

## **Pima Association of Governments**

### **Request for Proposal (RFP)**

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The Pima Association of Governments (PAG) seeks proposals from qualified professional firms or individuals, either singly or through a joint venture with others to operate and market, in conjunction with PAG, the Pima county wide commuter vanpool program known as Sun RideShare Vanpool Program. The goal of the vanpool program is to provide a cost effective means of transportation to local commuters so as to reduce air pollution, carbon emissions, traffic congestion and energy consumption. The Sun Rideshare Vanpool Program is available to any commuters traveling to a work site in Pima County that are not otherwise receiving commuter subsidies. This project will be managed by the Pima Association of Governments (PAG).

The entire Request for Proposal packet can be accessed at [www.pagregion.com](http://www.pagregion.com)

Questions regarding this Request for Proposal (RFP) are to be submitted to PAG in writing by e-mail or fax to the attention of Mary Carter at (520) 495-1424(fax), or by e-mail at: [mcarter@pagregion.com](mailto:mcarter@pagregion.com). Questions will be accepted until 10:00 A.M. (local time) on July 26, 2024. Proposers are encouraged to submit their questions as early as possible to allow PAG adequate time to prepare accurate and comprehensive responses. It is the responsibility of potential candidates to monitor the Web postings ([www.PAGregion.com](http://www.PAGregion.com)) to ensure they have all up-to-date information on the quote requirements.

All proposals must be received by PAG on or before 10:00 a.m.(local time), August 9, 2024. Proposals will be opened at 10:00 am. PAG reserves the right to disqualify any and all proposals which are not in accordance with the prescribed requirements of this RFP.

## **A. INTRODUCTION**

The Pima Association of Governments (PAG) is a non-profit, regional planning organization comprised of a voluntary association of local governments including Pima County, the Cities of Tucson and South Tucson, the Towns of Marana, Oro Valley, and Sahuarita, the Pascua Yaqui Tribe and the Tohono O’Odham Nation. A Regional Council that consists of elected officials from each of these jurisdictions and a representative from the Arizona State Transportation Board governs PAG. PAG also functions as the Metropolitan Planning Organization (MPO) for the greater Tucson metropolitan area.

This RFP describes a scope of work to be performed that is intended to be representative of desired activities, products, and outcomes.

Potential proposers should carefully review all requirements contained in this document for presentation and submittal and prepare a written quote that is responsive to those requirements.

## **B. 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 and PAG member jurisdictions involved in the project will serve to coordinate this with the selected consultant. The scope of work is attached as Appendix A.

## **C. INSTRUCTIONS TO PROPOSERS**

PAG reserves the right to cancel this solicitation in part or in whole at any time and reserves the right to reject all proposals.

PAG reserves the right to disqualify any and all proposals which are not in accordance with the following prescribed requirements.

Proposers are cautioned to be concise and straightforward in the presentation of their proposal.

### **Letter of Transmittal**

- Provide a letter of transmittal that briefly states the Proposer's understanding of the work to be done and a positive commitment to perform the work within the scheduled time period.
- Identify the fixed amount of all work to be performed and generally describe the level of effort required to perform the work.
- Provide a statement that the proposal, including Price Page, will remain valid and irrevocable for at least ninety (90) days.
- List the name, title, address and phone number of the project manager.
- List the name and title of the officer authorized to make representations for the Proposer.
- Provide an original ink signature by the officer authorized to sign, date, and submit the proposal.

### **Title Page**

- Provide a Title Page that indicates the project title, names and addresses of the primary consultant firm and each sub-consultant, if any.
- Provide the name, title, address, and phone number of the project manager.

### **Table of Contents**

- Provide a Table of Contents that clearly indicates the organization of the material by section heading and page number.

## **Proposal Contents**

- Describe the extent to which the proposer's proposed approach will meet or exceed the stated objectives of the work and discuss how the proposer would modify the project scope, schedule, and/or cost to better meet project objectives.
- Discuss the difficulties expected or anticipated in performing the work together with a discussion of how the proposer proposes to overcome or mitigate against those difficulties.
- Detail the technical approach and methods to be employed in performing each of the tasks identified in this scope of work.
- Provide a detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and other significant events.
- Explain what quality control and administrative processes will be used to ensure appropriate attention will be given to successful execution of the work.

## **Qualifications of Primary Consultant and Sub-Consultants**

- Describe the qualifications of the primary consultant firm and each sub-consultant, if any.
- Describe relevant, recent experience for the primary consultant firm and each sub-consultant, if any.
- Provide a description and location of the facilities to be used where data processing, production and quality control will occur. Briefly describe the facilities, equipment, and technical and business services that will be available to support the work.
- Identify the key project individuals who will perform the work, including officers and the project manager.
- Provide a statement disclosing whether any likely source of significant financial or other conflict of interest might arise in the conduct of performing the work.

## **Administrative Requirements**

- Submit a Proposer's Information Form. (Appendix B)

- Submit a Price Page. (Appendix C), this will be a contract not to exceed \$300,000, based on the number of vans in the program.
- All invoices for this contract shall be delivered in person or sent by e-mail to PAG by the 15<sup>th</sup> of the month to the TRP Administrator.
- 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 (41CFR Part 60).
- 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 PAG.
- The firm selected will be required to comply with PAG insurance requirements, which may include:
  - Workmen's Compensation, Comprehensive General Liability Insurance, Business Automobile Liability Insurance, Valuable Papers Insurance, and Professional Liability Insurance.

## **References**

- Provide a list of at least three clients, with contact names, addresses, phone numbers, and brief descriptions and dates for projects where similar, recent work was performed.

## **Confidential Information**

- If a Proposer believes any portion of its proposal contains confidential information, state what portion is considered confidential and request PAG make a determination.
- The PAG Executive Director will make a determination of whether any information requested is to be treated as confidential during the procurement process in accordance with PAG's Procurement Guidelines.
- All proposals become the property of PAG upon submittal and a matter of public record subsequent to award of a contract, including any confidential information.

## **Nondiscrimination**

- PAG, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, the Civil Rights Restoration Act of 1987 (Public Law 100.259). Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this solicitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, religion, gender, age or disability in consideration for an award.

## **Small and Minority Business and Women's Business Enterprises**

- It is PAG's policy, as a federally assisted agency, to encourage small and minority businesses and women's business enterprises to submit proposals.
- State whether the primary consultant firm or any sub-consultants are a small or minority business or a woman's business enterprise.
- Proposers acknowledge they have read and will comply with the Mandatory Terms and Conditions.

## **Proposal Submission**

- One signed original and 5 bound paper copies of the quote shall be delivered by no later than August 9, 2024 **at 10:00 a.m.** (local time) to:

Mary A. Carter, MBA  
Director, Mobility Management and Services  
Pima Association of Governments  
1 East Broadway Blvd., Suite 4  
Tucson, AZ 85701

- Proposals may be delivered to PAG's office by email, U.S. Postal Service mail, private, paid messenger service (such as FedEx, DHL, UPS, etc.), or by hand-carried delivery.
- Proposals must be received in PAG's office not later than the above deadline. Proposals arriving after this time will be rejected.
- Proposals delivered by facsimile or electronic mail or in any format other than paper copies will not be considered.

### **Proposals Selection Process**

- PAG will form an advisory evaluation committee consisting of persons individually and collectively knowledgeable about vanpooling to review and rank the proposals received in accordance with the criteria described below.
- PAG may seek additional information, conduct interviews, or request best and final offers from individual proposers.
- The evaluation committee's ranking and recommendation will be forwarded to the PAG Executive Director who will make a recommendation to the PAG Regional Council for final action. The recommendation and award of a contract, if any, will be to the Proposer whose quote is most advantageous to PAG based on the evaluation criteria set forth below.

### **Evaluation of Proposals**

- All proposals will be evaluated according to Appendix D.
- PAG reserves the right to reject any and all proposals submitted or to conclude that none of the proposals are advantageous to PAG.

### **Funding Availability**

- PAG may request additional work if additional funding is made available prior to contract approval by Regional Council, or during the term of the contract.
- Funding for this project is contingent upon availability at time of award. Potential Proposers should understand clearly that the scope of work described herein is tentative.
- There is no expressed or implied obligation for PAG to reimburse the responding firms for any expenses incurred in preparing proposals in response to this request.

### **Expected Start and Completion of Work**

- The total duration of the contract is estimated to be a three (3) year agreement with two (2) possible one-year extensions for a maximum of five (5) years.

### **Contract Terms and Conditions**

- The type of contract to be used, if any is awarded, will be a maximum, not to exceed contract.
- Any award of a contract will be subject to terms and conditions as enumerated in PAG's Procurement Guidelines, including presentation of certificates of insurance and assurance of compliance with pertinent federal regulations, including audits and non-discrimination.
- Upon submittal of all deliverables, PAG will retain full ownership of all data products. Full copyrights to the data will be assigned to PAG, meaning that PAG is free to redistribute the data to its member jurisdictions, other agencies, the private sector and the general public. This includes the display and distribution of the data through the world-wide-web.