REQUEST FOR QUALIFICATIONS

PHOENIX KEY CORRIDORS MASTER PLAN

TRANSPORTATION PLANNING SERVICES

PROJECT NO. ST85100398-1

MAYOR
GREG STANTON

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PROJECT DESCRIPTION

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The City of Phoenix is seeking a qualified consultant to provide transportation planning services that classify roadways throughout the City by function, make project recommendations for further study associated with employment centers, and identify feasible project improvements including provision of cost estimates and schedules for programming projects in the Street Transportation Department's Capital Improvements Project associated with the 24th Street and Camelback major employment center.

SECTION I – PROJECT DESCRIPTION

The Key Corridors Master Plan (KCMP) will analyze corridors of significant economic and social importance within the community for identification of transportation improvement options. City staff will use the KCMP as a guiding document to define opportunities for further future study and transportation improvement project development and programming. The City is continually balancing the needs of neighborhoods with the needs of commuters who often travel variable distances between home and work on a daily basis. Development of defined functional roles for key corridors serving primary activity centers throughout the City will ensure corridors are developed and enhanced in a manner that does not conflict with the desired functional characteristics of the road, preserving roadway functionality in addition to neighborhood character.

**Corridor Classification System**

Currently there is no functional policy identification with regards to the desired operational focus of specific corridors throughout the City. In the absence of this classification, it is difficult to determine the types of corridor improvements that will benefit the transportation network as a whole. For instance, if the corridor is designated a commuter corridor, it would likely be difficult to take lanes and vehicle capacity away to accommodate increased bicycle use. In order to preserve vehicle commuter corridors, it will be important to identify and designate adjacent or alternative corridors for bicycle use. An example of a functional roadway network within the core of the City includes 7th Street and 7th Avenue as a commuter corridor, Central Avenue as a transit corridor, and 3rd Street and 3rd Avenue as bicycle and pedestrian corridors.

In conjunction with other key City documents including the Comprehensive Bicycle Master Plan, T2050 Transportation Plan, Neighborhood Services Department plans, Phoenix General Plan, Planning and Development Department plans, etc. the KCMP will provide the City of Phoenix Street Transportation Department (COPSD) with a set of key corridor-specific policies and transportation enhancement priorities that will influence the Department's Capital Improvement Program project priorities in a fiscally constrained environment.

A primary component of the corridor classification exercise will be an assessment of needed Street Transportation Department Street Classification Map cross-section modifications. This assessment may lead to development of street cross-section modifications that will provide staff and developer guidance related to improvements that take into account guidelines and policies defined in key City initiatives including, but not limited to, Complete Streets Guidelines, and an increased focus on providing multi-modal connectivity where feasible. The KCMP will consider and include, as applicable, elements and connections between freeways, City owned arterials, drainage improvements, public transportation, non-motorized transportation modes, freight, and aviation access.

**Corridor and Project Identification and Prioritization**

A primary output of the KCMP will be prioritization of key corridors for transportation improvements based on evaluation criteria refined as part of the KCMP. The primary starting point for discussion will be the
City of Phoenix Major Employment Centers (Figure A). Despite the existence of many employment centers throughout the City, the KCMP will focus particularly on identifying and prioritizing project design, right of way, and construction cost and schedule estimates for movement of goods and people in and out of the 24th Street and Camelback primary employment center. For the remaining employment centers, the KCMP will identify general multi-modal improvement types, and recommended additional studies for development of project cost and schedule estimates.

Corridor and project evaluation criteria will be developed with a primary focus on moving people and goods in an out of the major employment centers in a safe and efficient manner utilizing multiple modes of transportation where feasible. Evaluation criteria will be developed through private industry, community, and City staff stakeholder outreach.

The combination of corridor prioritization and functional policy classifications will serve as a guide to City staff related to developing future projects by completion of project assessments for inclusion in the COPSD Capital Improvement Program, ultimately serving as a COPSD Planning Division work plan for planning and preliminary engineering studies over the next 10-15 year-period.

A combination of analyzing the anticipated performance impacts of planned improvements and system performance data should be assessed to perform a “needs and gaps analysis” for identification of corridor-specific transportation project alternatives and recommendations for programming and further studying. The gaps analysis will be performed based on data provided by the City including but not limited to pavement data, traffic counts, traffic projections, level of service, ADA compliance, transit stop accessibility, etc. In addition to analyzing data provided by the City, site visits may be necessary to identify sidewalk gaps, bikeway gaps, potential mid-block crossing locations, etc. Analysis of these datasets will lead to development of beneficial project and study recommendations related to key employment center access corridors.

SECTION II – SCOPE OF WORK

The primary functional and quality of life goals of the KCMP are to identify and prioritize key corridors associated with major employment centers, and to identify transportation improvement projects that improve multimodal connectivity to surrounding communities at varying distances from employment centers while protecting neighborhood character throughout the City. Context-sensitive transportation planning should consider connectivity and community character considerations that at a minimum, include:

- Classification of all City-wide collector and above functionally classified roadways into mode specific functional categories.
- Modification of all Street Classification Map cross-sections to reflect guidance developed as part of key City initiatives (e.g. Complete Streets Guidelines, etc.) and KCMP developed corridor functional classifications.
- Integration of T2050 and Phoenix General Plan recommendations, policies and public outreach findings associated with village cores and transportation infrastructure.
- Utilization of recommendations and public outreach findings from Phoenix Street Transportation Department, Neighborhoods Services Department, Planning and Development Department, and Maricopa Association of Governments studies.
- Consideration of T2050 programmed Maintenance, Major New and Expanded Streets, Mobility, and Technology projects related to each major employment center serving corridor.
- Evaluation of each corridor for roadway, transit, bikeway, and pedestrian infrastructure enhancement recommendations, including planning level scope, schedule and cost estimates for corridor projects associated with the 24th Street and Camelback employment focus area.
- Identification of strategies, improvements, and systematic ITS operation improvements to deliver reliable travel time for vehicular, bus, bicycle, and pedestrian travel.
• Identification of reasonable service volume (capacity) thresholds that could be used to establish needs. If capacity improvements are not feasible, identify corridors that could benefit from ITS improvements.

• Re-evaluation of whether or not the current split of 2 lanes in one direction and 3 lanes in the other direction on some of the major arterials is still the correct configuration, or if travel patterns have changed. Identify any changes needed.

• Assessment of safety conditions. The City has conducted safety analyses previously and the results should be used to the extent feasible.

• Assessment of pavement condition, bridges, streetlights, sidewalks, transit stops, etc. along all corridors, recommend improvements or maintenance where necessary.

• Consideration of new or improved travel demand management and congestion management strategies for all major employment centers, schools (school pools), and related corridors.

• Identification of traffic bottlenecks and evaluate mitigation strategies.

• Assessment of impacts of existing and future freight industry expansion on the condition and operations of City roads, recommend associated improvements.

• Where feasible, identification of alternative pavement and surface treatments for reduction of urban heat island impacts.

SECTION III - PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on Tuesday, August 22, 2017, at 3:00 p.m., local time, at Calvin Goode Building, 10 East Conference Room, located at 251 W. Washington Street, 10th Floor, Phoenix, Arizona. At this meeting, City staff will discuss the scope of work, general contract issues and respond to questions from the attendees. As City staff will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference, it is strongly recommended that interested firms send a representative to the pre-submittal conference.

SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

A Firm will be selected through a qualifications-based selection process based on the following criteria:

A. General information (5 points)

   1. Provide a general description of the firm or team that is proposing to provide services for the project.

   2. Provide the following information:
      a. List the professional licenses held by the team and the key personnel who will be assigned to this project.
      b. Identify the location of the lead firm’s principal office and the home office location of key staff on this project.
      c. Provide an organization chart showing key personnel.

B. Transportation Planning Experience of the Prime Firm (20 points)

Discuss the experience and qualifications of the prime firm in providing transportation planning and design services for similar projects. Identify projects the submitting firm has submitted. For each project listed, please provide:

   1. Project lead agency
   2. Project description
   3. Examples of public outreach methods
   4. Project prioritization processes
5. Any policy changes or development related to corridor studies or Citywide transportation systems design context
6. Examples of successful implementation of plan recommendations

C. Project Pre-Design and Project Construction Cost Estimating Experience of the Prime Firm (20 points)

Discuss the experience and qualifications of the prime firm in providing pre-design and project cost estimating services for similar projects. Identify projects the submitting firm has submitted. For each project listed, please provide:

1. Project lead agency
2. Project description
3. Project alternatives development and analysis
4. Public outreach efforts related to project alternatives prioritization
5. Any examples of how projects were pre-scoped and costs summarized for inclusion in a Capital Improvement Program

D. Experience of Key Personnel and Subconsultants (20 points)

Experience and qualifications of the specific project team expected to be assigned to this project. Include sub-consultant experience. Identify each team member’s role in the projects identified. Specify if work was completed while employed under submitting firm or another firm.

For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide the following:

1. Project lead agency
2. Description of project
3. Role of the person
4. Description of how the key person provided value to the project

E. Project Understanding and Approach (30 points)

Understanding and approach to the project, including a discussion of the important considerations of the project and the teams approach to the project issues.

F. Overall evaluation of the firm and its perceived ability to provide the required services (5 points)

Overall evaluation of the firm’s capability to provide the required services as determined by the selection panel members. No additional submittal response is required.

SECTION V - SUBMITTAL REQUIREMENTS

Firms interested in this project should submit a Statement of Qualifications (SOQ). Submittal requirements are as follows:

ALL FIRMS SHOULD BE REGISTERED IN THE CITY’S VENDOR MANAGEMENT SYSTEM PRIOR TO SUBMITTING A PROPOSAL. FOR NEW FIRMS - THE CITY WILL SEND AN EMAIL TO YOUR FIRM WITH A VENDOR NUMBER WITHIN TWO DAYS OF SUBMITTING THE REQUEST. THE VENDOR NUMBER SHOULD BE INCLUDED ON THE COVER OF THE STATEMENT OF QUALIFICATIONS OR ON THE BID PROPOSAL PACKAGE/ENVELOPE. INFORMATION ON HOW TO REGISTER WITH THE CITY IS AVAILABLE AT:

https://www.phoenix.gov/finance/vendorsreg
☑ Cover Letter: Provide a cover letter which includes full firm company name, address, phone number, vendor number and the email address of your contact person for the project.

☑ Evaluation Criteria: Address the SOQ evaluation criteria and include a project organizational chart.

☑ Additional Content: Resumes and other information may be included (content shall be included within the permitted maximum page limit).

☑ Submittals:

- Clearly display the firm name, vendor number, project title, and project number on the cover of the SOQ and submittal package.
- Submittals must be placed in the depository located in the reception area on the 6th Floor of Phoenix City Hall by the submittal due date/time.
- All submittals must be addressed to:

  City of Phoenix  
  Kini L. E. Knudson, PE, City Engineer  
  c/o Mr. Emeka Ekpe  
  200 W. Washington Street, 6th Floor  
  Phoenix, AZ 85003-1611

- Provide 6 copies of the Statement of Qualifications.
- A maximum of 12 pages is permitted to address all content in the SOQ submittal (Maximum page limit includes evaluation criteria and all additional content. It does not include cover letter)
- Submit the Statement of Qualifications by 12:00 noon, local time, Friday, September 1, 2017
- Paper Size shall be 8½ “ x 11”
- Font size may not be less than 10 point
- Each side of a page containing evaluation criteria and additional content will be counted toward the maximum page limit noted above
- Pages that have project photos, charts and/or graphs will be counted towards the maximum page limit noted above
- Front and back covers, cover letter, Table of Contents pages, and divider (tab) pages will NOT be counted toward the maximum page limit noted above, unless they include evaluation criteria and additional content that could be considered by the selection panel

Note: All pages exceeding the specified maximum page limit will be removed from the submittal and not considered in evaluating a submitted SOQ.

GROUND FOR DISQUALIFICATION:
Please be advised that the following will be grounds for disqualification, and will be strictly enforced:

- Receipt of submittal after the specified cut-off date and time.
- Too few copies of the submittal.
- Deposit of submittal in the wrong location.
- Violating the “Contact with City Employees” policy contained in this RFQ.

SECTION VI - SELECTION PROCESS AND SCHEDULE

The successful firm will be selected through a qualifications based selection process. Interested firms will submit a Statement of Qualifications (SOQ). A Selection Panel will evaluate each SOQ according to the criteria set forth in Section V above. The City will select a firm based on the SOQ’s received; no formal interviews will be conducted. The City may conduct a due diligence review on the firms receiving the highest evaluation.

The City expects to create a final list of at least three, but not more than five firms for this project. The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms for City Council approval.
The following tentative schedule has been prepared for this project.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-submittal meeting</td>
<td>August 22, 2017</td>
</tr>
<tr>
<td>SOQs due</td>
<td>September 1, 2017</td>
</tr>
<tr>
<td>Scope Meeting</td>
<td>September/October 2017</td>
</tr>
</tbody>
</table>

If the City is unsuccessful in negotiating a contract with the best-qualified firm, the City may then negotiate with the next most qualified firm until a contract is executed, or the City may decide to terminate the selection process. Once a contract is executed with the successful firm, the procurement is complete.

The firm selected for this project will be notified directly by the City. Notification to all other firms on the status of a selection on this project will be posted on the City of Phoenix Street Transportation Department “Preliminary Bid Results and Recent Awards” website:

http://phoenix.gov/streets/procurement/bid-results

SECTION VII – GENERAL INFORMATION

Citywide Capital Improvement Projects. Consulting and contractor services supporting the City’s Capital Improvement Projects are procured under the authority of the City Engineer, currently located within the Street Transportation Department (STR). Design and Construction Procurement coordinates the citywide consulting and construction contracting procurement processes.

Planholder Lists. All firms who download the Request for Qualifications packet for this project from the "Current Opportunities" webpage will be listed on the project’s Planholder List. This report is available within the project folder. The website address is:

http://phoenix.gov/streets/procurement/current-opportunities

Firms receiving a copy of the Request for Qualifications (RFQ) through any other means must download the RFQ from the City webpage and register as a planholder for the project.

Changes to Request for Qualifications. Any changes to this Request for Qualifications will be in the form of a Notification. The City of Phoenix shall not be held responsible for any oral instructions. Notification Letters are available within the project folder. The address is:

http://phoenix.gov/streets/procurement/current-opportunities

It shall be the responsibility of the registered RFQ holder to determine, prior to the submittal of the Statement of Qualifications, if Notifications have been issued. Registered RFQ holders may refer to the webpage or call the Contract Specialist (listed below) in order to ascertain if a Notification have been issued for this project.

Alternate Format. For more information or a copy of this publication in an alternate format, contact the Contract Specialist (listed below) - Voice or 602-256-4286 – TTY. Requests will only be honored if made within the first week of the advertising period.

Release of Project Information. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

City Rights. The City of Phoenix reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Contact with City Employees. Beginning on the date the RFQ is issued and until the date the contract is awarded or the RFQ withdrawn, all persons or entities that respond to the RFQ, including their authorized employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys (collectively the Proposer), will refrain from any direct or
indirect contact with any person (other than the designated Contract Specialist) who may play a part in the selection process, including members of the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department heads, the Mayor and other members of the Phoenix City Council. As long as the RFQ solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to this RFQ solicitation with City staff.

Proposers may discuss their proposal or the RFQ solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Contract Specialist (listed below), conducted in person at 200 West Washington, Phoenix, Arizona 85003, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED.

Conflict of Interest. The City reserves the right to disqualify any Proposer on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to the City. This disqualification is at the sole discretion of the City. Any Proposer submitting a proposal herein waves any right to object now or at any future time, before any body or agency, including but not limited to, the City Council of the City of Phoenix or any court.

Data Confidentiality. Except as specifically provided in the Contract, the Consultant or its subconsultants shall not divulge data to any third party without prior written consent of the City.

Legal Worker Requirements. The City of Phoenix is prohibited by A.R.S. § 41-4401 from awarding a contract to any firm who fails, or whose subconsultants fail, to comply with A.R.S. § 23-214(A). The firm and each subconsultant shall comply with all federal immigration laws and regulations related to their employees and compliance with the stated law. The City of Phoenix retains the legal right to inspect the papers of any firm or subconsultant employee who is awarded a contract to ensure that the firm or subconsultant is complying with the law.

Lawful Presence Requirement. Pursuant to A.R.S. §§ 1-501 and 1-502, the City of Phoenix is prohibited from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign a City-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships or limited liability companies.

No Israel Boycott. By entering into this contract, the Engineer/Contractor certifies that they are not currently engaged in, and agrees for the duration of the Contract to not engage in, a boycott of Israel as defined in the state statute.

Worker Background Screening. Consultant and its subconsultants awarded a contract for this project shall perform Background Screening for all employees providing services for the project. The Background Screening provided by Consultant and subconsultants shall comply with A.R.S. § 41-4401, and all applicable laws, rules and regulations. In addition to the Background Screening performed by the Consultant and subconsultants, the City reserves the right to require the Consultant and subconsultants provide fingerprints and execute other documentation as necessary to obtain criminal justice information pursuant to A.R.S. § 41-1750(G)(4) or Phoenix City Code § 4-22.

Badge Access Requirements. The Consultant and subconsultants shall not be allowed to begin work in a City facility without prior completion and City's acceptance of the required background screening; and when required, the Consultant's and subconsultant's receipt of and payment for a City issued badge.

Protest Procedures. Firms wishing to respond to disqualification or a procurement outcome may refer to The Code of the City of Phoenix Chapter 2, Article XII, Section 2-188 which governs protest procedures.
utilized throughout the selection process. The procedures may be reviewed through the City of Phoenix website at:

http://www.codepublishing.com/az/phoenix/

Questions. Questions pertaining to this selection process or contract issues should be directed to the Contracts Specialist, Mr. Emeka Ekpe at (602) 256-4107.