

PIMA ASSOCIATION OF GOVERNMENTS

REQUEST FOR BIDS

PUBLISH DATES: October 4 and 10,2023

REQUEST FOR BIDS NUMBER: NA

BIDS DUE DATE: October 31, 2023, at 11:00 AM LOCAL AZ TIME

BIDS SUBMITTAL LOCATION: Pima Association of Governments
1 E. Broadway, Ste 400
Tucson, AZ 85701

SERVICE: Collection and Processing of Regional Pavement
Condition Data

PRE-QUALIFICATIONS CONFERENCE DATE: NA

TIME:

LOCATION:

PROJECT MANAGER: Lance Peterson, P.E.

PROCUREMENT OFFICER: Roy Cuaron, Finance Director

EMAIL ADDRESS: rcuaron@pagregion.com

TELEPHONE NUMBER: (520) 792-1093

INTRODUCTION

Pima Association of Governments, herein after referred to as PAG, is soliciting Requests for Bids from Competent Contractors to provide Regional Pavement Condition Data as outlined in the Scope of Work, Appendix A, and in accordance with Arizona Revised Statutes Title 34. After a review of experience and qualifications, a competitive low bid process will be utilized to retain one (1) Contractor.

PAG invites interested Contractors to submit written Statements of Qualifications and accompanying bids relating to this project. A Selection Committee will evaluate the firms' qualifications and experience with similar projects. Only those deemed to meet the minimum qualifications as defined in Appendix A will be considered a "Qualified Bidder." Qualified Bidders with similar project experience will then be reviewed by their price for services. The qualified bidder with the lowest project price will be awarded the contract.

QUESTIONS SHALL BE ADDRESSED AS IDENTIFIED HEREIN UNDER ITEM 3 OF "INSTRUCTIONS TO OFFERS."

SUBMITTAL PROCESS

Competitive sealed bids for the specified contract shall be received by PAG's Procurement officer, Pima Association of Governments, 1 E. Broadway, Ste 400, Tucson, AZ 85701, until the time and date cited.

Bids may be delivered to PAG's office by U.S. Postal Service mail, private, paid messenger service (such as FedEx, DHL, UPS, etc.), or by hand-carried delivery.

Bids delivered by facsimile or electronic mail or in any format other than paper copies will not be considered.

Submittals must be in the actual possession of PAG's Procurement Officer at the location indicated, on or prior to the exact time and date indicated above. Late submittals shall not be considered. The prevailing clock shall be PAG's clock.

Submittals must be submitted in a sealed envelope with the Request for Bids Title and the firm's name and address clearly indicated on the envelope. All submittals must be completed in ink or typewritten.

One original shall be bound and single-sided and formatted as described in Appendix A. The original must be bound in a single volume and constitute the bid in its entirety and clearly marked "ORIGINAL." A digital copy, saved on a secure (virus-free), read-only USB portable drive (e.g., Flash Drive, etc.) of the bid must be included in the sealed envelope or box. Additional requirements are described herein under Item 7 of INSTRUCTIONS TO BIDDERS.

FOR BIDS ONLY All sealed bids received by the deadline will be opened at the PAG offices by the Procurement Officer. Only the names of the bidders will be read aloud when the bids are opened. Bidders are welcome to attend the bid opening.

SCOPE OF WORK

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

INSTRUCTIONS TO BIDDERS

1. DEFINITION OF KEY WORDS USED IN THE SOLICITATION:

For purposes of this solicitation and subsequent contract, the following definitions shall apply:

Contract: The legal agreement executed between PAG and the Contractor. The Contract shall include this RFB document incorporated herein by reference, all terms, conditions, specifications, scope of work, Amendments, the Contractor's offer and negotiated items as accepted by PAG.

Contractor: The individual, partnership, or corporation who, as a result of the competitive selection process, is awarded a contract by PAG.

PAG Representative(s): PAG employee or employees who have specifically been designated to act as a contact person or persons to the Contractor and is responsible for monitoring and overseeing the Contractor's performance under this Contract.

Executive Director: The contracting authority for PAG, authorized to sign contracts and amendments thereto on behalf of PAG.

May: Indicates something that is not mandatory but permissible.

Bidder: The individual, partnership, or corporation who submits a submittal in response to a solicitation.

Shall, Will, Must: Indicates a mandatory requirement. Failure to meet these mandatory requirements, if they constitute a substantive requirement, may, at PAG's sole discretion, result in the rejection of a submittal as non-responsive.

Should: Indicates something that is recommended but not mandatory. If the Bidder fails to provide recommended information, PAG may, at its sole option, ask the Bidder to provide the information or evaluate the submittal without the information.

Solicitation: Indicates this Request for Bids.

2. PRE-SUBMITTAL CONFERENCE (NA): If scheduled, the date and time of a Pre-Submittal conference is indicated on the cover page of this document. Attendance at this conference is not mandatory. Written minutes and/or notes will not be available and, therefore, attendance is encouraged.

3. INQUIRIES: Bidders shall not contact or ask questions of any PAG employee regarding this Solicitation. Bidders are required to submit all questions related to this Solicitation via email to the PAG Procurement Officer at rcuaron@pagregion.com no less than ten (10) business days prior to the submittal due date. Questions received after this date will not be answered. Questions related to this Solicitation should refer to the appropriate service, page and paragraph number. Only questions answered by this process will be binding. Failure to follow these instructions may result in Bidder's disqualification from further consideration under this Solicitation.

PAG staff will endeavor to answer all questions within five (5) business days following receipt of each question.

4. AMENDMENTS TO SOLICITATION: The Bidder shall acknowledge any and all Amendments to this Solicitation by signing and returning Appendix B bound into their Offer.

5. FAMILIARIZATION OF SCOPE OF WORK: Before submitting their Bid, each Bidder shall familiarize itself with the Scope of Work (Appendix A), laws, regulations and other factors affecting contract performance. The Bidder shall be responsible for fully understanding the requirements of the subsequent Contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a bid will constitute a representation of compliance by the Bidder. There will be no subsequent financial adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

- 6. TAXES:** PAG is exempt from federal excise tax, including the federal transportation tax.
- 7. SUBMITTAL/SUBMITTAL FORMAT:** Bids are to be submitted as described above along with the forms in Appendices B, C and D and in the format specified in this Solicitation. The material must be in sequence and related to this Solicitation. **The sections of the submittal should be tabbed, clearly identifiable and should include a minimum of the following sections: sections described in Appendix A, the completed Bid Form, acknowledgment of all Amendments, and a copy of this Solicitation document.** Failure to include the requested information may result in disqualification.
- 8. PUBLIC RECORD:** All submittals submitted in response to this Request for Bids shall become the property of PAG and shall become a matter of public record available for review subsequent to the award notification, notwithstanding Item 9 below.
- 9. CONFIDENTIAL INFORMATION:** PAG is obligated to abide by all public information laws. If a Bidder believes that any portion of an offer contains information that should be withheld, a written statement advising the Procurement Officer of this fact should accompany the submission and the information shall be so identified wherever it appears. PAG shall review all requests for confidentiality and may provide a written determination to designate specified documents confidential or the request may be denied. Price is not confidential and will not be withheld. If the confidential request is denied, such information shall be disclosed as public information, unless the Bidders submits a formal written objection. If the Bidder objects to this process, they shall submit a written letter on company letterhead requesting they be withdrawn from further consideration of the Solicitation.
- 10. CERTIFICATION:** By signature on the Offer page, solicitation Amendment(s), or cover letter accompanying the submittal documents, Bidder certifies:
- A. The submission of the offer did not involve collusion or other anti-competitive practices.
 - B. The Bidder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, or A.R.S. 41-1461 et seq.
 - C. The Bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, meal or service to a public servant in connection with the submitted offer.
 - D. The Bidder hereby certifies that the individual signing the submittal is an authorized agent for the Bidder and has the authority to bind the Bidder to the Contract.
- 12. LATE SUBMITTALS:** Late submittals will be rejected.
- 13. OFFER PERIOD:** In order to allow for an adequate evaluation, PAG requires a bid in response to this solicitation to be valid and irrevocable for ninety (90) days after the submittal due date and time.
- 14. WITHDRAWAL OF SUBMITTAL:** At any time prior to the specified solicitation due date and time, a bidder may formally withdraw the submittal by a written letter, facsimile or electronic mail from the bidder's designated Representative(s). Telephonic or oral withdrawals shall not be considered.
- 15. DISCUSSIONS:** PAG reserves the right to conduct discussions with Bidder for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the submittal in order to clarify an Offer and assure full understanding of, and responsiveness to, solicitation requirements. However, it is PAG's prerogative to disqualify incomplete bids.
- 16. UPON NOTICE OF INTENT TO AWARD:** The apparent successful Bidder shall sign and file with PAG, within ten (10) business days after Notice of Intent to Award, all documents necessary to the successful execution of the Contract.
- 17. AWARD OF CONTRACT:** Notwithstanding any other provision of the Solicitation, PAG reserves the right to:
- (1) waive any immaterial defect or informality; or
 - (2) reject any or all bids, or portions thereof; or
 - (3) reissue the Request for Bids.
- 18. SUBMITTAL RESULTS:** The name of the successful Bidder will be available for review **following contract award** in PAG's office upon issuance of a Notice of Intent to Award or upon final contract execution.
- 19. KEY PERSONNEL:** It is essential that the Contractor provide adequate experienced personnel and equipment, capable of and devoted to the successful accomplishment of work to be performed under this contract. PAG encourages the Contractor to hire or subcontract, if necessary, in order to provide the best personnel and equipment, providing that the

Contractor performs a minimum of 51 percent of the contracted work. The Contractor must agree to assign specific individuals to the key positions as designated in their Bid.

The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to PAG and PAG's written acceptance of said replacement(s).

If key personnel are not available for work under this contract as expected, or to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify PAG, and shall, subject to the concurrence of PAG, replace such personnel with personnel of substantially equal or greater ability and qualifications. If PAG does not accept said replacements and/or substitutions, PAG may unilaterally begin termination under the Contract provisions.

20. CONTRACT INFORMATION: The initial terms of this contract shall be three (3) years, with an option to extend the contract for an additional two (2) years at PAG's sole discretion.

21. MANDATORY TERMS AND CONDITIONS FOR SUBRECIPIENT PROCUREMENT: The attached document entitled Mandatory Terms and Conditions for Subrecipient Procurement is hereby incorporated into the Requests for Bids. Bidders acknowledge they will abide by all applicable terms and conditions noted in the document.

22. DISADVANTAGED BUSINESS ENTERPRISE (DBE): A DBE goal, if any, will be added to the RFP via an addendum.

ATTACHMENTS

APPENDIX A – SCOPE OF WORK AND SUBMITTAL REQUIREMENTS

APPENDIX B – ADDENDA ACKNOWLEDGEMENT

APPENDIX C – BIDDERS INFORMATION SHEET

APPENDIX D – PRICE PAGE

APPENDIX A

SCOPE OF WORK AND SUBMITTAL REQUIREMENTS

1. Statement of Need

1.1 PAG requests services for the delivery of roadway pavement rating condition of our regional major collector and arterial roadways. The effort shall provide the most economical and cost-effective means for acquiring, populating, and validating the geospatial roadway data-items identified in the Federal Highway Administration's (FHWA) Highway Performance Monitoring System (HPMS), Model Inventory of Roadway Elements (MIRE), and other Agency roadway inventory items. This effort shall provide consistency, quality, and full coverage of data items as specified by the HPMS requirements in order to provide PAG and our local jurisdictions with reliable and consistent information to conduct transportation planning tasks in formats presentable to FHWA.

1.2 Pavement condition data will be provided per ASTM D6433-20

1.3 The mileage of data collection and/or data validation totals approximately 3,000 centerline miles of roadway which accounts for sampling roadways in both directions under most conditions (excluding segments collected under ADOT's current contract).

1.4 Pavement condition data collected is meant to augment the data currently being provided by ADOT. PAG does not wish to duplicate collection efforts but does wish to collect the major collectors and arterial roadway segments in the region that are currently not being collected by ADOT.

1.5 PAG estimates collecting this additional pavement condition data every three years.

2. Primary Objectives

2.1 The Contractor shall be capable of providing PAG and the associated Local Jurisdictions with:

2.1.1. High-quality pavement condition data in each local jurisdiction's defined format. (Cartegraph, Streetsaver etc. To be specified by type and jurisdiction(s) in the final contract.)

2.1.2 Provide the data in multiple rating systems. (e.g. PCI and OCI. To be specified by type and jurisdiction(s) in final contract.) To include the pavement distress data (cracking, rutting, potholes, etc.) captured to determine the pavement rating.

2.1.3 High-resolution photo imagery at the pavement surface as well as at the driver's perspective of the roadway and an efficient means by which the imagery can be shared to all internal and external customers.

2.1.4 Contractor is responsible for all traffic control needed to conduct these objectives. Traffic control will be considered incidental to the prices provided in the associated bid tabs.

2.2 The selected Contractor, at the sole direction of the individual local agencies and to be solely contracted and funded by the requesting agency, may be cooperatively contracted to provide services beyond those requested under this solicitation.

2.2.1 The selected contractor will be expected to provide a list of available services outside of the services requested by PAG and the associated per centerline mile prices for these services. These services and pricing will be for the use of the PAG Local Jurisdictions. Examples of these services would be data collection and processing for local roadways, asset inventory, pavement maintenance and budgetary recommendations, etc.

3. Equipment and Staff Experience Minimum Qualifications

3.1 The Contractor's equipment must:

3.1.1 Automatically and continuously measure pavement cracking, texture rutting and geometrics. Equipment used for rut measurement must be capable of measuring both wheel track ruts simultaneously.

3.1.2 Provide a customized digital condition rating system to collect user-defined severity/extent-based pavement distresses and pertinent roadway attributes.

3.1.3 Collect dual wheel path roughness data in accordance with International Roughness Index Standards.

3.1.4 Linear distancing measuring within +/- 0.5%.

3.2 The Contractor's Project Principal, Project Manager, and Key Team Members must:

3.2.1 The Contractor's Project Principal must have a minimum of ten (10) years of Pavement Distress Data Collection and processing experience working on similar projects.

3.2.2 Project Manager must have a minimum of seven (7) years Pavement Distress Data Collection and processing experience and have managed or been heavily involved on a minimum of five (5) similar projects.

3.2.3 Key Team members must have been heavily involved in a minimum of three (3) similar projects.

3.3 References - List up to five (5) similar projects completed in the last five (5) years. Verify that all names, addresses, and phone numbers are current. Any reference called that is not current will be considered a negative response.

- Project Name
- Owner, Address, Contact
- Project Cost (budget and final)
- Completion Date (scheduled and final)
- Project Size (centerline miles collected and processed)
- Project Type/Scope
- Project Director (person responsible to the owner for the overall success of the project)
- Project Manager (person responsible for coordinating the day to day work of the Project Team)

3.4 Has the firm ever entered into litigation or arbitration with the Owner of a project? If yes, please explain.

4. Deliverables

4.1 Contractor will provide PAG and the associated local jurisdictions with pavement condition data and digital imagery within 30 days of completion of field data collection.

4.2 Data will be provided in the format requested by the local jurisdiction. Format will be provided in a database format, capable of being imported into individual management software such as Cartegraph or StreetSaver. To include captured pavement distress data utilized in determining the pavement condition rating. Jurisdictions and formats will be identified in the agreed upon contract.

4.3 Compatibility with ADOT's provided data, is preferable.

APPENDIX B

ADDENDA ACKNOWLEDGMENT FORM

ALL OTHER PROVISIONS OF THE INVITATION FOR BID SHALL REMAIN IN THEIR ENTIRETY.

TO PAG:

The Undersigned hereby receipt of the following list of Addendums:

Addendum No.	Date of Issuance	Date Received

Company Name

Phone: _____

Signature of Person Authorized to Sign

Fax: _____

Title

APPENDIX C

BIDDERS INFORMATION SHEET

Please complete this form and return it with your response.

If you have any questions about this form, please contact:

Roy Cuaron, Director of Finance, (520) 495-1470.

All firms proposing as prime contractors or subcontractors on Pima Association of Governments (PAG) projects are required to submit this form.

1. GENERAL INFORMATION

Name of Firm: _____

Street Address:

City, State, ZIP

Mailing Address:

City, State, ZIP

Telephone Number: _____

Fax Number: _____

Email address: _____

Web Address: _____

Year Firm was established: _____

Check all that apply:

Is this firm a prime contractor? _____

Is this firm a sub-contractor? _____

Identify specialty: _____

Is this firm a certified DBE? _____

If so, by whom? _____

Is this firm currently debarred? _____

Is this firm currently the subject of debarment proceedings? _____

FINANCIAL INFORMATION

The undersigned swears that the above information is correct. Any material misrepresentation may be grounds for terminating any Contract which may be awarded. By signing below, the authorized representative of the contractor firm affirms that the firm has the financial capacity to perform the proposed work.

Name, Title

Date

APPENDIX D

PRICE PAGE

TASK	ACTIVITY	QTY	UNIT	UNIT RATE	TOTAL
1.	Mobilization	1	LS		
2.	Data Collection including Processing	3000	CLM		
3.	Digital Imagery (15' intervals per view)	3000	CLM		

Data collection and digital imagery is for the major collectors and arterials within the PAG region. This data will be collected in both directions. Since ADOT is currently collecting pavement condition data on some of the region's major collector and arterial roadways and only on one direction, this contract will also collect the direction that ADOT did not collect.

OFFER

TO PAG:

The Undersigned hereby offers and shall furnish the service in compliance with all terms, scope of work, conditions, specifications, and amendments in the Request for Submittal which is incorporated by reference as if fully set forth herein.

For clarification of this offer, contact:

Company Name

Name: _____

Address

Title: _____

Town State ZIP

Phone: _____

Signature of Person Authorized to Sign

Fax: _____

Printed Name

Email: _____

Title