



NOTICE OF REQUEST FOR PROPOSALS
FOR
CONSULTING SERVICES
FOR THE
City of Eloy Safe Routes to School Study

Date Issued:

December 18, 2025

Request for Proposals Due:

January 23, 2026

Issued by Sun Corridor Metropolitan Planning Organization
211 North Florence Street, Suite 103
Casa Grande, AZ 85122
520-705-5153 | www.scmpo.org

Jason Bottjen, Deputy Director
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Project Funding Provided by:

CFDA	Agency	Grant Program	Title
20.205	FHWA	TA	Transportation Alternatives Program

SCMPO Contract # SCMPO 2025-01
ADOT Project # MPD11021-2.4-02

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1. NOTIFICATION

Release Date: December 18, 2025

Closing Date: January 23, 2026

The Sun Corridor Metropolitan Planning Organization (MPO) invites qualified firms or individuals to submit proposals to provide consulting services for the preparation of the City of Eloy Safe Routes to School Study to the designated managing agency, the Sun Corridor MPO.

Proposals will be accepted until **2:00 PM** on January 23, 2026, by the Sun Corridor MPO Deputy Director, Jason Bottjen, at jbottjen@scmpo.org, all in accordance with the provisions contained herein.

Any proposal received after 2:00 PM on the above date will be returned unopened. The Sun Corridor MPO reserves the right to reject any and all proposals and assumes no liability for the costs of preparing a response to this request.

The Consultant may submit one electronic copy in pdf format of the complete proposal document emailed to the Sun Corridor MPO Deputy Director. Questions can be addressed to Jason Bottjen at jbottjen@scmpo.org.

The email subject line shall clearly identify it as a **Proposal for the City of Eloy Safe Routes to School Study**.

Issued by:



Date: December 18, 2025

Irene Higgs, Sun Corridor MPO Executive Director
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2. INTRODUCTION

The Sun Corridor Metropolitan Planning Organization (MPO) is a federally designated agency responsible for coordinating transportation planning and programming in urbanized areas with populations of 50,000 or more. The MPO's mission is to provide planning and programming services for the safe and efficient movement of people and goods consistent with the region's overall land use, economic, social and environmental goals. Special emphasis is placed on providing equal access to a variety of transportation mode choices (transit, bicycling, walking, automobile, carpool, etc.) and ensuring effective public involvement throughout the planning process.

The Sun Corridor MPO encompasses a total land area of 1,155 square miles (see the Sun Corridor MPO Planning Boundary Map on the next page). The Sun Corridor MPO provides transportation planning services to the cities of Casa Grande, Coolidge, Eloy, and rural portions of Pinal County. The population of the Sun Corridor MPO is approximately 130,000.

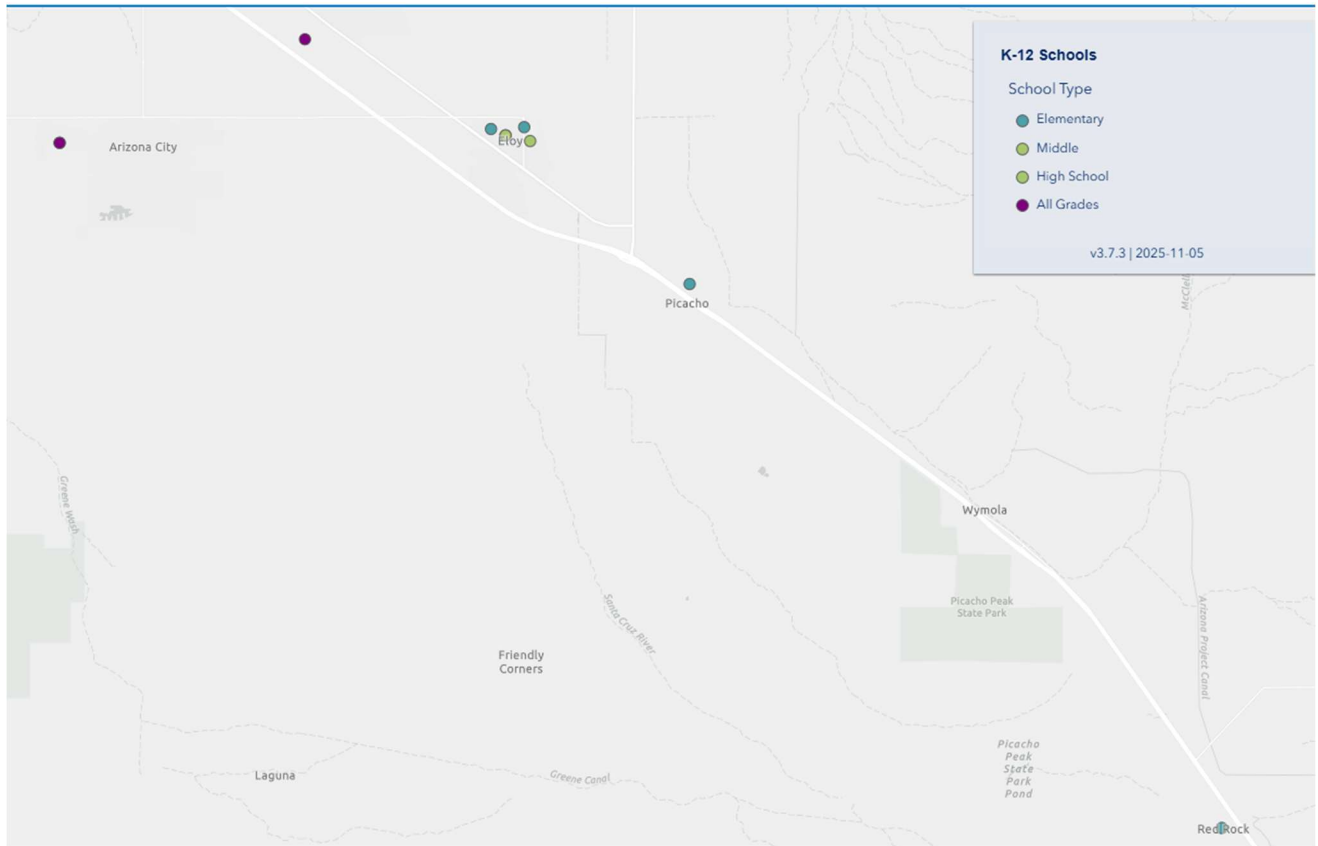
The Sun Corridor MPO is pursuing a Safe Routes to School (SRTS) Study for the City of Eloy that will examine and assess the extent of potential road safety issues for school children walking and biking to school. The scope of the study will include development and evaluation of options resulting in recommendations that involve the five E's: Engineering, Education, Enforcement, Encouragement and Evaluation programs. The study will include data collection and safety assessments on school sites as well as in the public right-of-way for routes that school children walk or bike to school. There may be recommendations made to the City of Eloy for roadway improvements, or to school districts for on-site improvements that can be made to improve the safety of K-12 students walking and biking to school. The recommendations can be used by both local agencies and school districts to prioritize and leverage future funding. This Study will include all public schools within the City of Eloy planning area.

The completed City of Eloy Safe Routes to School Study will include elements of:

- Safe Routes to School Guide, developed by the Pedestrian and Bicycle Information Center (PBIC) with support from the National Highway Traffic Safety Administration (NHTSA), Federal Highway Administration (FHWA), Centers for Disease Control and Prevention (CDC) and Institute of Transportation Engineers (ITE); July 2015
- Manual on Uniform Traffic Control Devices (MUTCD), Federal Highway Administration (FHWA); 2023
- Notice of Proposed Amendments to the MUTCD, Federal Highway Administration (FHWA); Federal Register, Current

- Arizona Supplement to the MUTCD; Current
- Traffic Safety for School Areas Guidelines, Arizona Department of Transportation (ADOT); December 2006
- Safe Routes to School Toolkit, National Highway Traffic Safety Administration, September 2002, DOT HS 809 497
- Pinal County Strategic Transportation Safety Plan; March 2025

City of Eloy Planning Area Schools



(Map may not be all inclusive of area and schools to include in the study)

At minimum, the following schools within the Eloy planning area will be included in the study:

- Mary C. O'Brien Accommodation District
 - Villa Oasis Interscholastic Center for Education High School
- Eloy Elementary School District
 - Curiel Primary School
 - Eloy Intermediate School
 - Eloy Junior High School
- Picacho Elementary District
- Red Rock Elementary District
- Santa Cruz Valley Union High School
- Toltec School District
 - Toltec Elementary School
 - Arizona City Elementary School

3. PROJECT DESCRIPTION

This Request for Proposals (RFP) has been initiated to select the most appropriate consulting transportation planning and/or engineering firm/team qualified to conduct, prepare, and provide the identified services and deliverable work products for the Safe Routes to School (SRTS) Study. Interested firms should submit proposals listing qualifications, relevant experience, and proposed project team, including sub-consultants, to complete the SRTS Study as described in this RFP.

The primary deliverable services and work products for the SRTS Study shall include the following:

- Scope of Work and Project Schedule
- LEP Four Factor Analysis
- Detailed Public Involvement Plan
- Data Collection
- Assessment of Issues and Barriers
- Scope top 7 identified infrastructure improvement projects to 30% plans with utility and right of way (ROW) location investigation
- Draft SRTS Study for review
- Final SRTS Study

The Sun Corridor MPO and the consultant will strive to better understand the active transportation needs of students and address potential road safety issues to improve the safety of school children walking and biking to school. Planning efforts should include innovative public outreach that includes students, parents, school officials, and other stakeholders that may include the following representatives:

- Eloy Public Works
- Eloy Police Department
- School District Administration
- School District Transportation Supervisor
- School Administrators and Staff
- School Resource Officers
- School Crossing Guard(s)
- Interested PTA and/or community representatives
- Eloy Council Representative

4. SCOPE OF WORK

This Scope of Work is provided as a guide to the type of work anticipated to be involved with this planning project. The Scope is written to maximize efficiency for the consultant team while providing Sun Corridor MPO the best possible product. Proposers are highly encouraged to offer refinements to this Scope of Work in submitted proposals that increase efficiency or provide a better product. Proposers are encouraged to highlight the suggested refinements in order to make them easily identifiable by the review team. Proposers are encouraged to provide rationale for suggested refinements.

The City of Eloy Safe Routes to School Study shall include the following tasks:

Task 1 – Project Management and Coordination

The **Consultant** shall provide project management and coordination with Sun Corridor MPO staff, City of Eloy staff, a Safe Routes to School Study Technical Advisory Committee (TAC), and all project stakeholders. The prime consultant shall also manage and coordinate closely with any sub-consultants to ensure on-time delivery and responsive performance.

Upon notice to proceed, the **Consultant** shall develop a refined project scope with input from Sun Corridor MPO and City of Eloy staff.

The **Consultant** shall prepare a Gantt type (bar chart) project schedule for accomplishing the tasks outlined in the proposed scope of work. Show the approximate dates for deliverables, TAC meetings, stakeholder meetings, public outreach meetings, presentations to elected officials and Executive Board and other required meetings.

The **Consultant** is responsible for collecting, reviewing, and submitting In-kind Contribution forms during walking and biking audits from School District Administrators and Staff, and City of Eloy staff. The forms must accurately reflect the nature, value, and source of the in-kind contributions provided in support of this project. Additionally, the **Consultant** will assist Sun Corridor MPO staff in collecting in-kind contributions from City of Eloy staff for any meetings or tasks that Sun Corridor MPO staff is not present for.

The **Consultant** will provide monthly invoices to the MPO on a percent completion basis. Included in the invoice will be a status update identifying completed activities for the invoiced month as well as a list of upcoming activities planned for the following invoice cycle. In addition, the invoice will include a breakdown of amounts paid to all sub-consultants for the billing cycle.

The **Consultant** will participate in bi-weekly progress meetings with the SCMPO Project Management Team. All the project related issues including review of

tasks, schedule and action items will be identified and discussed during these meetings.

This task is continuous throughout the length of the SRTS development period.

Deliverables:

- Prepare a Project Management Plan including a refined scope of work and schedule for the SRTS study
- Prepare for and conduct all Technical Advisory Committee, Stakeholder, Executive Board, Public and Project Management team meetings
- Prepare meeting notes for all project management team, technical advisory committee, and stakeholder meetings
- Submit monthly in-kind contribution forms
- Submit monthly invoices including a status update and the amounts paid to each sub-consultant

Task 2 – LEP Four Factor Analysis

The **Consultant** will conduct a Limited English Proficiency (LEP) Four Factor Analysis for the project study area. Section Five of the US Department of Transportation guidance on LEP requires a Four Factor Analysis to determine the need for translation services to ensure LEP populations are able to receive information about and can participate in the planning process in the language they best understand.

Consultant is encouraged to use American Fact Finder (<https://factfinder.census.gov/>) or the most recently available census data to conduct the Analysis. The Analysis will be used to determine if LEP population(s) exist in the study area and to ensure public outreach materials are made available to the LEP population(s). The process and results of the Analysis will be documented in the final product.

Deliverables:

- LEP Four Factor Analysis
- Documentation of process and results (Appendix to Final Report)

Task 3 – Public Outreach and Involvement

Following Notice to Proceed, the **Consultant** will provide a detailed Public Involvement Plan (PIP). This Plan will outline the proposed timeframes for all Public Involvement activities and identify all responsibilities. The PIP will be as specific as possible, and be updated throughout the life of the project, to accurately reflect the Public Involvement Process.

The Sun Corridor MPO is seeking an innovative public outreach program that will be highly effective in gaining stakeholder and public input and acceptance

of the study. The **Consultant** shall involve the use of virtual public involvement tools and social media programs, as well as traditional public meetings. The Consultant is encouraged to propose an outreach program that will increase collaboration, provide better information and input to inform the study team enabling an effective system design and successful result. The PIP shall include public involvement strategies to include racial equity and support for underserved and disadvantaged communities.

The **Consultant** will conduct a study stakeholder kick-off meeting in the City of Eloy. The purpose of this meeting is to explain to the SRTS Study Stakeholders Team the goals and objectives of the study, how their commitment to participate will be critical to the success of the study and address any questions they may have. The **Consultant** will coordinate and schedule a kickoff meeting, send out the agenda, and conduct the meeting. Invitees will include the Sun Corridor Project Management Team and the SRTS Study Stakeholders.

The **Consultant** will also provide four additional informational and educational presentations. One presentation will be to the Eloy City Council either at a study session or regular session; one will be a presentation to the SRTS Study Stakeholders; one will be a presentation to the Sun Corridor MPO Executive Board (these meeting will be scheduled towards the end of the study to present the SRTS Action plan and related study information). One will be a Public/School Community Meeting.

The **Consultant** is strongly encouraged to consider the use of virtual public engagement via social media, innovative internet-based survey, and outreach mechanisms and strategies to strengthen outreach efforts to reach a larger audience. Examples include MetroQuest, 76 Engage, Social Pinpoint, etc.

Deliverables:

- Public Involvement Plan
- Public Involvement Summary (Appendix to Final Report)
- Stakeholder interviews and information gathering (including in-kind contribution forms if applicable)
- Stakeholder Kick-off Meeting
- One presentation to the Eloy City Council
- One presentation to the SCMPO Executive Board
- One presentation to the SRTS Stakeholder Team
- One Public/School Community Meeting
- Preparation of contact lists, public notices, and documentation of the public involvement process and input received in the plan.
- Prepare public meeting notification through news releases and advertising in the local newspaper. News releases and advertising materials will be provided in all languages identified as necessary as a result of the Four Factor Analysis.

- Draft, design and place black and white ad in Tri-Valley newspaper. Advertising materials will be provided in all languages identified as necessary as a result of the Four Factor Analysis.
- Distribute email invitations to compiled stakeholder list.
- Coordinate meeting dates, times and set-up.
- Locate, review and procure meeting facilities; ensure Americans with Disabilities Act (ADA) compliance; provide rider of insurance on behalf of client, if needed.
- Prepare basic logistical meeting materials such as directional signage, sign-in sheets and comment cards.
- Provide meeting supplies.
- Provide sufficient staff to facilitate meetings.
- Prepare summary of meetings and attach written comments.
- Provide fact sheets, PowerPoint presentations and displays.
- Provide necessary translation services for all public meetings (with 48 hours advance notice) for any languages identified as necessary as part of the Four Factor Analysis.
- School Community Communication as outlined in Task 5f

Task 4 – Data Collection

All data collected under this task, by the **Consultant**, should be scheduled during a regular weekday, during regular school ingress and egress times, avoiding school breaks and holidays. Data Collection will be completed as needed.

Traffic counts at school locations will focus on vehicle ingress and egress to the school site as well as at school crossing locations, either adjacent to the school or at other locations in the neighborhood within the one-mile walking and biking boundary. Two count periods and durations shall be identified, one for school pick-up and one for school drop-off for each of the following data elements:

- Bicyclist counts
- Pedestrian counts
- Vehicle Turning Movements

Deliverables:

- Technical Memo Summary and an excel file for all data collected above. This information should be formatted in a way that can be easily understood by all SRTS Stakeholders. This information will be included in the deliverable for Task 5 – Existing Conditions.

Task 5 – Assessment of Issues and Barriers

Task 5a: Surveys & SRTS Tools/Solutions

The **Consultant** will prepare, distribute, collect, and summarize two surveys:

1. Parent Survey: Using the Safe Routes to School Parent Survey, the **Consultant** will survey parents of children attending each school. Parents will be notified of the survey by the **Consultant**. The **Consultant** will provide a paper version of the survey for those without internet access.
2. Student Survey: Using the Safe Routes to School Student Travel Tally, the **Consultant** will work with the SRTS Study Stakeholders to have teachers collect data in the classroom. Schools should complete student travel tallies for all grade levels.

The **Consultant** will prepare a set of SRTS tools and/or solutions, based on the data compiled in this Task. These tools and/or solutions should be developed in consultation with the City and Schools with the goal of enabling meaningful use of the data to track, maintain and promote programs and projects that may result from the SRTS Study. These tools shall be developed as a resource specifically for the City of Eloy and all Schools.

Task 5b: Compile Existing Information

The **Consultant** will work with the SRTS Stakeholders to collect, review, and summarize all relevant existing data, materials, documents, and reports that apply to SRTS existing conditions. These will include but are not limited to:

- Existing School policies and programs related to SRTS
- School site plans
- School arrival and dismissal times
- Locations of building entrances and exits for; pick-up and drop-off, students walking, students biking, and bike rack locations
- Walking/Bicycling boundaries
- Number of buses picking up or dropping off students and locations of loading/unloading zones
- Number, locations, and duration of school crossing guards
- Existing School Crossing Agreement
- Established parking regulations and pick-up/drop-off procedures
- Pedestrian/vehicle and bicycle/vehicle crash data, if available

The **Consultant** will be responsible for collecting information on the school enrollment boundaries, school bus routes and school bus policies and provide student addresses for the purposes of assessing density of students within a one-mile radius of the school.

The **Consultant** will be responsible for obtaining crash data for the walking and biking boundary, including school bus route stop areas, the traffic count data collected in Task 4, and speed limit data. This data will be summarized in the Existing Conditions Memo.

Task 5c: School Site Inventories

The **Consultant** will complete an inventory of existing conditions relevant to the encouragement of safe walking and biking to school. The inventory should include the following at a minimum:

- Location, capacity, and security of bicycle storage areas
- Locations of site access points for walking and bicycling students
- Vehicle/pedestrian and vehicle/bicycle conflict points
- Marked crossing locations and controls
- On- and off-site traffic control (permanent/portable signing, pavement markings, marked crossing locations, intersection controls, etc.)
- Presence of bike paths/lanes and their widths, continuity, barriers/obstructions, lighting, visibility, etc.
- Presence of sidewalks (or other walking paths) and their widths, continuity, barriers/obstructions, lighting, visibility, etc.,
- Measurement/calculation of sight distances for crossings, driveways, and intersections,
- Existing land uses near the school.

Task 5d: Pick-up and Drop-off Site Observations

The goal of the observations is to assess the safety function in terms of the interaction and behaviors of the driver, pedestrian, and bicyclist, both on the school site and in the public right-of-way, specifically during the pick-up and drop-off events.

The **Consultant** will coordinate and schedule observations to be conducted during one regular pick-up and one regular drop-off event for each school site. The pick-up and drop-off observations will be conducted by members of the **Consultant** team.

Prior to conducting the observations, the **Consultant** will notify the school official and then sign in at the administration office the day of the observation.

The **Consultant** will assign staff for each location in order to complete observations of all functions, including for vehicles, parking, pedestrians, bicycles, number of school staff assigned to tasks, traffic signal operations, crossing guard operations, etc., as appropriate.

The locations for these observations shall include the following:

- On-site vantage point to observe all pick-up and drop-off functions,
- Off-site vantage point, adjacent to school, to observe all pick-up and drop-off functions,
- Observe all crossing functions at all white or yellow school crossing locations operated by crossing guards.

The **Consultant** shall take detailed notes with diagrams to include information gathered in Task 5b, to describe observations for each location and each pick-up and drop-off event. Detailed notes should include, but not limited to:

- Total duration of time for each event
- Vehicle queuing encroachment in crosswalks
- Instances of vehicle contraflow in parking lots, etc.
- Instances of parking in areas where prohibited
- Adequacy of signing and marking
- Number of staff assigned to tasks
- Compliance with school pick-up and drop-off procedures
- Good, or needs for improved, crossing guard procedures
- Vehicle compliance to crossing guard functions
- Pedestrian and bicycle compliance with safe crossing procedures based on City and/or State Guidelines

Task 5e: Walking/Biking Assessment

The **Consultant** will prepare for and conduct a walking/bicycling assessment for each school. Transportation routes within the study boundary around the school will be assessed for walking/bicycling friendliness. Template assessment forms available for download on the Pedestrian and Bicycle Information Center (PBIC) webpage can be used for the assessment. The assessment may include areas where students are required to be bussed due to the existence of infrastructure such as railroad crossings, etc., within the area.

Task 5f: School Community Communication

The **Consultant** will develop a newsletter or other innovative communication method to be distributed to the community.

The newsletter or other innovative communication method should include:

- A brief description and project background, including the purpose and goals of SRTS,
- Background information from the Assessment and Surveys,
- A summary of observations from the walking/biking assessment completed,
- Request for two to three specific areas of input
- Study e-mail for providing input with a deadline for response or other method for receiving input. The deadline should accommodate the ability to include all input provided into the Existing Conditions section of the Draft Study document.

Deliverables:

- Task 5a. Parent and student survey results submitted through the National Center for Safe Routes to School online database. SRTS data tools will be prepared and provided to the City of Eloy School for their future use.
- Task 5c: Summary of school site inventories.
- Task 5d: Notes and diagrams on the pick-up and drop-off observations.
- Task 5e: Assessment forms using templates from the Pedestrian and Bicyclist Information Center (PBIC). An annotated aerial photo of the school walking/biking boundary to include the following: walking and bicycling facilities, landmarks, destinations, street system for the walking/biking boundary around the school.
- Task 5f: Draft newsletter or other innovative communication method for the School Community Communication, a project fact sheet brochure as a basis for Task 6a. Summary of comments and school community input collected via the school community communication.
- Existing Conditions Memo outlining Task 5a-f findings including school community input.

Task 6 – Develop the SRTS Study Report and Walking/Biking Route Maps

Task 6a: Draft SRTS Study Report

Based on the findings of Task 5, the **Consultant** will identify strategies to increase the number of children who walk and bicycle to school. The **Consultant** will develop an Action Plan, to include strategies identified for each issue, including both long term and short-term steps that cover engineering, education, encouragement, enforcement and evaluation, as appropriate.

As part of the Action Plan, the **Consultant** will scope the top 7 identified infrastructure improvement projects to 30% plans with ROW and utility location investigation. These scoping documents to 30% plans will be used to

request design and construction funding via the ADOT Transportation Alternatives Program.

The **Consultant** study team will prepare a school walking and biking route map for each school. These route maps will provide parents and students with information on the most convenient and complete routes to/from school.

The **Consultant** will develop a Draft Study Report that is consistent with best practices in SRTS that reflects input gathered throughout the study process and the needs of the local community.

Study Report Should include:

- SRTS Study Process; descriptions of each task and key findings from each
- Action Plan
- Walking/Biking Route Map
- Appendices: maps, survey results, assessment data, meeting agendas and minutes

Task 6b: Draft SRTS Study Report Review

The **Consultant** will coordinate with the SRTS Stakeholders for review and finalization of the SRTS Study, including feedback on the Action Plan and Walking/Biking Route maps. The **Consultant** will address all comments on the Draft Study Report.

Task 6c: Finalize SRTS Study Document

The **Consultant** will finalize the SRTS Study Report based on feedback from the SRTS Study document review. The **Consultant** will provide one editable file, one copy-ready PDF file, and 3 hard copies of the Study document and related documents with the SCMPO, City, and School District logos.

Deliverables:

- Task 6: Scope top 7 identified infrastructure improvement projects to 30% plans with ROW and utility location investigation.
- Task 6a: draft SRTS Study Report in Microsoft Word format.
- Task 6b: Written summary of comments on draft materials.

Three hard copies of the final SRTS Study Report bound in a reproducible manner, one digital PDF and one Microsoft Word format Final SRTS Study, one digital file format (AutoCAD, etc.), consistent with the City of Eloy file format needs, of the Walking/Biking Route Maps. One zip-drive containing all files, data, photos, etc., produced and compiled for the SRTS study. All final

deliverables shall be submitted to the Sun Corridor MPO project manager for distribution to the City, schools, and school district.

5. DBE GOAL (COMMITMENT AND DOCUMENTATION)

The Sun Corridor MPO supports ADOT's Disadvantage Business Enterprise (DBE) program in accordance with the regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 26. The Sun Corridor MPO has received federal financial assistance from the USDOT and as a condition of receiving the assistance, Sun Corridor MPO has signed an assurance that it shall comply with 49 CFR Part 26.

DBE Goal Assessment: 0%

The **Consultant** is still encouraged to voluntarily employ reasonable means to obtain DBE participation on this Contract to help ADOT meet its overall DBE goal. See the **Professional Services DBE Provisions** attachment for additional DBE contract requirements.

The **Consultant** is required to adhere to the commitment made to utilize certified Disadvantaged Business Enterprises (DBE) as indicated in the firm's Request for Proposal or subsequently agreed to by the MPO during negotiations.

Responders to the Request for Proposals are **REQUIRED to sign and return with their response on the Proposal Certification Form** that are included herein. Failure to include the signed Proposal Certification Form WILL RESULT in the rejection of the firm's proposal.

IMPORTANT: Prior to submittal, and in compliance with 49 CFR Part 26.11, all contractors and consultants submitting a bid, proposal, or statement of qualification to work on a federally funded transportation project are required to provide ADOT with a list of every firm who expressed interest in or submitted a bid or proposal to work on the project. Please ensure that prior to submittal for this project that your firm has registered for AZ UTRACS and submitted the Bidder's List to ADOT. Firms are **REQUIRED to submit the corresponding Bidder's List email confirmation notice as part of the proposal**. Failure to provide the notice **WILL RESULT** in rejection of the firm's proposal.

<https://utracs.azdot.gov/Home> ADOT Project # MPD11021-2.4-02

6. DOCUMENTATION OF CONSULTANT PROGRESS

The selected **Consultant** shall provide monthly email progress reports to the Sun Corridor MPO Project Manager. The reports shall state the work accomplished

the preceding month, the work anticipated to be accomplished the next month, any issues that have arisen and how those were or will be resolved, and an update on the progress and adherence to the project schedule. This effort can be combined with the monthly project billing.

During project execution, a project billing invoice shall be submitted within ten (10) working days after the end of each month until the final report is submitted. The project billing invoice shall include, at a minimum, a statement of work accomplished to date and during the billing period, the budgeted amount for each task, the amount expended by work task, percent completion, the hours expended, cost for the billing period, the amount spent to date, amount expended for direct expenses, and a breakdown of progress and payments made to each sub consultant approved as part of the contract.

7. COMPENSATION

The **Consultant** shall provide a lump sum price proposal for this study to prepare the Eloy Safe Routes to School Study as part of the response to this Request for Proposal. ***The price proposal shall include a summary table showing the following for each task:***

- The name of each professional assigned and dedicated to this project
- The employee classification (role) for each professional listed
- The estimated hours for each employee classification
- The standard billing rate for each employee classification
- The extended amount total for each task
- Anticipated reimbursable expenses for the project

The price proposal shall show the summation of the professional services and shall also show the estimate for direct project-related expenses. A total project/study cost shall be presented in the summary table.

All work described in the Scope of Work shall be completed by the consultant to the satisfaction of the Technical Advisory Committee, the Sun Corridor MPO staff, and the Sun Corridor MPO Executive Board.

Progress payments can be made, upon request, following submittal and satisfactory review by the Sun Corridor MPO staff.

8. GUIDELINES FOR RFP SUBMITTALS

The RFP respondent shall submit written proposals in compliance with the following requirements:

- Maximum length of 12-pages

- Page limit is for the proposal content only and does not include covers, cover letter, table of contents, dividers, resume appendix, or required form appendix
- Single-sided standard 8½" x 11" page size (budget page and schedule page may be 11" x 17")
- No other page size is allowed
- 12-point Font only for text content
- 10-point font minimum for tables, charts, graphs, captions, and team organization chart
- Cover letter shall be limited to one page only and must be signed by a party authorized to bind the entity submitting the proposal
- **One electronic copy in pdf format** of the complete proposal submittal document emailed to the Sun Corridor MPO Deputy Director. The email subject line or hard bound copy package shall clearly identify it is a **Proposal for the City of Eloy Safe Routes to School Study**
- Submitted proposals become the property of the Sun Corridor MPO and will not be returned

9. PROPOSAL CONTENT

IMPORTANT: Please prepare and organize your proposal in the order outlined below. This will assist the review committee in evaluating your firm's proposal and qualifications more efficiently.

The following items ***must be included*** in each proposal to be considered complete and responsive. The consultant should respond to each of these items in the order listed below. To facilitate the evaluation of each proposal, potential consultants submitting a proposal are required to adhere to the following format:

1. **Cover Letter** – One page cover letter shall be attached as a part of the proposal summarizing the key points made in the proposal, with contact information for the submitting party, and signed by an authorized representative authorized to bind the entity submitting the proposal.
2. **Introduction** – Provide a brief review of the study team makeup and a summary of the team's specific qualifications and experience in preparing SRTS Studies. Outline and discuss the team's general project approach, project management methodologies, and quality control plan.
3. **Scope of Work** – Address how your team proposes to accomplish the individual tasks of the scope of work contained in this RFP.

The scope of work presented in your proposal shall be a refined scope of work incorporating any changes, additions, or modifications to the scope of work presented in this RFP deemed beneficial to the project by the consultant. The consultant shall highlight any changes made to the scope and explain why the change was made and how it will benefit the overall plan. The reviewer should be able to readily see and understand the refined scope being presented by the consultant.

4. **Project Personnel** – Provide an organization chart identifying all key personnel who will actually lead and conduct the effort for the Sun Corridor MPO. Include names of all key project personnel and names of sub-consultant personnel, as well as all individuals who are assigned and dedicated to this SRTS Study. For each person, include a job title (role), duties, responsibilities, and a brief summary of qualifications and relevant experience in planning studies of this type.
5. **Experience and References** – Provide a description of at least three (3) previous projects similar in nature to the services requested. For each project, provide the:
 - Project title
 - Timing (start date, end date, duration)
 - Contract amount (original and final amounts with an explanation of the difference)
 - Sponsoring agency
 - Agency project manager (name and current contract phone number and email address)
 - Roles of individuals assigned to this project on the cited reference project
6. **Project Schedule** – Provide a Gantt style timetable for accomplishing the tasks outlined in the proposed scope of work. Assume the notice to proceed per the procurement timeline provided below. Show the approximate dates for TAC meetings, stakeholder meetings, public outreach, presentations to the elected officials and Executive Board and other required meetings.
7. **Project Budget** – Provide a standard line item budget that is structured to address the proposed budgeted amount for each of the tasks identified in the scope of work. At a minimum, the budget must show project personnel, job title (role), estimated hours of work, hourly charge rates, total amounts for each task, a total amount for the professional services fee, budgeted amount for direct expenses, budgeted amount for services provided by each sub-consultant, and total amount for completing the

Eloy Safe Routes to School Study. Direct expenses may include, but are not limited to, travel/mileage (state rate), telecommunications, postage, deliveries, printing, reproduction costs, etc. In a separate section of the fee proposal, provide the same information for each sub-consultant to be employed to help the prime complete the work to prepare and provide the SRTS Study.

8. **Availability** – List any and all present activities and job commitments for each key person. Include an estimation of available time each key person can commit to working on this project and completing the work tasks described herein.

The consultant must get approval from the Sun Corridor MPO for any change in the project manager, task managers, or sub-consultants assigned to this project for any reason. Changing of key personnel may give rise to termination of the consultant contract depending on the nature and number of changes in key personnel at the discretion of the Sun Corridor MPO Executive Director.

NOTE: THE PROPOSAL RESPONSE FOR SECTIONS 2 THROUGH 8 ABOVE IS SUBJECT TO THE 12-PAGE LIMIT SPECIFIED IN THE GUIDELINES ABOVE.

9. **Appendix 1 – Resumes**

Resumes for each key team member identified in the organization chart may be included in an appendix to the proposal document at the consultant's option. If resumes are provided, each resume shall not exceed one single-sided page in length.

10. **Appendix 2 – Required Forms**

Forms required to be completed and provided with the consultant's proposal shall be contained in an appendix to the proposal. **Failure to provide the Bidder's List Confirmation email or to sign and submit the required Proposal Certification form with the Proposal will result in the Proposal being rejected.** Required forms to include in this appendix are:

- *Bidder's List Confirmation (email from AZ UTRACS)*
- *Signed Request for Proposal Certification Form (Appendix A)*
- *Signed Federal Certification (Appendix B)*
- *Lobbying Certification (Appendix C)*
- *Contractor Demographic Profile Request Form - While not required and completely voluntary , the Sun Corridor MPO asks that you please also*

include this form to assist the MPO in meeting Title VI reporting requirements. (Appendix D)

10. GENERAL PROVISIONS

Withdrawal of Proposals – Proposals may be withdrawn by written notice received at any time prior to the award.

Late Proposals – Any proposal received after the time specified above will not be considered.

Proposal Preparation Costs – All costs incurred for the proposal preparation, presentation, or contract negotiations are the responsibility of the consulting firm. Sun Corridor MPO will not pay for any information solicited or received.

Funding – Sun Corridor MPO is a designated Metropolitan Planning Organization (MPO) for the Sun Corridor Arizona Urbanized Area and has elected to utilize Transportation Alternatives (TA) funds to finance the SRTS Study. In support of the Plan, Sun Corridor MPO will provide the local government match in the form of In-kind, or if necessary, a cash match.

Budget – The maximum budget for this proposal is **\$ 295,000**.

11. PROPOSAL EVALUATION CRITERIA

Proposals for this project will be evaluated by a Consultant Selection Committee appointed by the Sun Corridor MPO according to the following proposal evaluation criteria, with the weighting of each criterion as indicated:

1.	Project understanding and approach	35
2.	Clarity of proposal, technical soundness, and enhancements to scope of work elements outlined in this Request for Proposals	25
3.	Experience and qualifications of the team in development of similar plans	15
4.	Experience and qualifications of the project manager, task managers, and sub-consultants on the team	15
5.	Proposed schedule and budget	10
	Total Points	100

A Consultant Selection Committee will evaluate submitting firm proposals and qualifications to select the best firm to undertake the study and completion of the Safe Routes to School Study. **The Consultant Selection Committee MAY**

select a consultant directly from the review and ranking of the proposals if there is a clear cut best firm/team. The Consultant Selection Committee may also choose to interview a maximum of three of the submitting firms determined to be the most qualified of all the submittals.

12. INTERVIEW EVALUATION CRITERIA

After evaluation of the proposals, a shortlist of a maximum of three firms **MAY** be identified based upon the composite score of the Consultant Selection Committee members. If necessary, a presentation/interview session with each of the short listed firms will comprise the second half of the consultant evaluation and selection process. In the presentation/interview, shortlisted firms will be required to demonstrate their understanding and familiarity with the nature, scope, locations, key issues, innovative concepts, and other aspects of this project. Criteria, upon which the presentation/interview of each firm will be evaluated and scored, with weighting for each criterion, are as follows:

1.	Observations on existing conditions and key project information	20
2.	Identification of key issues or problems that will need to be considered and any initial thoughts on the resolution process	25
3.	Innovative approaches and concepts	25
4.	Experience and capabilities in development of similar studies of both the key personnel and the project team	20
5.	Specific reasons why the firm should be selected for the project	10
	Total Points	100

The Consultant Selection Committee members will individually evaluate the presentation/interview of each of the candidate firms and rate them accordingly to the aforementioned criteria. The Consultant Selection Committee will then agree upon a consensus ranking, and the Sun Corridor MPO staff will notify each interviewed firm of the outcome. Sun Corridor MPO staff shall then schedule a meeting with the top ranked firm for the purpose of finalizing the scope and negotiating a contract.

If negotiations are unsuccessful, the Sun Corridor MPO staff will terminate negotiation efforts with the top ranked firm and open negotiations with the 2nd ranked firm. This process will continue until negotiations are successful. The

shortlist will remain in effect for a period of twelve months from the date of issuance by Sun Corridor MPO.

Once a contract has been successfully negotiated with a firm, the contract will be required to be signed by the Sun Corridor MPO Executive Director, Sun Corridor MPO Attorney, and Sun Corridor MPO Executive Board Chair. Federal language is required to be in all Sun Corridor MPO contracts and professional services agreements. The federal terms and provisions will be provided to the accepted and awarded firm.

The Sun Corridor MPO reserves the right to reject any or all proposals and to make any award which it considers to be in the best interest of the region. This request is for a Request for Proposals and is not a commitment to initiate a contract for services.

13. PROCUREMENT TIMELINE

Due Dates	Description
December 18, 2025	RFP Advertised
January 23, 2026	Proposal Due Date (2:00 PM)
February 18, 2026	Selection Committee Review and Rank Proposals
February 19 & 20, 2026	Consultant Presentations/Interviews (if necessary)
February 20, 2026	Notification to Selected Firm
March 13, 2026	Contract Negotiation Finalized
March 16, 2026	Notice to Proceed Issued

Please note that many of these dates are estimates. The timeline may proceed more quickly or more slowly depending on how certain events unfold.

The Sun Corridor MPO reserves the right to reject any or all proposals and to make any award which it considers to be in the best interest of the region. This request is for a Request for Proposals and is not a commitment to initiate a contract for services.

14. QUESTIONS CONCERNING THE RFP

Written questions regarding this RFP should be mailed or emailed to the Sun Corridor MPO and must be received no later than **5 business days** after the official advertisement date. Questions may then be responded to by written amendment to this document so that all proposers have the same information. Verbal statements or instructions shall not constitute an amendment to this RFP.

Inquiries shall be made to:

Jason Bottjen, Deputy Director, Sun Corridor MPO

211 North Florence Street, Suite 103

Casa Grande, Arizona 85122

Email: jbottjen@scmpo.org

Phone: (520) 705-5153

15. ADDITIONAL TERMS AND CONDITIONS

1. This solicitation does not commit the Sun Corridor MPO to award an Agreement or to pay for costs associated with the preparation of the RFP or pre-agreement expenses. Sun Corridor MPO reserves the right to accept or reject any or all RFP responses received, to cancel all or part of the RFP, or to negotiate with all qualified firms.
2. Sun Corridor MPO may at its discretion, require additional terms and conditions at the time the final Agreement is negotiated. The additional terms and conditions would be for clarification of particular language or correcting errors in the RFP; such as, omissions or misstatements that are discovered.
3. No prior, current or post-award verbal agreement(s) with any officer or employee of the Sun Corridor MPO shall affect, modify or supersede any terms or modifications of this RFP.
4. The Firm/individual chosen, may be required to submit revisions of their responses as a result of negotiations.
5. The selected Firm will be required to furnish evidence of insurance coverage to include, but not limited to Professional Liability, Workers

Compensation and Automobile. Set limits will be provided at contract negotiations.

6. The selected consultant and subconsultants shall possess any necessary Arizona licenses and permit necessary to operate in the State and shall provide evidence of such to the Sun Corridor MPO.
7. The selected consultant and subconsultants shall not assign or subcontract services or responsibilities without prior written approval from the Sun Corridor MPO.
8. Any changes to the response requirements will be made by written addendum.

16. THIRD PARTY AGREEMENTS

The **Consultant** will acknowledge and agree to all additional State and Federal terms, conditions, assurances, and provisions outlined in this RFP document for this project.

17. REQUIRED FORMS

Forms required to be completed and provided with the consultant's proposal shall be contained in an appendix to the proposal. Required forms to be included are:

- *Bidder's List Confirmation (email from AZ UTRACS)*
- *Request for Proposal Certifications Form (Appendix A)*
- *Signed Federal Certification (Appendix B)*
- *Lobbying Certification (Appendix C)*
- *Voluntary Contractor Demographic Profile Request Form – While not required and completely voluntary, the Sun Corridor MPO asks that you please also include this form to assist the MPO in meeting Title VI reporting requirements. This form will not be included in the evaluation of this RFP. (Appendix D).*

APPENDIX “A” Request for Proposal Certifications Form

Request for Proposal Certifications Form

Contractor Name	
SCMPO Contract #:	SCMPO 2025-01
ADOT Project #	MPD11021-2.4-02

Please read the thirteen statements below. The statements are to ensure consultants are aware and in agreement with Federal, and State guidelines related to the award of this contract. Consultants shall submit this Certification Form attached to each Proposal for each RFP advertised, as revisions to the form may occur from time to time. Failure to sign and submit the certification form specified in this RFP with the Proposal will result in the Proposal being rejected.

Submission of the Proposal by the consultant certifies that to the best of its knowledge:

1.	The consultant and its subconsultants have not engaged in collusion with respect to the contract under consideration.
2.	The consultant, its principals and subconsultants, have not been suspended or debarred from doing business with any government entity.
3.	The consultant shall have the proper Arizona license(s) and registration(s) for services to be performed under this contract. Furthermore, the consultant shall ensure that all subconsultants have the proper Arizona license(s) and registration(s) for their services to be performed under this contract. Key members of the Project Team, including subconsultants, are currently licensed to provide the required services as requested in the RFP package.
4.	The consultant's signature on any RFP or contract constitutes an authorization to the Sun Corridor MPO that a responsible officer of the consultant has read and understands its contents and is empowered and duly authorized on behalf of the consultant to do so.
5.	The consultant's Project Team members are employed by the consultant on the date of submittal.
6.	All information and statements written in the proposal are true and accurate and that the Sun Corridor MPO reserves the right to investigate, as deemed appropriate, to verify the information contained in proposals.

7.	Professional liability insurance is required as outlined in the contract.
8.	No Federally appropriated funds have been paid or shall be paid, by or on behalf of the consultant, for the purpose of lobbying.
9.	If the project is funded in whole or in part with Federal Aid funds, the consultant affirmatively ensures that in any subcontract entered into pursuant to this advertisement, minority business enterprises shall be afforded full opportunity to submit proposals/bids in response to this invitation and shall not be discriminated against on the grounds of race, color, national origin, or sex, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation.
10.	The consultant will utilize all project team members, sub-consultants, and DBE firms, if applicable, submitted in the RFP, and will not add other project team members or sub-consultants, unless the consultant has received prior written approval from Sun Corridor MPO Executive Director.
11.	The consultant shall either meet its DBE goal commitment and any other DBE commitments or make Good Faith Efforts as stated in its RFP Proposal or Cost Proposal; and shall report on a timely basis its DBE utilization as detailed in the contract.
12.	If selected, the consultant is committed to satisfactorily carry out the consultant's commitments as detailed in the contract and its RFP proposal.
13.	In Compliance with 49 CFR Part 26.11, The consultant is required to register with the AZ UTRACS web portal and complete the Online Bidder's List. Please note: any firm being awarded work as a prime or sub-consultant on a federally funded project must be AZ UTRACS registered. Failure to submit the corresponding Bidder's List email confirmation as part of the Proposal will result in rejection of the proposal. Please use ADOT Project # MPD11021-2.4-02.

I hereby certify that I have read and agree to adhere to the sixteen statements above and that the statements are true to the best of my knowledge as a condition of award of this contract.

<i>Print Name and Title:</i>			
<i>Signature:</i>		<i>Date:</i>	

Proposing Firm Name: _____

APPENDIX “B” Federal Certification Debarment and Suspension

City of Eloy Safe Routes to School Study

Professional Services

\$ 295,000

Jason Bottjen
jbottjen@scmpo.org

SUN CORRIDOR MPO
211 N. Florence St, Ste. 103
Casa Grande, Arizona 85122
+1 520 705-5153
scmpo.org

Federal Certifications

GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

Instructions for Certification: By signing and submitting this bid or proposal, the prospective primary participant is providing the signed certification set out below.

1. It will comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” 2 CFR part 180,
2. To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
 - a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
 - i. Debarred
 - ii. Suspended
 - iii. Proposed for debarment
 - iv. Declared ineligible
 - v. Voluntarily excluded
 - vi. Disqualified
 - b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
 1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction, or contract under a public transaction,
 2. Violation of any Federal or State antitrust statute, or
 3. Proposed for debarment commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property.
 - c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification,

- d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
- e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a – 2.d above, it will promptly provide that information to FTA,
- f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
 - 1. Equals or exceeds \$25,000,
 - 2. Is for audit services, or
 - 3. Requires the consent of a Federal official, and
- g. It will require that each covered lower tier contractor and subcontractor:
 - 1. Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
 - 2. Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
 - a. Debarred from participation in its federally funded Project,
 - b. Suspended from participation in its federally funded Project,
 - c. Proposed for debarment from participation in its federally funded Project,
 - d. Declared ineligible to participate in its federally funded Project,
 - e. Voluntarily excluded from participation in its federally funded Project, or
 - f. Disqualified from participation in its federally funded Project, and
 - 3. It will provide a written explanation as indicated on the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third-Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

Certification

Contractor _____

Signature of Authorized Official _____ Date ____/ ____/____

Name and Title of Contractor's Authorized Official _____

APPENDIX “C” Lobbying Certification

**Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements
Pursuant to 49 CFR 20, Subpart F, Appendix A**

SCMPO Contract #:	SCMPO 2025-01
ADOT Project #	MPD11021-2.4-02

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: _____

Street address: _____

City, State, Zip: _____

CERTIFIED BY: _____

(type or print)

TITLE: _____

(signature)

(date)

Please indicate here if you are required to submit Standard Form LLL as required in item (2) above: ☐ Yes ☐ No

APPENDIX “D” Contractor Demographic Profile Request Form

NON-DISCRIMINATION IN PURCHASING AND CONTRACTING

It is the policy of the Sun Corridor Metropolitan Planning Organization (MPO), and their Fiscal Agent, the City of Casa Grande, that discrimination against businesses by reason of the race, color or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Sun Corridor MPO Executive Board that the Sun Corridor MPO and all vendors and contractors doing business with the Sun Corridor MPO shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Sun Corridor MPO without regard to the race, color, gender or national origin of the ownership of any such business.

The Sun Corridor MPO is committed to ensuring that no person is discriminated against on the ground of color, race, or national origin as provided by the Title VI of the Civil Rights Act of 1964. As a bidder or contractor for the Sun Corridor MPO, you are asked to assist the Sun Corridor MPO in assuring that documentation of non-discrimination policies is provided for procurement activities of the Sun Corridor MPO as set forth in 49 CFR Part 26.

The attached Demographic Profile request is a voluntary disclosure of your company’s demographic profile in order to assist the Sun Corridor MPO in analyzing trends in procurement activities in order to ensure compliance with non-discrimination policies. This voluntary disclosure of demographic data will not be used as a criteria for award of Sun Corridor MPO contracts.

CONTRACTOR DEMOGRAPHIC PROFILE FORM: NON-DISCRIMINATION IN PURCHASING AND CONTRACTING

INSTRUCTIONS: Please indicate the sex, Hispanic/Non-Hispanic ethnicity, and race for the owner(s) and office(s) or branch (es) of your company providing the services for the proposed project. Include all those employed in your company, either full or part-time, to the extent demographic data is known. Company owners may be a sole proprietorship, one or more shared owners, including an employee owned company, or other legal partnerships.

Definitions of sex, ethnicity and race as defined by the Bureau of the Census:

www.census.gov

	Sex Male	Sex Female	Ethnicity Hispanic	Ethnicity Non- Hispanic	Race White	Race Black/ African- American	Race Asian	Race Hawaiian or Pacific Islander	Race American Indian or Alaskan	Race Multi Racial/ Two or More	Race Other Race
Company Owner(s)											
Office(s) or Branch(es)											

- ☐ I/We are a registered DBE company with the State of Arizona.
- ☐ I/We are a publicly traded company with multiple shareholders/demographic data unknown.
- ☐ I/We choose to not disclose our company's demographic profile to the Sun Corridor MPO.

**NAME OF COMPANY
LOCATION(S)**

BRANCH OFFICE

AUTHORIZED SIGNATORY FOR COMPANY

DATE

Professional Service DBE Provision

PROFESSIONAL SERVICES DBE PROVISIONS

FOR USE ON LPA/SUBRECIPIENT FEDERAL AID PROJECTS WITHOUT DBE
GOALS

DISADVANTAGED BUSINESS ENTERPRISES:

1.0 Policy:

The Arizona Department of Transportation (hereinafter the Department) has established a Disadvantaged Business Enterprise (DBE) program in accordance with the regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 26. The Department has received Federal financial assistance from the U.S. Department of Transportation and as a condition of receiving this assistance, the Department has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the Department to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in USDOT-assisted contracts. It is also the policy of the Department:

1. To ensure nondiscrimination in the award and administration of USDOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts;
3. To ensure that the DBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are counted as DBEs;
5. To help remove barriers to the participation of DBEs in USDOT-assisted contracts;
6. To assist in the development of firms that can compete successfully in the market place outside the DBE program; and
7. To promote the use of DBEs in all types of federally-assisted contracts and procurement activities.

It is also the policy of the Department to facilitate and encourage participation of Small Business Concerns (SBCs), as defined in Subsection 3.0, in USDOT-assisted contracts. The Department encourages consultants to take reasonable steps to eliminate obstacles to SBCs' participation and to utilize SBCs in performing contracts.

Local Public Agencies (LPA) and or Subrecipients of Federal financial assistance will administer and manage the contracts from advertising, consultant selection, negotiation, contract execution, processing payment reports and contract modifications, audits, DBE compliance (e.g., reporting and monitoring) through contract closeout.

2.0 Assurances of Non-Discrimination:

The consultant, Subrecipient, or Subconsultant shall not discriminate on the basis of race, color, sex or national origin in the performance of this contract. The consultant shall carry out applicable requirements of 49CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the consultant 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 the LPA/Subrecipient with the Department's concurrence deems appropriate, which may include, but are not limited to:

In Compliance with the ADOT DBE Program Plan, the Subrecipient/Subgrantee shall not, directly or through contractual or any other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program. The Subrecipient will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, national origin, age, or disability.

1. Withholding payments;
2. Assessing Sanctions;
3. Liquidated damages; and /or
4. Disqualifying the contractor from future bidding on the grounds of being non-responsible;
5. Cancellation, termination, or suspension of the Contract, in whole or in part.

The consultant, subrecipient, or subconsultant shall ensure that all subcontract agreements contain this non-discrimination assurance.

3.0 Definitions:

(A) Commercially Useful Function (CUF): Commercially Useful Function is defined fully in 49 CFR 26.55, which definition is incorporated herein by reference.

(B) Disadvantaged Business Enterprise (DBE): a for-profit small business concern which meets both of the following requirements:

- (1) Is at least 51 percent owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51 percent of the stock is owned by one or more such individuals; and,
- (2) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

(C) NAICS Code: The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business

establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

(D) Non-DBE: any firm that is not a DBE.

(E) DBE-Conscious (RC): a measure or program focused specifically on assisting only DBEs.

(F) DBE-Neutral (RN): a measure or program that is, or can be, used to assist all small businesses.

(G) Small Business Concern (SBC): a business that meets all of the following conditions:

- (1) Operates as a for-profit business registered to do business in Arizona;
- (2) Operates a place of business primarily within the U.S., or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials, or labor;
- (3) Is independently owned and operated;
- (4) Is not dominant in its field on a national basis; and
- (5) Does not have annual gross receipts that exceed the Small Business Administration size standards average annual income criteria for its primary North American Industry Classification System (NAICS) code.

(H) Socially and Economically Disadvantaged Individuals: Socially and Economically Disadvantaged Individuals is defined in 49 CFR Part 26.5, as revised by the IFR. That definition is incorporated here.

- (1) Any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who a certifier finds to be socially and economically disadvantaged on an individual basis.
- (2) A determination that an individual is socially and economically disadvantaged must not be based in whole or in part on race or sex. For that reason, all applicants shall qualify as socially and economically disadvantaged if they can demonstrate that they can meet the relevant criteria described in 49 CFR Part 26.67.
- (3) Being born in a particular country does not, standing alone, mean that a person is necessarily socially and economically disadvantaged

4.0 Working with DBEs:

The Department works with DBEs and assists them in their efforts to participate in the highway construction program. All proposers should contact the Department's Business Engagement and Compliance Office (BECO) by phone, through email, or at the address shown below, for assistance in their efforts to use DBEs in the highway construction industry. BECO contact information is as follows:

Arizona Department of Transportation
Business Engagement and Compliance Office
1801 W. Jefferson St, Suite 101, Mail Drop 154A
Phoenix, AZ 85007
Phone (602) 712-7761
FAX (602) 712-8429
Email: LPAContractorCompliance@azdot.gov
Website : www.azdot.gov/business/business-engagement-and-compliance

4.01 Business Development Program

The Department has established the Business Development Program as an initiative to encourage and develop disadvantaged businesses in the highway construction industry. The Department is committed to providing new, emerging, developmental and transitional DBEs with general and firm-specific training and technical assistance. The Department intends for this assistance to aid DBEs to become competitive within the heavy highway and construction industry market places. In particular, the Department's DBE Supportive Services Program (DBE/SS) is designed to work in collaboration with stakeholder organizations (including departments and agencies of State and Federal Governments, small business organizations, tribal governments, profit and nonprofit corporations) to help DBEs to successfully compete for highway construction projects and become self-sufficient. The program provides educational opportunities for DBEs regarding current market conditions, federal regulatory compliance, and best business practices. These efforts are reinforced with one-on-one business counseling for DBEs certified in areas that directly support Federal-aid highway projects, small group workshops, conferences, business expositions, regular in-person training opportunities, and regular virtual training opportunities. For guidance regarding this program, refer to the Business Development Program Guidelines available on the BECO website at <https://azdot.gov/business/business-engagement-and-compliance/dbe-supportive-services/business-development-program/disadvantaged-business-enterprise-dbe-program/dbe>.

The Business Development Program is intended to increase legitimate DBE activities. The program operates in conformity with the Federal DBE rules and regulations. The Department's DBE/SS participants may not circumvent the Federal DBE rules or regulations.

5.0 Applicability:

The Department has established an overall annual goal for DBE participation on Federal-aid contracts. The Department intends for the goal to be met with a combination of race conscious efforts and race neutral efforts. Race conscious participation occurs when the consultant uses a percentage of DBEs, as defined herein, to meet the contract-specified goal. Race neutral efforts are those that are, or can be, used to assist all small businesses or increase opportunities for all small businesses. The regulation, 49 CFR 26, defines race neutral as when a DBE wins a prime contract through customary competitive procurement procedures or is awarded a subcontract on a prime contract that does not carry a DBE contract goal.

The DBE provisions are applicable to all consultants including DBE consultants.

6.0 Certification and Registration:

6.01 DBE Certification:

Certification as a DBE shall be predicated on:

- (1) The completion and execution of an application for certification as a "Disadvantaged Business Enterprise."
- (2) The submission of documents pertaining to the firm(s) as stated in the application(s), including but not limited to a statement of social disadvantage and a personal financial statement.
- (3) The submission of any additional information which the Department or the applicable Arizona Unified Certification (UCP) agency may require to determine the firm's eligibility to participate in the DBE program.
- (4) The information obtained during the on-site visits to the offices of the firm and to active job-sites.

Applications for certification may be filed online with the Department or the applicable UCP agency at any time through the Arizona Unified Transportation Registration and Certification System (AZ UTRACS) website at <http://www.azutracs.com>.

Implementation of Revised Federal Standards. Effective October 3, 2025, all certification applications and renewals shall be reviewed and processed in accordance with the 49 CFR Part 26 as revised by the IFR. The revised rule modifies certification standards, documentation, and evidentiary requirements applicable to determinations of social and economic disadvantage, business size, ownership, and control.

Transition Period. During the transition period in which the Department and participating UCP agencies are updating internal procedures and the AZ UTRACS system to implement the revised rule, certification applications may continue to be submitted

through the existing online platform. Applicants submitting applications during this period may be required to furnish additional or supplemental documentation consistent with the revised certification criteria upon system update or upon request by the certifying agency.

All applicants, whether filing initial or renewal applications, shall comply with any new or amended federal documentation requirements that become effective under 49 CFR Part 26 as revised by the IFR, including but not limited to personal narrative statements, financial disclosures, and supporting affidavits required to demonstrate eligibility under the revised standards.

The Department is a member of the AZ Unified Certification Program (AZUCP). During the transition period, the list of firms listed in AZ UTRACS were certified prior to October 3, 2025, not in accordance with the IFR, and therefore do not count for DBE credit, unless otherwise noted in AZ UTRACS. The list indicates contact information and specialty for each DBE firm, and may be sorted in a variety of ways. However, the Department does not guarantee the accuracy and/or completeness of this information, nor does the Department represent that any licenses or registrations are appropriate for the work to be done.

The Department's certification of a DBE is not a representation of qualifications and/or abilities nor does it mean that a DBE firm is guaranteed or entitled to receive or be awarded a contract. Being certified simply means that a firm has met the criteria for DBE certification as outlined in 49 CFR Part 26, as revised by the IFR. The consultant bears all risks of ensuring that DBE firms selected by the consultant are able to perform the work.

6.02 SBC Registration:

To comply with 49 CFR Part 26.39, ADOT's DBE Program incorporates contracting requirements to facilitate participation by Small Business Concerns (SBCs) in federally assisted contracts. SBCs are for-profit businesses authorized to do businesses in Arizona that meet the Small Business Administration (SBA) size standards for average annual revenue criteria for its primary North American Industry Classification System (NAICS) code

While the SBC component of the DBE program does not require utilization of goals on projects, ADOT and the LPA/Subrecipient strongly encourages consultants to utilize small businesses that are registered in AZ UTRACS on their contracts, in addition to DBEs meeting the certification requirement. The consultant may use the AZ UTRACS website to search for certified DBEs and registered SBCs that can be used on the contract. However, SBCs that are not DBEs will not be counted toward the DBE participation.

SBCs can register online at the AZ UTRACS website at <http://utracs.azdot.gov/Home/>.

The Department's registration of SBCs is not a representation of qualifications and/or abilities, nor does it mean that an SBC firm is guaranteed or entitled to receive or be awarded a contract. Being SBC registered simply means that a firm has met the criteria for SBC registration as outlined in 49 CFR Part 26. The consultant bears all risks of ensuring that SBC firms selected by the consultant are able to perform the work.

7.0 DBE Financial Institutions:

The Department thoroughly investigates the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in its service area and makes reasonable efforts to use these institutions. The Department encourages prime consultants to use such institutions on USDOT assisted contracts. However, use of DBE financial institutions will not be counted toward the DBE participation.

The Department and the LPA/Subrecipient encourages prime consultants to research the Federal Reserve Board website at www.federalreserve.gov to identify minority-owned banks in Arizona derived from the Consolidated Reports of Condition and Income filed quarterly by banks (FFIEC 031 and 041) and from other information on the Board's National Information Center database.

8.0 Time is of the Essence:

TIME IS OF THE ESSENCE IN RESPECT TO THE DBE PROVISIONS

9.0 Computation of Time:

In computing any period of time described in this DBE special provision, such as calendar days, the day from which the period begins to run is not counted, and when the last day of the period is a Saturday, Sunday, Federal or State holiday, the period extends to the next day that is not a Saturday, Sunday, Federal or State holiday. In circumstances where the LPA/Subrecipient Procurement Office is closed for all or part of the last day, the period extends to the next day on which the LPA / Subrecipient Procurement Office is open.

10.0 Consultant and Subconsultant Requirements:

10.01 General:

The consultant shall establish a DBE program that will ensure nondiscrimination in the award and administration of contracts and subcontracts.

Agreements between the proposer and a DBE in which the DBE promises not to provide subcontracting quotations to other proposers are prohibited.

11.0 DBE Goal:

During the transition period, the IFR provides that until the UCP completes the recertification process, the Department may not 1) set any DBE contract goals or 2) count any participation towards its overall DBE goal. The Department will not be counting any

DBE conscious or DBE neutral efforts towards its overall DBE goal during this transitional period.

The Department has not established contract goals for DBE participation in this contract.

Consultants are still encouraged to employ reasonable means to obtain DBE neutral efforts. Consultants must retain records in accordance with these DBE specifications. The consultant is notified that this record keeping is important to the Department so that it can track DBE participation where only DBE neutral efforts are employed.

12.0 Bidders/Proposers List and AZ UTRACS Registration Requirement:

Under 49 CFR Part 26.11, DOTs are required to collect certain information from all consultants and subconsultants who seek to work on federally-assisted contracts in order to set overall and contract DBE goals. The Department collects this information when firms register their companies on the Arizona Unified Transportation Registration and Certification System (AZ UTRACS) web portal at <https://utracs.azdot.gov/Home/> a centralized database for companies that seek to do business with the Department. This information will be maintained as confidential to the extent allowed by Federal and State law.

All prime consultants, subconsultants, and DBEs listed in the SOQ and included on this contract or added to this contract shall:

- (1) register in AZ UTRACS, and
- (2) maintain their profile with current and accurate firm information. Proposers may verify that their firm and each subconsultant is registered using the AZ UTRACS website.

Proposers may obtain additional information at the AZ UTRACS website or by contacting the LPA/Subrecipient.

Proposers shall create a Bidders/Proposers list in the AZ UTRACS (<https://utracs.azdot.gov/>) by selecting all subconsultants, service providers, and vendors that expressed interest or submitted proposals or quotes for this contract. The Bidders/Proposers List form must be complete and must include the names for all subconsultants, service providers, and vendors that submitted proposals or quotes on this project regardless of the proposer's intentions to use those firms on the project.

Proposers must complete and submit the Bidders/Proposers List online at AZ UTRACS prior to Cost Proposal submittal. A confirmation email will be generated by the system. This email confirmation shall be submitted with the Cost Proposal.

FAILURE TO SUBMIT THE REQUIRED BIDDERS/PROPOSERS LIST CONFIRMATION EMAIL WITH THE SOQ PROPOSAL BY THE STATED TIME AND IN THE MANNER HEREIN SPECIFIED AND AS OUTLINED IN THE RFQ SHALL BE CAUSE FOR THE PROPOSER'S SOQ PROPOSAL TO BE REJECTED.

13.0 Payment Reporting:

The consultant shall report on a monthly basis indicating the amounts paid to all subconsultants, of all tiers, working on the project. Reporting shall be in accordance with Prompt Pay and Payment Reporting requirements of the contract specifications.

14.0 Crediting DBE Participation:

14.01 General Requirements:

During the transition period, the IFR provides that until the UCP completes the recertification process, the Department may not count any participation towards its overall DBE goal. This applies to both DBE conscious and DBE neutral efforts.

To count toward DBE participation, the DBE firms must be certified at the time of Cost Proposal submission in each NAICS code applicable to the kind of work the firm will perform on the contract. NAICS for each DBE can be found on the AZ UTRACS website. General descriptions of all NAICS codes can be found at <http://www.naics.com>.

Credit towards the consultant's DBE participation is given only after the DBE has been paid for the work performed.

The entire amount of a contract that is performed by the DBE's own forces, including the cost of supplies and materials purchased by the DBE for the work on the contract and equipment leased by the DBE will be credited toward DBE participation. Supplies and equipment the DBE subconsultant purchases or leases from the prime consultant or its affiliate will not be credited toward DBE participation.

The consultant bears the responsibility to determine whether the DBE possesses the proper consultant's license(s) to perform the work and, if DBE credit is requested, that the DBE subconsultant is certified for the requested type of work.

The Department's certification is not a representation of a DBE's qualifications and/or abilities. The consultant bears all risks that the DBE may not be able to perform its work for any reason.

A DBE may participate as a prime consultant, subconsultant, or as a vendor of materials or supplies. The dollar amount of work to be accomplished by DBEs, including partial amount of a lump sum or other similar item, shall be on the basis of agreements such as: subcontract, purchase order, hourly rate, and rate per ton.

DBE credit may be obtained only for specific work done for the project, supply of equipment specifically for physical work on the project, or supply of materials to be incorporated in the work. DBE credit will not be allowed for costs such as overhead items, capital expenditures (for example, purchase of equipment), and office items.

The consultant may credit second-tier subcontracts issued to DBEs by non-DBE subconsultants. Any second-tier subcontract to a DBE must meet the requirements of a first-tier DBE subcontract.

A prime consultant may credit the entire amount of that portion of a contract that is performed by the DBE's own forces. The cost of supplies and materials obtained by the DBE for the work of the contract can be included so long as that cost is reasonable. Leased equipment may also be included. No credit is permitted for supplies purchased or equipment leased from the prime consultant or its affiliate(s).

When a DBE subcontracts a part of the work of its contract to another firm, the value of the subcontract may be credited towards the DBE participation only if the DBE's subconsultant is itself a DBE and performs the work with its own forces. Work that a DBE subcontracts to a non-DBE firm does not count toward a DBE participation.

A prime consultant may credit the entire amount of fees or commissions charged by a DBE firm for providing a bona fide service, such as professional, technical, consulting, or managerial services, or for providing bonds or insurance specifically required for the performance of a USDOT-assisted contract, provided the fees are reasonable and not excessive as compared with fees customarily allowed for similar services.

14.02 Effect of Loss of DBE Eligibility:

If a DBE or a DBE prime consultant is deemed ineligible, decertified, or suspended by the Department in accordance with 49 CFR Part 26.87 and 49 CFR Part 26.88, the following provisions shall apply:

- (A) If a DBE firm loses its DBE eligibility because the DBE firm was acquired by a non-DBE firm, no work performed by the DBE firm after the Decision Date will be counted toward DBE participation.
- (B) If a subcontract, contract, or supplier arrangement has been executed before the Decision Date, no work performed by the DBE firm will be counted toward DBE participation.
- (C) If neither paragraph (A) nor paragraph (B) above applies, the work performed by the DBE firm after the Decision Date will be counted toward DBE participation.
- (D) If the consultant extends or adds work to the DBE firm's subcontract, that work will not be counted toward the DBE goal unless the consultant has obtained prior approval from the LPA/Subrecipient, with BECO concurrence for DBE credit. Any

requests to extend or add work to the DBE firm's subcontract to count towards the DBE goal shall be submitted using the request form, made available on BECO's website at <https://azdot.gov/business/business-engagement-and-compliance/lpasubrecipient/contract-forms-specs>, to extend Decertified DBE contract for DBE credit.

- (E) The LPA/Subrecipient, with BECO concurrence will consent to such DBE credit only if the added work is within the foreseeable range of added work, given the circumstances of the original DBE contract.
- (F) For the purposes of this subsection, "Decision Date" means the date the Department notifies the DBE that it has become ineligible, decertified, or suspended under 49 CFR Part 26.87(c)(4), (g).

14.03 Notifying the Consultant of DBE Certification Status:

Each DBE contract at any tier shall require any DBE subconsultant or supplier that is either decertified or certified during the term of the contract to immediately notify the consultant and all parties to the DBE contract in writing, with the date of decertification or certification. The consultant shall require that this provision be incorporated in any contract of any tier in which a DBE is a participant.

14.04 Police Officers:

DBE credit will not be permitted for procuring DPS officers. For projects on which officers from other agencies are supplied, DBE credit will be given only for the broker fees charged, and will not include amounts paid to the officers. The broker fees must be reasonable.

14.05 Commercially Useful Function:

A prime consultant can credit expenditures to a DBE subconsultant toward DBE participation only if the DBE performs a Commercially Useful Function (CUF).

In conformity with 49 CFR Part 26.55(c), a DBE performs a CUF when it is responsible for execution of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible, with respect to materials and supplies on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself that it uses on the project. To determine whether a DBE is performing a commercially useful function, the LPA/Subrecipient will evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the DBE credit claimed for its performance of the work, and other relevant factors.

A DBE will not be considered to perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are

passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, the LPA/Subrecipient will examine similar transactions, particularly those in which DBEs do not participate.

If a DBE does not perform or exercise responsibility for at least 30 percent of the total cost of its contract with its own work force, or if the DBE subcontracts a greater portion of the work of a contract than would be expected within normal industry practice for the type of work involved, LPA/Subrecipient will presume that the DBE is not performing a commercially useful function.

When a DBE is presumed not to be performing a commercially useful function as provided above, the DBE may present evidence to rebut this presumption. The LPA/Subrecipient will determine if the firm is performing a CUF given the type of work involved and normal industry practices.

The LPA/Subrecipient will notify the consultant, in writing, if it determines that the consultant's DBE subconsultant is not performing a CUF. The consultant will be notified within seven calendar days of the LPA/Subrecipient's decision.

Decisions on CUF may be appealed to the Department's BECO. The appeal must be in writing and personally delivered or sent by certified mail, return receipt requested, to the Department's BECO. The appeal must be received by the Department's BECO no later than seven calendar days after the LPA/Subrecipient's decision. LPA/Subrecipient's decision remains in place unless and until the Department's BECO reverses or modifies LPA/Subrecipient's decision. The Department's BECO will promptly consider any appeals under this subsection and notify the consultant of the Department's BECO findings and decisions. Decisions on CUF matters are not administratively appealable to USDOT.

The LPA/Subrecipient will conduct project site visits on the contract to confirm that DBEs are performing a CUF. The consultant shall cooperate during the site visits and the LPA/Subrecipient staff will make every effort not to disrupt work on the project.

15.0 Required Provisions for DBE Subcontracts:

All subcontracts of any tier, all supply contracts, and any other contracts in which a DBE is a participant shall include as a physical attachment, DBE Subconsultant Compliance Assurances available from the LPA/Subrecipient and all of the Uniform Terms and Conditions set forth in other sections of this contract.

Consultants executing agreements with subconsultants, DBE or non-DBE, that materially modify federal regulation and state statutes such as, prompt payment and retention requirements, through subcontract terms and conditions will be found in breach of contract which may result in termination of the contract, or any other such remedy as the LPA/Subrecipient and ADOT deem appropriate as outlined in DBE Subsection 2.0.

The LPA/Subrecipient reserves the right to conduct random reviews of DBE and non-DBE subcontract documentation to ensure compliance with federal requirements.

The Consultant shall provide electronic copies of signed subcontract agreements for all DBE Subconsultants listed on the DBE Intended Participation Affidavit Summary by uploading them within 15 calendar days of an approved contract to the LPA DBE System. Subcontract agreements shall include all required assurances and clauses as outlined in Section 3.0 and 4.0 of the Contract. Each agreement and required attachment shall be dated and signed by the Subconsultant in order for the subcontract to be considered valid.

The Consultant shall be in breach of this Contract if the Consultant materially modifies the Federal Regulations and State statutes in its subcontract agreements terms and conditions with its Subconsultants. Deviations from the terms of this Contract may result in termination of the Contract, or any other such remedy as deemed appropriate by the LPA/Subrecipient and the Department.

16.0 Contract Performance:

The LPA/Subrecipient will visit the consultant's office to conduct reviews to ensure compliance with DBE requirements. The reviews may include, among other activities, interview of DBEs and their employees and the consultant and its employees. The consultant shall cooperate in the review and make its employees available. The consultant shall inform the LPA/Subrecipient in advance when each DBE will be working on the project to help facilitate reviews.

The LPA/Subrecipient reserves the right to request and inspect all records of the consultant and all records of the DBEs and non-DBE subconsultants concerning this contract. The consultant must make available all documents related to all contracts to LPA/Subrecipient upon request.

17.0 Certification of Final DBE Payments:

DBE participation on the contract is measured by actual payments made to the DBEs. The consultant shall submit the "Certification of Final DBE Payments" form for each DBE firm working on the contract. This form shall be signed by the consultant and the relevant DBE, and submitted to the LPA/Subrecipient no later than 30 days after the DBE completes its work.

The LPA/Subrecipient and ADOT will use this certification and other information available to determine applicable DBE credit allowed to date by the Prime Consultant and the extent to which the DBE firms were fully paid for that work. By the act of filing the forms, the consultant acknowledges that the information is supplied in order to justify the payment of state and federal funds to the consultant.

The consultant will not be released from the obligations of the contract until the "Certification of Final DBE Payments" forms are received and deemed acceptable by the LPA/Subrecipient.

17.0 False, Fraudulent, or Dishonest Conduct:

In addition to any other remedies or actions, the Department will bring to the attention of the US Department of Transportation any appearance of false, fraudulent, or dishonest conduct in connection with the DBE program, so that USDOT can take steps such as referral to the Department of Justice for criminal prosecution, referral to the USDOT Inspector General for possible initiation of suspension and debarment proceedings against the offending parties or application of "Program Fraud and Civil Penalties" rules provided in 49 CFR Part 31.

Prompt Pay and Payment Reporting
CONSTRUCTION AND PROFESSIONAL SERVICES/DESIGN CONTRACTS

** FOR USE ON LPA FEDERAL AID PROJECTS **

(07/24/2023)

MEASUREMENTS AND PAYMENT:

(A) Partial Payments:

If satisfactory progress is being made, the contractor will receive a payment based on the amount of work completed. Progress payments may be made by the LPA/Subrecipient Procurement Office to the contractor on the basis of an approved estimate of the work performed during a preceding period of time. The progress payments shall be paid on or before 14 days after the estimate of the work is approved. The estimate of the work will be deemed received by the LPA/Subrecipient Procurement Office on submission to the person designated by the LPA/Subrecipient Procurement Office for the submission, review or approval of the estimate of the work. The LPA/Subrecipient Procurement Office by mutual agreement may make progress payments on contracts of less than 90 days and shall make monthly progress payments on all other contracts. Payment to the contractor on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month under the contract may include payment for material and equipment.

An estimate of the work submitted will be deemed approved and certified for payment after seven days from the date of submission unless before that time the LPA/Subrecipient Procurement Office or Designee prepares and issues a specific written finding setting forth those items in detail in the estimate of the work that are not approved for payment under the contract. The contractor shall work with the LPA/Subrecipient or the LPA/Subrecipient Designee to finalize monthly estimate. The progress payments will be paid on or before 14 days after the estimate of the work is certified and approved in accordance with Arizona Revised Statutes Section 34-221.

The contractor shall pay to the contractor's subcontractors or material suppliers and each subcontractor shall pay to the subcontractor's subcontractor or material supplier, within seven days of receipt of each progress payment the respective amounts allowed the contractor or subcontractor on account of the

work performed by the subcontractors, to the extent of each subcontractor's interest.

No contract for construction services may materially alter the rights of any contractor, subcontractor or material supplier to receive prompt and timely payment.

A subcontractor may notify the LPA/Subrecipient Procurement Office in writing requesting that the subcontractor be notified by the Subrecipient Procurement Office in writing within five days from payment of each progress payment made to the contractor.

(B) No Retainage on Progress Payments:

- (1) This is a federally-funded project. Therefore, notwithstanding A.R.S § 34-221, the LPA/Subrecipient Procurement Office will not withhold retainage from progress payments. Neither the contractor, nor the subcontractor of any tier, may withhold any retainage on progress payments to subcontractors or suppliers of any tier.
- (2) This provision does not prevent the LPA/Subrecipient Procurement Office from withholding retainage or reducing payments where otherwise provided in the contract. These cases may include, but are not limited to:
 - (a.) Delayed work;
 - (b.) Work that is not satisfactorily performed; or
 - (c.) A failure to submit necessary reports, certifications, or documents to the LPA/Subrecipient Procurement Office.

(C) Subcontractor Payments:

(1) No Retainage:

- (a.) This is a federally-funded project. Therefore, notwithstanding A.R.S § 34-221, neither the contractor, nor the subcontractor of any tier, may withhold any retainage on progress payments to subcontractors or suppliers of any tier.
- (b.) Pursuant to Subsection (B)(2) of this Specification, the contract does not prevent the LPA/Subrecipient Procurement Office from withholding retainage or reducing payments where

otherwise provided in the contract. These cases may include, but are not limited to:

- i. Delayed work;
 - ii. Work that is not satisfactorily performed;
or
 - iii. A failure to submit necessary reports, certifications, or documents to the LPA/Subrecipient Procurement Office.
- (c.) When the LPA/Subrecipient Procurement Office withholds retainage or reduces payments under Subsection (B)(2) of this Specification, the contractor may withhold retainage on progress payments to subcontractors or suppliers of any tier. However, the contractor may only withhold a reasonable amount of retainage.
- (d.) For the purposes of this section, a “reasonable amount” of retainage is based on the subcontractor’s involvement or the supplier’s involvement in the cause for the LPA/Subrecipient Procurement Office’s reduction of payment. The final amount retained from all subcontractors and suppliers shall not be higher than the amount retained by the LPA/Subrecipient. However, tier sub contracts shall include provisions that comply with this section.

(2) No Set-offs Arising from Other Contracts:

If a subcontractor is performing work on multiple contracts for the same contractor or subcontractor of any tier, the contractor or subcontractor of any tier shall not withhold or reduce payment from its subcontractors on the contract because of disputes or claims on another contract.

(3) Partial Payment:

The contractor and each subcontractor of any tier shall make prompt partial payments to its subcontractors within seven days of receipt of payment from the LPA/Subrecipient Procurement Office. Notwithstanding any provision of Arizona Revised Statutes Section 34-221, the parties may not agree otherwise.

(4) Final Payment:

The contractor and each subcontractor of any tier shall make prompt final payment to each of its subcontractors. The contractor and each subcontractor of any tier shall pay all monies, including retention, due to its subcontractor

within seven days of receipt of payment. Notwithstanding any provision of Arizona Revised Statutes Section 34-221, the parties may not agree otherwise.

(5) Payment Reporting:

For the purposes of this subsection “Reportable Contracts” means any subcontract, of any tier, DBE or non-DBE, by which work shall be performed on behalf of the contractor and any contract of any tier with a DBE material supplier.

The requirements of this subsection apply to all Reportable Contracts.

Payment Reporting for all Reportable Contracts shall be done through the LPA DBE System which can be accessed at AZ UTRACS on the Arizona Transportation Business Portal at www.azutracs.com. No later than fifteen calendar days after the preconstruction conference, the contractor shall log into the system and enter or verify the name, contact information, and subcontract amounts for Reportable Contracts on the project. As Reportable Contracts are approved over the course of the contract, the contractor shall enter the subcontractor information in the LPA DBE System. Reportable contracts information shall be entered into the system no later than five calendar days after approval by the LPA/Subrecipient Procurement Office.

The contractor shall report on a monthly basis indicating the amounts actually paid and the dates of each payment under any Reportable Contract on the project. The contractor shall provide information for payments made on all Reportable Contracts during the previous month by the last day of the current month. In the event that no payments were made during a given month, the contractor shall identify that by entering a dollar value of zero. If the contractor does not pay the full amount of any invoice from a subcontractor, the contractor shall note that and provide the reasons in the comment section of the Monthly Payment Audit of the LPA DBE System.

In addition, the contractor shall require that all participants in any Reportable Contract electronically verify receipt of payment on the contract within 15 days of receipt of electronic payment notification and the contractor shall actively monitor the system to ensure that the verifications are input. The contractor shall proactively work to resolve any payment discrepancies in the system between payment amounts it reports and payment confirmation amounts reported by others.

The contractor shall ensure that all Reportable Contract payment activity is in the LPA DBE System. This includes all lower-tier Reportable Contracts.

The contractor shall maintain records for each payment explaining the amount requested by the subcontractor, and the amount actually paid pursuant to the request, which may include but are not limited to, estimates, invoices, pay requests, copies of checks or wire transfers, and lien waivers in support of the monthly payments in the system.

The contractor shall ensure that a copy of this Subsection is included in every Reportable Contract of every tier.

(a) Sanctions for Inadequate Reporting:

For each month that the contractor fails to submit timely and complete payment information, the LPA/Subrecipient Procurement Office will retain \$5,000.00 as sanctions from the monies due to the contractor. After 90 consecutive days of non-reporting, the sanctions will increase to \$10,000.00 for each subsequent month which the contractor fails to report until the information is provided. These sanctions shall be in addition to all other retention or liquidated damages provided for elsewhere in the contract.

(6) Completion of Work:

A subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished, documented, and accepted by the LPA/Subrecipient Procurement Office.

(7) Disputes:

If there is a discrepancy between what is reported by the contractor in the LPA DBE System and what the subcontractor indicates, an alert email will automatically be sent to the contractor. The email will be sent to the email address provided by the contractor in the LPA DBE System. It is the contractor's responsibility to ensure that the email address in the system is kept current.

The contractor shall provide a verifiable explanation of the discrepancy in the LPA DBE System as early as practicable but in no case later than seven days after the date of the alert email.

The LPA/Subrecipient will determine whether the contractor has acted in good faith concerning any such explanations. The LPA/Subrecipient and ADOT BECO reserves the right to request and receive documents from the contractor and all subcontractors of any tier, in order to determine whether prompt payment requirements are met.

The contractor shall implement and use the dispute resolution process outlined in the subcontract or by following the LPA/Subrecipient escalation process, to resolve payment disputes.

(8) Non-compliance:

Failure to make prompt partial payment, or prompt final payment including any retention, within the time frames established above, will result in remedies, as the LPA/Subrecipient Procurement Office deems appropriate, which may include but are not limited to:

- (a) Sanctions: These sanctions will be in addition to all other retention or liquidated damages provided for elsewhere in the contract.
 - (i) The LPA/Subrecipient Procurement Office will withhold two times the disputed dollar amount not paid to each subcontractor.
 - (ii) If full payment is made within 30 days of the LPA/Subrecipient Procurement Office's payment to the contractor, the amount withheld by the LPA/Subrecipient Procurement Office will be released.
 - (iii) If full payment is made after 30 days of the LPA/Subrecipient Procurement Office's payment to the contractor, the LPA/Subrecipient Procurement Office will release 75 percent of the funds withheld. The LPA/Subrecipient Procurement Office will retain 25 percent of the monies withheld as sanctions.
- (b) Additional Remedies. If the contractor fails to make prompt payment for three consecutive months, or any four months over the course of one project, or if the contractor fails to make prompt payment on two or more projects within 24 months, the LPA/Subrecipient Procurement Office may, in addition, invoke the following remedies:
 - (i) Withhold monthly progress payments until the issue is resolved and full payment has been made to all subcontractors, subject to the sanctions described in paragraph (a) above,
 - (ii) Terminate the contract for default,
 - (iii) Disqualify the contractor from future bidding, temporarily or permanently, depending on the number and severity of violations, if applicable.

In determining whether liquidated damages will be assessed, the extent of the sanctions, or additional remedies assessed, the LPA/Subrecipient will consider whether there have been other violations on this or other contracts, whether the failure to make prompt payment was due to circumstances beyond the contractor's control, and other circumstances. The contractor may, within 15 calendar days of receipt of the decision of the LPA/Subrecipient, escalate the decision according to the contract's escalation process.

Mandatory Terms, Conditions and Requirements

Mandatory Terms, Conditions, and Requirements for use of federal US DOT funding through ADOT MPD

Monitoring Activities: Pursuant to 2 CFR 200.329, the project/work in this solicitation/contract is funded with federal funds through the Arizona Department of Transportation, Multimodal Planning Division (ADOT). In accordance with 2 CFR 200.329, ADOT shall monitor all activities performed by its staff or by sub-recipients of U.S. Department of Transportation funds to assure that the work is being managed and performed satisfactorily and that time schedules are being met. The Contractor and its sub-contractors shall fully cooperate with such monitoring as requested.

Governing Law: This Contract is governed according to the laws of the State of Arizona. All cited statutes, public law, executive orders, and policies cited in the funding Agreement between the State of Arizona and are incorporated by reference as a part of this Contract.

Compliance with Funding Agency Requirements: Pursuant to 2 CFR 200.337 and 2 CFR 200.339, upon request, the Contractor shall provide information or reports to assist in adherence to relevant requirements from the agreements between ADOT, its sub-recipient, and the agencies of the US Department of Transportation. If ADOT, or the federal funding agency finds that the work performed fails to comply with any requirement (e.g., work elements or tasks are not conducted in accordance with approved scope, or work elements or tasks are found to be inconsistent with federal or state regulations or guidelines, or products/services were incorrectly procured), ADOT, or the federal funding agency may use the enforcement actions contained in 2 CFR 200.208 and then in 2 CFR 200.339 to remedy the situation and any other appropriate remedies available at law.

"Certification of Eligibility of Costs: Pursuant to 2 CFR 200.402 - .414, 2 CFR 200.420 - .475, and 2 CFR 200.415, the Contractor shall assure that costs invoiced are consistent and eligible for federally funded projects.

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment must include a certification, signed by an official who is authorized to legally bind the Contractor which reads as follows:

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

Record Retention: Pursuant to A.R.S. 35-214 and the State of Arizona Accounting Manual, sections 0045 and 7035, CONTRACTORS and SUBCONTRACTORS shall retain all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible, and, to the extent feasible, kept separate and apart from all other such documents, and shall be maintained for at least 5 years after final payment.

Applicable Terms and Conditions: Pursuant to 2 CFR 200.327, the Contractor's contracts with its sub-contractors shall include all the terms and conditions 2 CFR 200 Appendix II, and additionally, those of this Contract. Each sub-contractor must agree to comply with all the terms and conditions to be awarded.

The Contractor certifies that it shall communicate contractual requirements to contractors and sub-contractors and ensure all the requirements of this Contract are incorporated by means of a contract or other legally binding documents stipulating the contractor and/or sub-contractor's responsibility to comply with this Contract.

Administrative, contractual, or legal remedies for violation or breach of contract terms: Pursuant to 2 CFR 200, Subpart F, Appendix II; 41 USC 1908, for contracts in excess of the simplified acquisition threshold in 41 USC

134 (currently \$250,000), failure by the Contractor to carry out the requirements of the Contract, especially in compliance with the Federal terms and conditions and programmatic requirements, represents a material breach of this contract, which may result in the termination of this contract or such other remedy as the Issuer, with the funding agency's concurrence, deems appropriate, which may include, but is not limited to:

- Withholding payments;
- Assessing sanctions;
- Liquidated damages; and/or
- Disqualifying the contractor from future bidding on the grounds of being non-responsible.

Nonconforming Tender. Materials or services supplied under this Contract shall fully comply with the Contract. The delivery of materials or services or a portion of the materials or services that do not fully comply constitutes a breach of contract. On delivery of nonconforming materials or services, the Issuer may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.

Termination for cause or convenience: Pursuant to 2 CFR 200, Subpart F, Appendix II, the issuer of this Contract reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the issuer without penalty or recourse. Upon receipt of written notice, the Contractor shall stop all work, as directed in the notice, notify all sub-recipients of the effective date of the termination and minimize all further costs to the issuer of this Contract. In the event of termination under this paragraph, all documents, data, and reports prepared by the Contractor and its sub-contractors under this Contract shall become the property of and be delivered to the issuer of this Contract upon request. The Contractor and its sub-contractors shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials/deliverables accepted before the effective date of the termination. The Contractor and its sub-contractors shall continue to perform in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

The issuer of this Contract shall reimburse the Contractor for those eligible expenses incurred during the Contract period which are directly attributable to the completed portion of the work covered by this Contract, provided that the work has been completed in a manner satisfactory and acceptable to the

issuer. The Contractor shall reimburse its sub-contractor in a similar fashion. The Contractor and its sub-contractors shall not incur new obligations for the terminated portion after the effective date of the termination.

In addition to the rights reserved in the Contract, the issuer may terminate the Contract in whole or in part due to the failure of the Contractor or its sub-contractors to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract.

This Contract may be terminated by either party provided that a termination shall not be effective until 30 days after a Party has served written notice upon the other Party. This Contract may be terminated by mutual consent of all Parties or unilaterally by either Party without cause.

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended: Pursuant to 2 CFR 200, Subpart F, Appendix II, for contracts in excess of \$150,000, the Contractor herein agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the contracting agency and to ADOT, who will report violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Debarment and Suspension / Excluded Parties List: Pursuant to 2 CFR 200, Subpart F, Appendix II and 23 CFR 121 (J), the Contractor shall not be listed on the excluded parties list, and the Contractor shall not award a Sub-contract to any parties listed on the government wide exclusions list in the System for Award Management (SAM).

Anti-Lobbying Certification: Pursuant to 2 CFR 200, Subpart F, Appendix II (I), for any contract exceeding \$100,000, the Contractor and its sub-contractors shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Procurement of recovered materials: Pursuant to 2 CFR Part 200, Subpart F, Appendix II (J) and 2 CFR 200.323, the Contractor shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Telecommunications and Video Surveillance Services or Equipment:

Pursuant to 2 CFR Part 200, Subpart F, Appendix II (K) and 2 CFR 200.216 the Contractor shall not procure or obtain, or extend or renew a contract to procure or obtain, or procure or obtain equipment, services, or systems that uses covered telecommunication equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities) as described in Public Law 115-232, section 889.

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Domestic Preference: Pursuant to 2 CFR Part 200, Subpart F, Appendix II (L) and 2 CFR 200.32, as appropriate and to the extent consistent with law, the

Contractor and its sub-contractors should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Patents: Patents and inventions developed in the course of the Project are subject to federal standard patent rights at 37 CFR 401.14. The Contractor shall at a minimum cite the applicability of the Standard Patent Rights of 37 CFR 401.14 except for 401.14(g) or may include all the clauses, suitably modified to identify the parties, in all sub-contracts, regardless of tier. The clauses may be retrieved in their entirety from <https://www.ecfr.gov/current/title-37/chapter-IV/part-401/section-401.14>, or as the link may be updated from time to time, and shall be adjusted only to the extent to identify the parties.

To the extent permitted by A.R.S. §§ 41-621 and 35-154, the Contractor shall indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of this Contract's performance or use by the State of materials furnished or work performed under this Contract. The State shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph. **Rights to Inventions Made by Nonprofits and Small Business Firms:** Pursuant to 2 CFR 200 Appendix II (F) Rights to Inventions Made Under a Contract or Agreement. The funding provided for this Contract meets the definition of “funding agreement” under 37 CFR §401.2 (a) the Issuer of this Contract must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Employment of Federal Personnel: Contractors will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the contracting agency, the Arizona Department of Transportation or the

Federal funding agency shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: The employee, officer or agent, any member of his immediate family, His or her partner, or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. Department officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

Equipment Use, Management, and Disposal: Pursuant to 2 CFR 1201.313 the Contractor shall follow State of Arizona rules with respect to the use, management and disposal of equipment acquired under this contract.

Prompt Payment: The funding in this Contract includes reimbursement to the Issuer of expenditures necessary to accomplish the Project. Payment by the Issuer may not rely on receipt of funds from the Arizona Department of Transportation before paying Contractors.

Pursuant to 49 CFR 26.29 Contractors must pay Subcontractors for satisfactory performance (i.e., all the tasks called for in the subcontract for the invoicing period have been accomplished and documented as required by the Issuer and any deliverables are approved by the relevant approver no later than 7 days from receipt of each payment the Issuer makes to the Contractor. The prompt payment provision applies to Subcontractors at all tiers. This applies to all Subcontractors, not just DBEs.

In the event the Contractor fails to invoice the Issuer according to its scheduled invoicing activities, and in any case where a Contractor's invoice has been rejected through no fault of the sub-contractor's performance, the Contractor shall pay each Subcontractor for satisfactory work completed in no more than 30 calendar days from receipt of invoice for that work.

Retainage: Contractors are herein notified they are prohibited from holding retainage from SubContractors, nor are Contractors subject to retainage withholding by the Contracting Agency for this Project pursuant to 49 CFR 26.29.b(1).

Travel: All travel for the Contractor must comply with Exhibit A-the Sun Corridor MPO Travel Policy.

Tribal Consultation: In the event that this project is located within tribal land or includes tribal involvement as a stakeholder, the Contracting Agency and the Contractor must exercise tribal consultation and coordination protocol when providing related services. The purpose for this provision is to ensure compliance with ""ADOT's Tribal Consultation Policy"" and Arizona Revised Statute Section 41-2051, Subsection C - Responsibilities of State Agencies: <https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/02051.htm>.

Report Disclaimer: Pursuant to 23 CFR 420.117(e), all reports and other project-related documents shall contain the following disclaimer statement:

“This report was funded in part through grant[s] from the Federal Highway Administration and/or Federal Transit Administration, U.S. Department of Transportation. The contents of this report reflect the views and opinions of the author(s) who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily state or reflect the official views or policies of the U.S. Department of Transportation, the Arizona Department of Transportation, or any other State or Federal Agency. This report does not constitute a standard, specification or regulation.”

Safe Operation of Motor Vehicles: The contractor agrees to implement Executive Order No. 13043, “Increasing Seat Belt Use in the United States,” April 16, 1997, 23 U.S.C. § 402 note, (62 Fed. Reg. 19217), by:

- (1) Adopting and promoting on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles, and
- (2) Including a “Seat Belt Use” provision in each third party agreement related to the Award. b. Distracted Driving, Including Text Messaging While Driving.

The Contractor agrees to comply with:

- (1) Executive Order No. 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009, 23 U.S.C. § 402 note, (74 Fed. Reg. 51225);
- (2) U.S. DOT Order 3902.10, “Text Messaging While Driving,” December 30, 2009, and
- (3) The following U.S. DOT Special Provision pertaining to Distracted Driving:

(a) Safety. The Contractor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Recipient owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the Award, or when performing any work for or on behalf of the Award,

(b) Contractor Size. The Contractor agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, re-evaluating the existing programs to prohibit text messaging while driving, and providing education, awareness, and other outreach to employees about the safety risks associated with texting while driving, and

(c) Extension of Provision. The Contractor agrees to include the preceding section in its third party agreements, and encourage its Third Party Participants to comply with this Special Provision, and include this Special Provision in each third party subagreement at each tier supported with federal assistance.

Disadvantaged Business Enterprise: The contracting Agency is receiving US DOT-assisted transportation funds for this Contract through the Arizona Department of Transportation and has adopted and implemented ADOT's DBE Program Plan, ADOT's DBE policy, DBE contract specifications and forms as a condition of receiving federal funds. ADOT Subrecipients/Subgrantees of federal funds must comply with ADOT DBE Plan and may not have a plan independent from ADOT.

The ADOT DBE Program Plan and LPA/SUBRECIPIENT DBE Guidelines are located online at <https://azdot.gov/business/business-engagement-and-compliance/dbe-contract-compliance> and are herein incorporated by reference.

Non-Discrimination: Pursuant to 49 CFR Part 26, the Contractor and its SubContractors

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 Part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these requirements represents a material breach of this contract, which may result in the termination of this contract or such other remedy as the Issuer, with the

funding agency's concurrence, deems appropriate, which may include, but is not limited to:

- Withholding payments;
- Assessing sanctions;
- Liquidated damages; and/or
- Disqualifying the contractor from future bidding on the grounds of being non-responsible.

The Contractor shall establish a program that will ensure nondiscrimination in the award and administration of contracts and subcontracts.

The Contractor shall designate a full-time employee who shall be responsible for the administration of the contractor's DBE program.

The Contractor shall prohibit agreements in which a DBE promises not to provide subcontracting quotations to other bidders.

Contractor Subcontract Payment Reporting in the DBE system: The Arizona Department of Transportation (ADOT) is required to collect data on DBE and non-DBE participation, including lower tier subcontracts, to report to funding agencies of the USDOT on Federal-aid projects. The contractor is notified that such record keeping is required by the Department for tracking DBE participation on both race neutral and race conscious projects (i.e. projects with and without DBE goals).

The Contractor shall respond to payment audits reported each month electronically through ADOT's web-based payment tracking system (<https://adot.dbesystem.com>), reporting its payments to all DBEs and non-DBE subcontractors working on the project. In addition, the Contractor shall require that all DBE and non-DBE subcontractors shall also respond to its audits and report lower-tier subcontractor payments in the same manner.

If, by the DBE system audit deadline, the Contractor has not submitted the required report for work performed during the preceding month, or the submitted report failed to include all amounts earned by and paid to all DBEs and non-DBEs, including all lower-tier DBE and non-DBE subcontractors, the contracting Agency will work with ADOT MPD Contracts Program Manager to determine if sanctions should be assessed. These liquidated damages shall be in addition to all other reductions or liquidated damages provided for elsewhere in the contract.

The Contractor shall include these provisions in all of its subcontracts and ensure that its subcontractors include these provisions in any lower-tier subcontracts.

Title VI/Non-Discrimination Assurances: The CONTRACTOR HEREBY ACKNOWLEDGES that the Issuer, as a condition to receiving any Federal financial assistance through the Arizona Department of Transportation and provided by the U.S. Department of Transportation, must GIVE ASSURANCE THAT it shall comply with Title VI of the Civil Rights Act of 1964, as amended, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), the Civil Rights Restoration Act of 1987 (Public Law 100.259) and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the U.S. Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Transit Administration (FTA), Federal Highway Administration (FHWA) and GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the Regulations. The Contractor shall also incorporate and comply with the terms and conditions established in Appendix A.

This Contract is subject to the provisions of Title VI of the Civil Rights Act and the Contractor is herein notified of such. Additionally, the Contractor shall include the following information in each of its sub-contracts associated with the project.

The Arizona Department of Transportation, and Sun Corridor MPO in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42 U.S.C. §§ 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Title VI APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performance by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program.
3. **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway

Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration, may determine to be appropriate, including, but not limited to:

- a) withholding payments to the contractor under the contract until the contractor complies; and/or
- b) cancelling, terminating, or suspending a contract, in whole or in part.

Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with request to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin): and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons

displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1687 et seq).

Excluded Parties: The federal funding in this Agreement is considered a covered transaction under 2 CFR 1200.220 for purposes of debarment and suspension considerations. Thus agreements for contractors/consultants and their sub-contractors/consultants are subject to this requirement. The Contractor and its Sub-contractors are prohibited from making any award or permitting any award at any tier to any party which has not established and maintained its entity registration on the federal System for Award Management or one that is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs pursuant to 2 CFR 200.212. The Contractor agrees to comply and assures the compliance of each third-party contractor at any tier, with Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, and U.S. DOT regulations, "Government-wide Debarment and Suspension Non-procurement)," and 2 CFR 200.212. The Contractor agrees to and assures that its third party contractors will review the Excluded Parties Listing System and assure that its sub-contractors establish and maintain entity registration on the System for Award Management before entering into any contracts.

Conflict of Interest: The Contractor and their sub-contractors shall not enter into any contract, subcontract, or arrangement in connection with the project, in which a member, officer, or employee, during tenure or for one year thereafter has any interest, direct or indirect. If any such present or former member, officer, or employee involuntarily acquired or had acquired prior to the beginning of his or her tenure any such interest, and if such interest is immediately disclosed to the Issuer of the Contract, who must further report this to its funding agency, and may waive the prohibition contained in this paragraph, provided, that any such present member, officer, or employee shall not participate in any action by the Contractor or the locality relating to such contract, subcontract, or arrangement. The Contractor must disclose any such interest to the Issuer within five business days of receipt of disclosure.

The contractor shall insert in all contracts entered into in connection with the project, and shall require its contractors to insert in each of their subcontracts, the following provision:

“No member, officer, or employee of the firm either during tenure or for one year thereafter shall have any interests, direct or indirect, in this contract or the proceeds thereof.”

Pursuant to 2 CFR 1201.112, the Contractor shall disclose in writing any potential conflict of interest to the Issuer; this requirement is passed to the Contractor's sub-contractors. The issuer shall inform the funding agency who shall inform the Federal awarding agency in accordance with applicable Federal awarding agency policy.

Indemnification: The Contractor shall cause its contractor(s) and subcontractors, if any, to indemnify, defend, save and hold harmless the State of Arizona, any jurisdiction or agency issuing any permits for any work arising out of this Agreement, and their respective directors, officers, officials, agents, and employees (hereinafter referred to as “Indemnatee”) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as “Claims”) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the Contractor's contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers’ Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

Copyright: Pursuant to 23 CFR 420.121 (b), the State and their subrecipients may copyright any books, publications, or other copyrightable materials developed during a U.S. DOT funded project. The U.S. DOT funding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes.

Energy Conservation: The Contractor is required to comply with mandatory standards and policies, as applicable relating to energy efficiency which are

contained in the State Energy Conservation Plan issued by the State of Arizona in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

Drug Free Workplace: The Contractor agrees to comply with the laws governing a drug and alcohol-free workplace in compliance with the Federal Drug-Free Workplace Act of 1988 and 23 CFR 630.112(c)(3) when and where relevant.

FTA Funding; Certifications and Assurances: In the event there is FTA funding for work under this Contract, on an annual basis, the Contractor must agree to comply with all categories of the FTA Certifications and Assurances applicable to the Contract. The FTA Certifications and Assurances will be provided to the Contractor under separate packet as they are released by FTA. Continuation of this Agreement shall be contingent on completion and submission of that packet within the deadline expressed at time of distribution. The FTA Certifications and Assurances, as modified and accepted each year shall be considered incorporated into this Agreement by reference.

The Parties understand and agree that not every provision of the Certifications and Assurances will apply to every Project. The type of Project will determine which Certifications and Assurances apply.

The Contractor also understands and agrees that these Certifications and Assurances are pre-award requirements, generally required by Federal law or regulation, and do not include all Federal requirements that may apply.

The Contractor is ultimately responsible for compliance with the Certifications and Assurances that apply to itself or its Project, even if a Sub-contractor or other Third Party Participant may be involved in your Project, except as FTA determines otherwise in writing. For this reason, we require the Contractor to take the appropriate measures, including, but not limited to, obtaining sufficient documentation from each Sub-contractor and other Third Party Participant to assure the validity of applicable Certifications and Assurances.

Completion and Signing of an FTA Certification and Assurances document is a requirement and a condition to receive FTA funding for any project and does not relieve the contractor of any obligation of other certifications or assurances required in any contracting process, and should be treated as an addition to such certifications and assurances.

FTA Certification and Assurances are incorporated herein by reference. They may be obtained at: <https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>

Incorporation of Federal Provisions: All contractual provisions of 2 CFR 200 et seq and those required by the U.S. Department of Transportation are hereby incorporated by reference. All applicable clauses shown in the FTA Master Agreement between the State and FTA apply to each Project funded by the Arizona Department of Transportation using FTA funds. Any requirements of the Stewardship Agreement between the State and FHWA apply to each Project funded by the Arizona Department of Transportation using FHWA funds. This provision shall be incorporated in any sub-contractor/consultant, or lower-tier agreement for which funds from this contract shall be used for payment.

Immigration and E-Verify: To the extent applicable under Arizona Revised Statutes Section 41-4401, each Party and its sub-contractors/consultants warrants their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with the E-verify requirements under Arizona Revised Statutes Section 23-214(A). A breach of the above-mentioned warranty by any Party or its subcontractors shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by the non-breaching Parties. Each Party retains the legal right to randomly inspect the papers and records of the other Parties' or its subcontractors' employees who work on the Agreement to ensure that the Parties or its subcontractors are complying with the above-mentioned warranty.

Americans with Disabilities Act: The Contractor assures that it will comply with applicable provisions of the Americans with Disabilities Act (ADA), (Public Law No. 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act including 28 CFR parts 35-36, and applicable provisions of 49 CFR Parts 27, 37 and 38: Transportation for Individuals with Disabilities; Final Rule. The parties to this Agreement shall comply with Executive Order Number 2009-09 issued by the Governor of the State of Arizona and incorporated herein by reference regarding "Non-Discrimination".

Fly America: The Contractor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their

personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

Israel Boycott Not Permitted: State Legislation has been enacted to prohibit a public entity from contracting with a value of \$100,000 or more with a company currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393.01, the Contractor warrants that it is not engaged in a boycott of Israel as defined in A.R.S. 35-393 et seq.

Forced Labor of Ethnic Uyghurs Ban: Pursuant to Arizona Revised Statutes § 35-394, the Contractor warrants and by signing this Contract and so certifies that it does not currently, and agrees for the duration of the contract that it will not use the forced labor of ethnic Uyghurs in the People's Republic of China, any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China, or any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If the Contractor becomes aware during the term of this Agreement that the Contractor is not in compliance with this certification, the Contractor shall notify the Agency within five business days after becoming aware of the noncompliance, and within 180 calendar days after notice, provide written certification that the Contractor has remedied the noncompliance. This item does not apply to not-for-profit organizations or organizations with fewer than ten (10) full-time employees.

Promoting Free Speech and Religious Liberty: The Contractor shall ensure that all funds under awarded in this Project shall be expended in full accordance with the U.S. Constitution, Federal Law, and statutory and public policy requirements: including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination.

Mandatory Disclosures: Pursuant to 2 CFR 200.113, the contractor shall disclose, in a timely manner, in writing to the ADOT, all violations of Federal

criminal law involving fraud, bribery, or gratuity violations potentially affecting the contract. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.339.

Contracts for construction, acquisition of goods, or rolling stock valued at more than \$150,000 - Buy America: The contractor agrees to comply with 49 U.S.C. 5323(j) and 49 C.F.R. part 661, which provide that Federal funds may not be obligated unless all steel, iron, and manufactured products used in US DOT funded projects are produced in the United States, unless a waiver has been granted by the funding USDOT agency, or the product is subject to a general waiver. General waivers are listed in 49 C.F.R. § 661.7. Separate requirements for rolling stock are set out at 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. § 661.11.

Contractor shall comply with 49 USC 5323(j) and 49 CFR 661, stating that Federal funds may not be obligated unless steel, iron, and manufactured products used in USDOT-funded projects are produced in the United States, unless a waiver has been granted by the funding USDOT agency, or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7, and include software, microcomputer equipment and small purchases (currently less than \$150,000) made with capital, operating, or planning funds. Separate requirements for rolling stock are stated at 5323(j)(2)(C) and 49 CFR 661.11. Rolling stock must be manufactured in the US and have a minimum 65% domestic content for FY2019 and a minimum 70% domestic content for FY2020 and beyond. A bidder or offeror shall submit appropriate Buy America certification to the recipient with all bids on USDOT-funded contracts, except those subject to a general waiver. Proposals not accompanied by a completed Buy America certification shall be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

Construction Contracts - Equal Employment Opportunity: Pursuant to 2 CFR 200 Appendix II (C) Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Construction Contracts - Davis-Bacon Act: Pursuant to 2 CFR 200 Appendix II (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Work Employing Mechanics or Laborers: Pursuant to 2 CFR 200 Appendix II (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings

or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Insurance: Consultant will maintain the following minimum insurance:

Commercial General Liability (CGL) – Occurrence Form. Policy shall include bodily injury, property damage, and broad form contractual liability coverage.

- | | |
|---|-------------|
| • General Aggregate | \$2,000,000 |
| • Products – Completed Operations Aggregate | \$2,000,000 |
| • Personal and Advertising Injury | \$1,000,000 |
| • Damage to Rented Premises | \$50,000 |
| • Each Occurrence | \$1,000,000 |

Business Automobile Liability. Bodily Injury and Property Damage for any owned, hired, and/or non-owned automobiles used in the performance of this Contract.

- | | |
|-------------------------------|-------------|
| • Combined Single Limit (CSL) | \$1,000,000 |
|-------------------------------|-------------|

Workers' Compensation and Employers' Liability

- | | |
|---------------------------|-------------|
| • Workers' Compensation | Statutory |
| • Employers' Liability | |
| ▪ Each Accident | \$1,000,000 |
| ▪ Disease – Each Employee | \$1,000,000 |
| ▪ Disease – Policy Limit | \$1,000,000 |

1. Policies shall be endorsed, as required by this written Contract, to include SCMPO and the State of Arizona and the Arizona Department of Transportation as additional insureds with respect to liability arising out of all activities performed by, or on behalf of the CONSULTANT. (Workers Compensation is exempt from this requirement)

2. Policies shall contain a waiver of subrogation endorsement as required by this written Contract in favor of SCMPO and the State of Arizona and the Arizona Department of Transportation for losses arising from work performed

by or on behalf of the CONSULTANT.

Additional Insurance Requirements. The policies shall include, or be endorsed to include, as required by this written Contract, the following provisions:

1. The Consultant's policies, as applicable, shall stipulate that the insurance afforded the Consultant shall be primary and that any insurance carried by SCMPO, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).

2. Insurance provided by the Consultant shall not limit the Consultant's liability assumed under the indemnification provisions of this Contract.

Notice of Cancellation. Applicable to all insurance policies required within the Insurance Requirements of this Contract, Consultant's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to SCMPO and the State of Arizona. Within two (2) business days of receipt, Consultant must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to SCMPO and the ADOT and shall be sent by certified mail, emailed, or hand delivered.

Acceptability of Insurers. Consultant's insurance shall be placed with the SSCIP pool or companies licensed in the State of Arizona or hold approved non- admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Consultant from potential insurer insolvency.

Verification of Coverage. Consultant shall furnish SCMPO and the State of Arizona with certificates of insurance (valid ACORD form or equivalent approved by the State of Arizona) evidencing that Consultant has the insurance as required by this Contract. An authorized representative of the insurer shall sign the certificates.

1. All such certificates of insurance and policy endorsements must be received by SCMPO and the State before work commences. SCMPO'S or the State's receipt of any certificates of insurance or policy endorsements that do not

comply with this written Contract shall not waive or otherwise affect the requirements of this Contract.

2. Each insurance policy required by this Contract must be in effect at, or prior to, commencement of work under this Contract. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

3. All certificates required by this Contract shall be sent directly to SCMPO and ADOT. If applicable, the State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Contract at any time.

Subconsultants. Consultant's certificate(s) shall include all subconsultants as insureds under its policies or Consultant shall be responsible for ensuring and/or verifying that all subconsultants have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subconsultant. All coverages for subconsultants shall be subject to the minimum Insurance Requirements identified above.

ADOT reserves the right to require, at any time throughout the life of this contract, proof from the Consultant that its subconsultants have the required coverage.

Submissions. All insurance certificates and/or endorsements shall be mailed to SCMPO at the address herein and emailed to ECS3@azdot.gov. The CONSULTANT and its Consultants/subconsultants shall cooperate with ADOT Risk Management as appropriate to assure insurance coverage meets applicable requirements.

§ 401.14 Standard patent rights clauses.

The following is the standard patent rights clause to be used as specified in [§ 401.3\(a\)](#):

Standard Patent Rights

(a) Definitions

(1) *Invention* means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the United States Code, or any novel

variety of plant which is or may be protected under the Plant Variety Protection Act ([7 U.S.C. 2321](#) et seq.).

(2) *Subject invention* means any invention of the contractor conceived or first actually reduced to practice in the performance of work under this contract, provided that in the case of a variety of plant, the date of determination (as defined in section 41(d) of the Plant Variety Protection Act, [7 U.S.C. 2401\(d\)](#)) must also occur during the period of contract performance.

(3) *Practical Application* means to manufacture in the case of a composition or product, to practice in the case of a process or method, or to operate in the case of a machine or system; and, in each case, under such conditions as to establish that the invention is being utilized and that its benefits are, to the extent permitted by law or government regulations, available to the public on reasonable terms.

(4) *Made* when used in relation to any invention means the conception or first actual reduction to practice of such invention.

(5) *Small Business Firm* means a small business concern as defined at section 2 of Pub. L. 85-536 ([15 U.S.C. 632](#)) and implementing regulations of the Administrator of the Small Business Administration. For the purpose of this clause, the size standards for small business concerns involved in government procurement and subcontracting at [13 CFR 121.3-8](#) and [13 CFR 121.3-12](#), respectively, will be used.

(6) *Nonprofit Organization* means a university or other institution of higher education, or an organization of the type described in section 501(c)(3) of the Internal Revenue Code of 1954 ([26 U.S.C. 501\(c\)](#)) and exempt from taxation under section 501(a) of the Internal Revenue Code ([25 U.S.C. 501\(a\)](#)) or any nonprofit scientific or educational organization qualified under a state nonprofit organization statute.

(7) The term *statutory period* means the one-year period before the effective filing date of a claimed invention during which exceptions to prior art exist per [35 U.S.C. 102\(b\)](#) as amended by the Leahy-Smith America Invents Act, [Public Law 112-29](#).

(8) The term *contractor* means any person, small business firm or nonprofit organization, or, as set forth in section 1, paragraph (b)(4) of Executive Order 12591, as amended, any business firm regardless of size, which is a party to a funding agreement.

(b) Allocation of Principal Rights

The Contractor may retain the entire right, title, and interest throughout the world to each subject invention subject to the provisions of this clause and 35 U.S.C. 203. With respect to any subject invention in which the Contractor retains title, the Federal government shall have a nonexclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the world.

(c) Invention Disclosure, Election of Title and Filing of Patent Application by Contractor

(1) The *contractor* will disclose each subject invention to the Federal Agency within two months after the inventor discloses it in writing to *contractor* personnel responsible for patent matters. The disclosure to the agency shall be in the form of a written report and shall identify the *contract* under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to the *agency*, the *Contractor* will promptly notify the agency of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the *contractor*.

(2) The *contractor* will elect in writing whether or not to retain title to any such invention by notifying the *Federal agency* within two years of disclosure to the *Federal agency*. However, in any case where a patent, a printed publication, public use, sale, or other availability to the public has initiated the one year statutory period wherein valid patent protection can still be obtained in the United States, the period for election of title may be shortened by the *agency* to a date that is no more than 60 days prior to the end of the statutory period.

(3) The *contractor* will file its initial patent application on a subject invention to which it elects to retain title within one year after election of title or, if earlier, prior to the end of any statutory period wherein valid patent protection can be obtained in the United States after a publication, on sale, or public use. If the contractor files a provisional application as its initial patent application, it shall file a non-provisional application within 10 months of the filing of the

provisional application. The *contractor* will file patent applications in additional countries or international patent offices within either ten months of the first filed patent application or six months from the date permission is granted by the Commissioner of Patents to file foreign patent applications where such filing has been prohibited by a Secrecy Order.

(4) For any subject invention with *Federal agency* and *contractor* co-inventors, where the *Federal agency* employing such co-inventor determines that it would be in the interest of the government, pursuant to [35 U.S.C. 207\(a\)\(3\)](#), to file an initial patent application on the subject invention, the *Federal agency* employing such co-inventor, at its discretion and in consultation with the *contractor*, may file such application at its own expense, provided that the *contractor* retains the ability to elect title pursuant to [35 U.S.C. 202\(a\)](#).

(5) Requests for extension of the time for disclosure, election, and filing under paragraphs (1), (2), and (3) of this clause may, at the discretion of the *Federal agency*, be granted. When a *contractor* has requested an extension for filing a non-provisional application after filing a provisional application, a one-year extension will be granted unless the *Federal agency* notifies the contractor within 60 days of receiving the request.

(d) Conditions When the Government May Obtain Title

The *contractor* will convey to the *Federal agency*, upon written request, title to any subject invention -

(1) If the *contractor* fails to disclose or elect title to the subject invention within the times specified in paragraph (c) of this clause, or elects not to retain title.

(2) In those countries in which the *contractor* fails to file patent applications within the times specified in paragraph (c) of this clause; provided, however, that if the *contractor* has filed a patent application in a country after the times specified in paragraph (c) of this clause, but prior to its receipt of the written request of the *Federal agency*, the *contractor* shall continue to retain title in that country.

(3) In any country in which the *contractor* decides not to continue the prosecution of any non-provisional patent application for, to pay a maintenance, annuity or renewal fee on, or to defend in a reexamination or opposition proceeding on, a patent on a subject invention.

(e) Minimum Rights to Contractor and Protection of the Contractor Right to File

(1) The *contractor* will retain a nonexclusive royalty-free license throughout the world in each subject invention to which the Government obtains title, except if the *contractor* fails to disclose the invention within the times specified in (c), above. The *contractor's* license extends to its domestic subsidiary and affiliates, if any, within the corporate structure of which the *contractor* is a party and includes the right to grant sublicenses of the same scope to the extent the *contractor* was legally obligated to do so at the time the contract was awarded. The license is transferable only with the approval of the *Federal agency* except when transferred to the successor of that party of the *contractor's* business to which the invention pertains.

(2) The *contractor's* domestic license may be revoked or modified by the funding *Federal agency* to the extent necessary to achieve expeditious practical application of the subject invention pursuant to an application for an exclusive license submitted in accordance with applicable provisions at [37 CFR part 404](#) and agency licensing regulations (if any). This license will not be revoked in that field of use or the geographical areas in which the *contractor* has achieved practical application and continues to make the benefits of the invention reasonably accessible to the public. The license in any foreign country may be revoked or modified at the discretion of the funding *Federal agency* to the extent the contractor, its licensees, or the domestic subsidiaries or affiliates have failed to achieve practical application in that foreign country.

(3) Before revocation or modification of the license, the funding *Federal agency* will furnish the *contractor* a written notice of its intention to revoke or modify the license, and the *contractor* will be allowed thirty days (or such other time as may be authorized by the funding *Federal agency* for good cause shown by the *contractor*) after the notice to show cause why the license should not be revoked or modified. The *contractor* has the right to appeal, in accordance with applicable regulations in [37 CFR part 404](#) and *agency* regulations (if any) concerning the licensing of Government-owned inventions, any decision concerning the revocation or modification of the license.

(f) Contractor Action to Protect the Government's Interest

(1) The *contractor* agrees to execute or to have executed and promptly deliver to the *Federal agency* all instruments necessary to (i) establish or confirm the rights the Government has throughout the world in those subject inventions to which the *contractor* elects to retain title, and (ii) convey title to the *Federal agency* when requested under paragraph (d) above and to enable the

government to obtain patent protection throughout the world in that subject invention.

(2) The *contractor* agrees to require, by written agreement, its employees, other than clerical and nontechnical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in a format suggested by the *contractor* each subject invention made under contract in order that the *contractor* can comply with the disclosure provisions of paragraph (c) of this clause, to assign to the *contractor* the entire right, title and interest in and to each subject invention made under contract, and to execute all papers necessary to file patent applications on subject inventions and to establish the government's rights in the subject inventions. This disclosure format should require, as a minimum, the information required by paragraph (c)(1) of this clause. The *contractor* shall instruct such employees through employee agreements or other suitable educational programs on the importance of reporting inventions in sufficient time to permit the filing of patent applications prior to U.S. or foreign statutory bars.

(3) For each subject invention, the *contractor* will, no less than 60 days prior to the expiration of the statutory deadline, notify the *Federal agency* of any decision: Not to continue the prosecution of a non-provisional patent application; not to pay a maintenance, annuity or renewal fee; not to defend in a reexamination or opposition proceeding on a patent, in any country; to request, be a party to, or take action in a trial proceeding before the Patent Trial and Appeals Board of the U.S. Patent and Trademark Office, including but not limited to post-grant review, review of a business method patent, inter partes review, and derivation proceeding; or to request, be a party to, or take action in a non-trial submission of art or information at the U.S. Patent and Trademark Office, including but not limited to a pre-issuance submission, a post-issuance submission, and supplemental examination.

(4) The *contractor* agrees to include, within the specification of any United States patent applications and any patent issuing thereon covering a subject invention, the following statement, "This invention was made with government support under (identify the contract) awarded by (identify the Federal agency). The government has certain rights in the invention."

(g) Subcontracts

(1) The *contractor* will include this clause, suitably modified to identify the parties, in all subcontracts, regardless of tier, for experimental, developmental or research work to be performed by a subcontractor.. The subcontractor will

retain all rights provided for the *contractor* in this clause, and the *contractor* will not, as part of the consideration for awarding the subcontract, obtain rights in the subcontractor's subject inventions.

(2) The *contractor* will include in all other subcontracts, regardless of tier, for experimental developmental or research work the patent rights clause required by (*cite section of agency implementing regulations or FAR*).

(3) In the case of subcontracts, at any tier, when the prime award with the *Federal agency* was a contract (but not a grant or cooperative agreement), the *agency*, subcontractor, and the *contractor* agree that the mutual obligations of the parties created by this clause constitute a contract between the subcontractor and the Federal agency with respect to the matters covered by the clause; provided, however, that nothing in this paragraph is intended to confer any jurisdiction under the Contract Disputes Act in connection with proceedings under paragraph (j) of this clause.

(h) Reporting on Utilization of Subject Inventions

The *Contractor* agrees to submit on request periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the *contractor* or its licensees or assignees. Such reports shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the *contractor*, and such other data and information as the agency may reasonably specify. The contractor also agrees to provide additional reports as may be requested by the agency in connection with any march-in proceeding undertaken by the agency in accordance with paragraph (j) of this clause. As required by [35 U.S.C. 202\(c\)\(5\)](#), the agency agrees it will not disclose such information to persons outside the government without permission of the *contractor*.

(i) Preference for United States Industry

Notwithstanding any other provision of this clause, the *contractor* agrees that neither it nor any assignee will grant to any person the exclusive right to use or sell any subject inventions in the United States unless such person agrees that any products embodying the subject invention or produced through the use of the subject invention will be manufactured substantially in the United States. However, in individual cases, the requirement for such an agreement may be waived by the *Federal agency* upon a showing by the *contractor* or its assignee that reasonable but unsuccessful efforts have been made to grant licenses on

similar terms to potential licensees that would be likely to manufacture substantially in the United States or that under the circumstances domestic manufacture is not commercially feasible.

(j) March-in Rights

The *contractor* agrees that with respect to any subject invention in which it has acquired title, the *Federal agency* has the right in accordance with the procedures in [37 CFR 401.6](#) and any supplemental regulations of the agency to require the contractor, an assignee or exclusive licensee of a subject invention to grant a nonexclusive, partially exclusive, or exclusive license in any field of use to a responsible applicant or applicants, upon terms that are reasonable under the circumstances, and if the contractor, assignee, or exclusive licensee refuses such a request the *Federal agency* has the right to grant such a license itself if the *Federal agency* determines that:

- (1) Such action is necessary because the contractor or assignee has not taken, or is not expected to take within a reasonable time, effective steps to achieve practical application of the subject invention in such field of use.
- (2) Such action is necessary to alleviate health or safety needs which are not reasonably satisfied by the *contractor*, assignee or their licensees;
- (3) Such action is necessary to meet requirements for public use specified by Federal regulations and such requirements are not reasonably satisfied by the contractor, assignee or licensees; or
- (4) Such action is necessary because the agreement required by paragraph (i) of this clause has not been obtained or waived or because a licensee of the exclusive right to use or sell any subject invention in the United States is in breach of such agreement.

(k) Special Provisions for Contracts with Nonprofit Organizations

If the *contractor* is a nonprofit organization, it agrees that:

- (1) Rights to a subject invention in the United States may not be assigned without the approval of the *Federal agency*, except where such assignment is made to an organization which has as one of its primary functions the management of inventions, provided that such assignee will be subject to the same provisions as the *contractor*;

(2) The *contractor* will share royalties collected on a subject invention with the inventor, including Federal employee co-inventors (when the agency deems it appropriate) when the subject invention is assigned in accordance with [35 U.S.C. 202\(e\)](#) and [37 CFR 401.10](#);

(3) The balance of any royalties or income earned by the *contractor* with respect to subject inventions, after payment of expenses (including payments to inventors) incidental to the administration of subject inventions, will be utilized for the support of scientific research or education; and

(4) It will make efforts that are reasonable under the circumstances to attract licensees of subject inventions that are small business firms and that it will give a preference to a small business firm when licensing a subject invention if the *contractor* determines that the small business firm has a plan or proposal for marketing the invention which, if executed, is equally as likely to bring the invention to practical application as any plans or proposals from applicants that are not small business firms; provided, that the *contractor* is also satisfied that the small business firm has the capability and resources to carry out its plan or proposal. The decision whether to give a preference in any specific case will be at the discretion of the contractor. However, the *contractor* agrees that the *Federal agency* may review the *contractor's* licensing program and decisions regarding small business applicants, and the contractor will negotiate changes to its licensing policies, procedures, or practices with the *Federal agency* when the *Federal agency's* review discloses that the contractor could take reasonable steps to implement more effectively the requirements of this [paragraph \(k\)\(4\)](#). In accordance with [37 CFR 401.7](#), the *Federal agency* or the contractor may request that the Secretary review the contractor's licensing program and decisions regarding small business applicants.

Exhibit “B”

Travel Policy

Effective July 1, 2025

**Approved on June 5, 2025 by the:
Sun Corridor Metropolitan Planning Organization
Technical Advisory Committee**

**Approved on June 10, 2025, by the:
Sun Corridor Metropolitan Planning Organization
Executive Board
Amendment 1 – 11/18/2025**

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1. Purpose

This travel policy establishes the guidelines for the use of regional, state, and federal funds for all travel related expenses by employees, board members, committee members, designated alternatives, consultants, and contractors of the ***Sun Corridor Metropolitan Planning Organization (SCMPO)***. It ensures compliance with applicable federal regulations and promotes transparency, accountability, and the responsible use of federal resources.

2. Scope

This policy applies to all individuals who incur travel expenses while performing MPO-related activities that are funded by regional, state, and federal sources; including employees, board members, committee members, or their designated alternatives, consultants, and contractors engaged in MPO business. This policy applies to U.S. domestic travel only. All travel expenses submitted should be included in the approved SCMPO Unified Planning Work Program (UPWP).

Elected officials: “Notwithstanding the provisions of 2 CFR 200.444, travel costs of officials covered by that section are allowable with the prior written approval of the Federal agency or pass-through entity when they are specifically related to the Federal award.” In the case of SCMPO Board Members, the federally approved Unified Planning Work Program (UPWP) and transportation-related activities listed within, that require travel, serve as the formal written approval.

The MPO will, when feasible, provide registration support to member jurisdictions for Board and TAC members, or their designated alternates, to attend relevant in-state conferences. Full support for overnight travel is provided to SCMPO staff to attend relevant in and out of state meetings and conferences. Substitutions for Board or TAC members of a proxy from their member jurisdiction elected officials or staff, may be provided upon request and approval of the SCMPO Executive Director, or their designee.

SCMPO Staff, Board Members, TAC members, or their designated alternative may attend, within reason and pending budget availability, any or all Federal, State, COG/MPO, National, Local Non-Profit, or Local Government agency hosted meetings, training, conferences, review panels, or technical presentations that relate to transportation or planning activities (e.g., FHWA, FTA, ADOT, COG/MPOs, AASHTO, AzTA, RTAC, ACEC, AGC, AMPO, NARC, ITE, APA, WTS, Friends of Transit, SWTA, APTA, CTAA, Association of Mobility Managers, Mpact Transit + Community, etc.).

3. Travel ELIGIBILITY

1. Travel and related costs refer to the expenses incurred by individuals when in travel status for official MPO business (both in-state and out-of-state). These expenses are necessary for the successful completion of projects, participation in professional conferences, meetings, training, collaborating with partner agencies, and workshops, and/or other MPO-related planning functions.
 - a. **Official Business:** Official business refers to any travel or activity conducted by an employee, board member, committee member, their designated alternatives, consultants, and contractors that is directly related to the performance, duties, or responsibilities, in relation to the SCMPO planning activities. This includes, but is not limited to, attendance at meetings, conferences, training, or other tasks requiring travel away from the official station.
 - b. **Official Workstation:** The geographic area surrounding a traveler's regular place of work, city or town, or specific address where they are permanently assigned to work.
 - c. **In-State:** Travel that occurs within the same state as the traveler's official workstation.
 - d. **Out-of-State:** Travel that occurs outside the state where the traveler's official workstation is located but still within the United States and its territories.
 - Travel on official out-of-state business that is within one hundred (100) miles of the Arizona border will be considered in-state (e.g. Mexico and Canada).
 - e. **International:** Travel that occurs outside the United States, including U.S. territories and possessions.
 - f. **Travel Status:** To be in "travel status", a traveler must travel 50 miles or more from both the place of residence and from their official workstation.
 - g. **Distance & Duration Requirements:**
 - **Meals, Lodging, and Incidentals Reimbursement: Distance:** To be eligible for reimbursement, expenses must be for a traveler in travel status fifty (50) miles or more from the traveler's residence and official workstation (*41 CFR 300*)
 - **Duration:**
 - **Six (6) hours or more but less than twenty-four (24) hours** - Travelers must be in travel status for a minimum of **six (6) hours** to be eligible for 75 percent of the applicable M&IE rate for each calendar day you are in a travel status (SAAM 50-25).
 - **Twenty-four (24) hours or more, on**
 - ✓ **Day of departure** - 75 percent of the applicable M&IE rate.
 - ✓ **Full days of travel** - 100 percent of the applicable M&IE rate.
 - ✓ **The last day of travel** - 75 percent of the applicable M&IE rate.
 - **Mileage Reimbursement:**

- **Distance Over 50 Miles:** Mileage reimbursement will be calculated based on the most direct and efficient route available between the employee's official workstation and place of residence, and must be 50 miles or more, in accordance with 41 CFR 300.
 - **Distance Under 50 Miles:** Mileage under 50 miles for official travel may be reimbursed as a **"business expense"** if the Mileage is associated with a specific project or work element in the current COG/MPO Work Program or UPWP (Per SAAM 5015 – Section 3 (POVs))
 - **Duration:** There is not a minimum duration requirement for mileage reimbursement, as long as a traveler is in travel status they are eligible for reimbursement, given they meet the minimum distance requirement listed above.
2. Costs incurred by employees, members, or their designated alternatives, and contractors for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed in its regular operations.
 3. In accordance with the Grant Agreement between ADOT and SCMPO, the SCMPO Work Program will include a high-level summary of anticipated travel that aligns with the planned work activities / planning responsibilities of the MPO. Any travel by an individual or by group event activity of \$5,000 or more and not already approved in the UPWP must receive approval from the ADOT Regional Planner, federal funding agency, and require a UPWP Amendment. Note: "reasonableness of cost" (2 CFR 200.407).

General Per Diem Guidelines

Travelers will be reimbursed for meals, lodging, airfare, transportation, fees, services, and incidental expenses based on the federal per diem rates, as published by the U.S. General Services Administration (GSA). These rates vary by location, and travelers must consult the GSA website to determine the applicable full day and/or partial day per diem rate for their destination.

GSA Per-Diem Website Link: <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem> and per-diem files <https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/per-diem-files>

GSA Trip Calculator Tool: <https://www.gsa.gov/travel#tab--perdiem-tab> – Note the tabs at the top of the calculator tool to aid in various rate calculations (Per-Diem, Airfare, Mileage, and Lodging)

***All Travelers MUST include a GSA travel report printout using the calculators/reports listed above for each travel reimbursement request.**

Full Day & Partial Day Per Diem

- **Full Day:** If traveler is away from their official workstation for an entire **twenty-four (24) hour period**, then expenses (meals, lodging, incidentals, etc.) qualify for the full per diem rates; This only applies to intermediate days during a trip, not the first or last travel days of a trip.
- **Partial Day:** Travelers must be in travel status for a minimum of **six (6) hours** or more for partial day per diem eligibility (*this does not apply to mileage reimbursement*) (SAAM 50-25). If the trip is for less than a full 24-hour day, the per diem will be adjusted based on the number of hours spent in travel status, consistent with GSA's guidelines (75% of the full-day rate). [FTR 301-11.101](#)

Airfare

The cost of transportation to and from the destination, typically via “commercial air travel”, is eligible for reimbursement. Only economy class tickets are reimbursed, and any upgrades or additional services (e.g., seat selection, priority boarding, additional baggage) must be justified and pre-approved. Expenses not approved, justified or constitute as an upgrade, will be covered at personal cost to the traveler.

Commercial air travel:

- Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:
 - Require circuitous routing;
 - Require travel during unreasonable hours;
 - Excessively prolong travel;
 - Result in additional costs that would offset the transportation savings; or
 - Offer accommodations not reasonably adequate for the traveler's medical needs. The traveler and SCMPO must justify and document these conditions on a case-by-case basis for the use of first-class or business-class airfare to be allowable in such cases.
- If the customary standard airfare or other discount airfare is unavailable for specific trips, the traveler must demonstrate that such airfare was not available in the specific case.

Ground Transportation

This includes the cost of public transportation, taxis, shuttle services (e.g. Uber, Lyft, etc.), and rental cars. The MPO encourages the use of economical modes of transportation. Reimbursement will be based on actual costs, including parking fees, tolls, or fuel charges when using a personal or rental vehicle for MPO-related travel.

Mileage Reimbursement

If a personal vehicle is used for MPO-related travel, mileage will be reimbursed at the **IRS standard mileage rate** in effect at the time of travel. The reimbursement rate covers the cost of operating a personal vehicle, including fuel, insurance, wear-and-tear, and maintenance. **Travelers cannot claim both fuel cost and mileage for reimbursement; mileage only will be reimbursed.**

- Mileage Reimbursement for under 50 Miles: Per SAAM 5015 – Section 3 (POVs), mileage under 50 miles for official travel may be reimbursed as a **“business expense”** if:
 - Mileage is associated with a specific project or work element in the current COG/MPO Work Program or UPWP.
 - Costs meet the criteria to be allowable under Federal awards per 2 CFR 200.403.
 - As with all program expenses, payments for mileage will be reimbursement of payments made to employees for use of a personally owned vehicle (POV) or for expenses incurred in a fleet vehicle.
 - The reimbursement is for use of a personally owned vehicle (POV) and/or a fleet vehicle. It does not pertain to a contract rental vehicle.
 - Mileage cannot be part of a Travel event - It **does not include** lodging, meals, or incidentals.
 - The calculation **does not include** commuting miles (i.e., travel between home and regular duty station). The calculation **only includes** miles between the duty post and other temporary duty posts.
 - If business POV and/or fleet vehicle mileage is already included in your **Indirect Cost Allocation Plan (ICAP)**, it **cannot** be reimbursed separately.
- **Mileage Reimbursement 50 miles or more:** Mileage reimbursement will be calculated based on the most direct and efficient route available between the employee’s official workstation or place of residence and the destination, and must be 50 miles or more, in accordance with 41 CFR 300.

- **Mileage Tracking:** Travelers must track the number of miles driven for MPO-related business and submit a Google Map detailing the mileage with their travel reimbursement request. The map must include the beginning and ending destination addresses of the trip. Required Documentation includes:
 - Date(s) and time(s) of Trip (departure and arrival)
 - Purpose of trip and the related project/work element from the Work Program/UPWP (need to provide supporting documentation)
 - Detail Trip origin(s), destination(s), and route(s) taken, as well as mileage using support from one of the methods below:
 - Map apps like Map Quest, Google Maps, or Waze are the preferred method and can be used to show not only mileage, but also destinations and routes
 - Daily business mileage calculations using vehicle's odometer reading to calculate mileage
- **Tolls and Parking:** Tolls, parking, and other vehicle-related expenses incurred while using a personal or rental vehicle for MPO business will be reimbursed at the actual cost. Receipts must be submitted for these expenses.

Meals

Travelers will be reimbursed for meals based on the federal per diem rates as established by the GSA. The per diem includes breakfast, lunch, and dinner. Reimbursement for meals is only allowed when meals are not provided as part of the event or meeting.

If meals are provided at a conference, meeting, or event, per diem reimbursement will be reduced to exclude those meals. For example, if a conference provides lunch, the traveler must subtract the lunch per diem for that day from their reimbursement request. ***Travelers need to deduct meals furnished by the government or included in a registration/conference fee from their M&IE allowance consistent with Federal Travel Regulation [301-11.18](#).***

If a traveler can't eat a provided meal because of a dietary restriction and buys another meal, the traveler may be reimbursed the per diem for that meal. The traveler must note "dietary restriction" in their reimbursement request.

A complimentary meal provided by a hotel or airline doesn't need to be subtracted from the meal total. For example, if a hotel provides a continental breakfast, the traveler may be reimbursed for the breakfast per diem for that day. ***Meals provided by a common carrier or a complimentary meal provided by a hotel/motel do not affect per diem ([301-11.17](#)).***

Lodging

Hotel accommodation should be reasonable and in line with the GSA-approved lodging rates for the specific destination of the travel. Lodging should be selected to balance comfort, proximity to the event or meeting, and cost-effectiveness. Travelers must submit itemized receipts for lodging.

- **Conference Hotels:** Travelers may stay at a conference hotel above the GSA per-diem rate if the rate is documented in the supporting documentation.

Incidentals

Incidental expenses such as tips, fees for luggage handling, or other minor expenditures are covered under the per diem allowances for travel. For lodging, this includes taxes and service fees directly associated with the room rate.

Conference Registration Fees

Fees for official conferences, workshops, seminars, or professional development events relevant to MPO activities are eligible for reimbursement. These fees must be pre-approved in the UPWP and directly related to the travel purpose. Documentation is required for reimbursement purposes.

Telephone and Internet

Reasonable charges for telephone calls, internet access, and other communication services required for official MPO business will be reimbursed. Personal use of these services is not reimbursable.

International Travel

For international travel, the U.S. Department of State provides specific per diem rates for each country, which must be followed in lieu of GSA rates. Pre-approval from the SCMPO Board Chair, Executive Director, State Regional Planner, and Federal Funding Authority is required for all international travel.

4. non-eligible travel costs

The following expenses are not eligible for reimbursement under this policy

- ***Alcoholic Beverages***
- ***Personal Expenses or Items not related to official MPO business***
- ***Entertainment, including movies, games, or other recreational activities***
- ***Travel Insurance***
 - (Unless specifically required for travel, makes economic sense, or other exceptional circumstances)

- ***Dependents - Expenses incurred for family members or individuals not associated with MPO business***
- ***Laundry and/or Dry-Cleaning Services***
- ***Personal vehicle repairs or maintenance beyond mileage reimbursement***
- ***Gasoline when claiming mileage reimbursement***

5. Authorization & approval

Pre-Approval

All travel must be pre-approved by the MPO Executive Director. Travelers must submit the following before booking any travel:

- **Travel Request & Authorization Form:** The travel authorization form (Attachment A) should detail the purpose of the trip, travel dates, estimated expenses, and the federal grant funding source.
- **GSA Per Diem Printout:** All travelers must include a GSA travel report printout using the calculators/reports listed above for each travel reimbursement request. Use the GSA Trip Tool for this printout: <https://www.gsa.gov/travel#tab--perdiem-tab>
- **Conference / Event / Meeting Agenda:** All travelers must include an agenda for the conference / meeting / event that includes location, date, and times.
- **Google Map:** A Google Map detailing the route taken and the starting location and final location of the trip, and the estimated mileage.

Exception Requests

Any requests for exceptions to the travel policy must be submitted in writing to the MPO and approved by the MPO Executive Director or designee before travel occurs.

The following are common travel exceptions and the requirements:

1. Out-of-State Travel

- Pre-Approval Needed From: Executive Director or designee, State Regional Planner, Federal Funding Authority, and a UPWP Amendment if not already approved in the UPWP.
- Supporting Documentation:
 - Justification email (purpose and benefit to MPO)
 - Conference/meeting agenda
 - Estimated cost breakdown (transportation, lodging, meals, registration)

2. Travel Exceeding Standard Per Diem Rates

- Pre-Approval Needed From: Executive Director or designee
- Supporting Documentation:
 - Justification for exceeding GSA per diem rates
 - Hotel rate comparisons or conference rate justification

3. Travel exceeding a \$5,000 threshold

- Pre-Approval Needed From: Executive Director or designee, State Regional Planner, Federal Funding Authority, and a UPWP Amendment if not already approved in the UPWP.
- Supporting Documentation:
 - Conference/meeting agenda
 - Estimated cost breakdown (transportation, lodging, meals, registration)

4. Travel Combining Business and Personal Time

- Pre-Approval Needed From: Executive Director or designee
- Supporting Documentation:
 - Travel itinerary clearly distinguishing business vs. personal dates
 - Reimbursement request only for the business portion
 - Cost comparison as if travel was for business only

5. Use of Personal Vehicle

- Pre-Approval Needed From: Executive Director or designee

6. Last-Minute or Retroactive Travel Authorization

- Pre-Approval Needed From: Executive Director or designee
- Supporting Documentation:
 - Explanation for urgency or delay
 - Travel itinerary and receipts

7. Non-Employee Travelers (Consultants, Board Members, etc.)

- Pre-Approval Needed From: Executive Director or designee
- Supporting Documentation:
 - Justification for travel
 - Travel Authorization Form

Review and Post-Travel Approval

Upon return/completion of travel, the traveler will update the travel authorization form to include actual expenses incurred while in travel status and provide all supporting documentation to the SCMPO. Approval or denial of eligible or ineligible expenses will be communicated to the traveler within 30 days of receiving the finalized Travelers Expense Packet, see section 7 “travel reimbursement procedures” for further details.

6. TRAVEL ADVANCES

Advanced funding for travel expenses is not permitted. However, travelers will have direct access or access through MPO staff to use company purchase cards to cover upfront travel costs, including event registration, lodging, airfare, and other upfront travel-related expenses.

7. TRAVEL REIMBURSEMENT PROCEDURES

Supporting Documentation Requirements

Travelers must submit original itemized receipts for all reimbursable expenses within 30 days of returning from the trip. Receipts must clearly show the date, location, and details of all travel expenses.

Exception: Per, *41 CFR 301-52.4*, it is not necessary to save individual meal receipts if the cost does not exceed the \$75 threshold (per incident).

Contractor Invoices: Must include a breakdown of travel costs and backup documentation compliant with federal, state, and SCMPO travel policies.

Expense Reports

Travelers must complete and submit a ***Travelers Expense Packet***, which includes:

- Travel Reimbursement Form (Attachment B)
- Approved Travel Request & Authorization Form (Attachment A)
- Detailed breakdown of all expenses, and attach backup itemized receipts
- Maps
- GSA Per Diem Rate Printout
- Conference/Event/Meeting Agenda

Reimbursement Processing

Travelers may not request direct reimbursement of travel costs from Federal or State funding agencies; costs must be submitted **monthly** through the SCMPO fiscal agent accounting software Munis for reimbursement. SCMPO will submit an ADOT reimbursement request for all federally eligible travel costs.

Compliance

All travel expenditures must comply with federal guidelines, specifically *2 CFR Part 200 and federal per diem rates, as published by the U.S. General Services Administration (GSA)*. Receipts must be retained for six (6) years.

8. TRAVEL RESTRICTIONS

Travel During Emergencies or Federal Government Shutdown

In times of declared emergencies or federal government shutdowns, MPO travel may be suspended or restricted. Essential travel will be reviewed and approved on a case-by-case basis.

Vehicular Accident (Crash)

In the event you are involved in a vehicle accident during MPO business, contact the MPO Executive Director, staff, or representative to report the accident as soon as possible. Follow the procedures outlined in the MPO Standard Operating Manual.

9. ACCOUNTABILITY & AUDITING

Monitoring

Travel expenditures will be reviewed by the SCMPO's Executive Director prior to requesting reimbursement through the SCMPO fiscal agent accounting software Munis.

Audits

Travel records and reimbursements may be subject to audit by federal and state agencies, or third-party auditors to ensure compliance with federal/state requirements and proper use of federal funds. Receipts must be retained for six (6) years.

10. POLICY VIOLATIONS

Any violations of this policy, including misuse of funds, failure to comply with reimbursement procedures, or failure to attend the scheduled event(s) may result in disciplinary action. This could include the requirement to repay improperly claimed funds, suspension of travel privileges, or termination of employment or contracts.

11. POLICY UPDATES

This travel policy will be reviewed annually and updated as necessary to remain in compliance with federal regulations, changes in funding sources, or organizational needs. Any updates or changes

will be communicated to all SCMPO employees, board members, committee members, consultants, and contractors.

12. CONCLUSION

The MPO is committed to the responsible, efficient, and transparent use of federal funds. This policy provides clear guidance on travel-related expenses, ensures compliance with federal regulations, and promotes sound fiscal practices for all travel funded through regional, state, and federal sources.