson Regional Airport Plan.

Reports or Data Produced: None.

TASK 6 - EVALUATION OF ALTERNATIVES

Work on this task has not begun.

TASK 7 - RECOMMENDATIONS

Work on this task has not begun.

TASK 8 - IMPLEMENTATION

Work on this task has not begun.

Problems Encountered

There was difficulty calculating the apron dimensions for the airports because sponsors define the apron area differently, and not all sponsors keep data on the size of the apron in terms of square feet. To insure consistency among the data a methodology was developed for calculating apron space after consultation with MAG staff and members of the Aviation Advisory Committee. The sum of the individual airport forecasts exceeded the County control totals for based aircraft. The based aircraft forecasts by airport had to be revised to be consistent with the control totals. Some of the capacity calculations prepared for the study were different from the capacity calculations included in the State Airport System Plan. The problem was resolved at a meeting held with the Aeronautics Division staff on March 25, 2000.

Invoice

The enclosed invoice is for the third progress payment of \$17,679.20. The total amount billed to date is \$48,250.00.

Sincerely,

Elmer White
Senior Consultant

Enclosure

cc: Mr. Arnold Black
Dr. Joseph Brown

APPENDIX E

MAG'S KEY DBE REGULATORY REQUIREMENTS

SUMMARY OF MAG'S KEY DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS FOR CONSULTANT CONTRACTS

The Disadvantaged Business Enterprise (DBE) requirements in the Code of Federal Regulations Title 49, Part 26 will apply to this contract. A complete copy of MAG's DBE Program is available on the MAG website at www.mag.maricopa.gov. Please contact Art Rullo, DBE Liaison Officer, at 602-254-6300 with any questions.

DBE Participation Goal and Reporting:

The DBE participation goal for this contract is 11 percent of the contract award. DBEs used for this contract are required to be certified by the Arizona Department of Transportation or the City of Phoenix prior to the award of the contract. A list of Certified DBE organizations is available at the Civil Rights Office of the Arizona Department of Transportation (602-712-7761) or the City of Phoenix, Equal Opportunity Department (602-262-6790).

The CONSULTANT will be required to report monthly on:

- (1) the utilization of any subcontractors (DBE and Non-DBEs), number of hours worked, and costs incurred; and
- (2) any payments made to subcontractors (DBEs and non-DBEs).

Contractor and Subcontractor Assurance:

MAG will incorporate into each contract it signs with a Prime Contractor, and require in each subcontract (that a Prime Contractor signs with a Subcontractor), the following assurance:

“The Contractor, Subrecipient or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MAG deems appropriate.”

Prompt Payment Provision:

“The Prime Contractor will pay Subcontractors for satisfactory performance of contracts no later than fourteen (14) calendar days from the date that the Prime Contractor receives payment from MAG. The Prime Contractor will also return retention payments to the Subcontractor within fourteen (14) calendar days from the date of satisfactory completion of work.”

Prime Contractors Shall:

- Provide the Subcontractor with the name, address and phone number of the person to whom all invoices/billings and statements shall be sent.

- Pay Subcontractors and suppliers within fourteen (14) days of receipt of payment from MAG.
- Stipulate the reason(s) in writing to the subcontractor and to MAG for not abiding by the prompt payment provision. Some possible reasons include:
 1. Failure to provide all required documentation
 2. Unsatisfactory job performance
 3. Disputed work
 4. Failure to comply with other material provisions of the contract
 5. Third-party claims filed or reasonable evidence that a claim will be filed
 6. Reasonable evidence that the contract cannot be completed for the unpaid balance of the contract sum or a reasonable amount for retainage.

Subcontractors Shall:

1. Submit invoices or billing statements to the Prime Contractor's designated contact person in an appropriate format and in a timely manner. The format and the timing of billing statements shall be specified in the contract(s) between the Prime Contractor and the Subcontractor(s).
2. Notify MAG in writing of any potential violation of the prompt payment provision.

MAG will implement appropriate mechanisms to ensure compliance with the requirements of all program participants.

The mechanisms MAG may use, include, but are not limited to:

1. MAG will notify Subcontractors (DBE and Non-DBEs) of the Prime Contractor's responsibility for prompt payment and encourage Subcontractors to notify MAG in writing with any possible violations to the prompt payment mechanism.
2. Withholding payment from Prime Contractors that do not comply with the prompt payment provision noted above, where it has been determined by the MAG DBE Liaison Officer that delay of payment to the Subcontractor is not justified.
3. Stopping work on the contract until compliance issues are resolved.
4. Terminating the contract.