

AGREEMENT FOR
Long-Range Transportation Plan
City of Glendale Solicitation No. RFP 25-23

This Agreement for Long-Range Transportation Plan ("Agreement") is effective and entered into between CITY OF GLENDALE, an Arizona municipal corporation ("City"), and Kittelson & Associates, Inc., an Oregon Corporation, authorized to do business in the State of Arizona, ("Contractor"), as of the ____ day of _____, 2025.

RECITALS

- A. City intends to undertake a project for the benefit of the public and with public funds that is more fully set forth in **Exhibit A**, pursuant to Solicitation No. RFP 25-23 (the "Project");
- B. City desires to retain the services of Contractor to perform those specific duties and produce the specific work as set forth in the Project attached hereto; and
- C. City and Contractor desire to memorialize their agreement with this document.

AGREEMENT

In consideration of the Recitals, which are confirmed as true and correct and incorporated by this reference, the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, City and Contractor agree as follows:

1. Key Personnel; Sub-contractors.

- 1.1 Services. Contractor will provide all services necessary to assure the Project is completed timely and efficiently consistent with Project requirements, including, but not limited to, working in close interaction and interfacing with City and its designated employees, and working closely with others, including other contractors or consultants, retained by City.
- 1.2 Project Team.
 - a. Project Manager.
 - (1) Contractor will designate an employee as Project Manager with sufficient training, knowledge, and experience to complete the Project and handle all aspects of the Project (as determined by the City in its sole discretion); such that the work produced by Contractor is consistent with applicable standards as detailed in this Agreement;
 - (2) The City must approve the designated Project Manager; and
 - (3) To assure the Project schedule is met, Project Manager may be required to devote no less than a specific amount of time as set out in Exhibit A.
 - b. Project Team.
 - (1) The Project Manager and all other employees assigned to the project by Contractor will comprise the "Project Team."
 - (2) Project Manager will have responsibility for and will supervise all other employees assigned to the Project by Contractor.
 - c. Discharge, Reassign, Replacement.
 - (1) Contractor acknowledges the Project Team is comprised of the same persons and roles for each as may have been identified in the response to the Project's solicitation.

- (2) Contractor will not discharge, reassign or replace or diminish the responsibilities of any of the employees assigned to the Project who have been approved by City without City's prior written consent unless that person leaves the employment of Contractor, in which event the substitute must first be approved in writing by City.
- (3) Contractor will change any of the members of the Project Team at the City's request if an employee's performance does not equal or exceed the level of competence that the City may reasonably expect of a person performing those duties or if the acts or omissions of that person are detrimental to the development of the Project.

d. Sub-contractors.

- (1) Contractor may engage specific technical contractor (each a "Sub-contractor") to furnish certain service functions.
- (2) Contractor will remain fully responsible for Sub-contractor's services.
- (3) Sub-contractors must be approved by the City, unless the Sub-contractor was previously mentioned in the response to the solicitation.
- (4) Contractor shall certify by letter that contracts with Sub-contractors have been executed incorporating requirements and standards as set forth in this Agreement.

2. **Schedule.** The services will be undertaken in a manner that ensures the Project is completed timely and efficiently in accordance with the Project.

3. **Contractor's Work.**

3.1 Standard. Contractor must perform services in accordance with the standards of due diligence, care, and quality prevailing among contractors having substantial experience with the successful furnishing of services for projects that are equivalent in size, scope, quality, and other criteria under the Project and identified in this Agreement.

3.2 Licensing. Contractor warrants that:

- a. Contractor and Sub-contractors will hold all appropriate and required licenses, registrations and other approvals necessary for the lawful furnishing of services ("Approvals"); and
- b. Neither Contractor nor any Sub-contractor has been debarred or otherwise legally excluded from contracting with any federal, state, or local governmental entity ("Debarment").
 - (1) City is under no obligation to ascertain or confirm the existence or issuance of any Approvals or Debarments or to examine Contractor's contracting ability.
 - (2) Contractor must notify City immediately if any Approvals or Debarment changes during the Agreement's duration and the failure of the Contractor to notify City as required will constitute a material default under the Agreement.

3.3 Compliance. Services will be furnished in compliance with applicable federal, state, county and local statutes, rules, regulations, ordinances, building codes, life safety codes, and other standards and criteria designated by City.

Contractor must not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or any disability. Contractor will require any Sub-contractor to be bound to the same requirements as stated within this section. Contractor, and on behalf of any subcontractors, warrants compliance with this section.

3.4 Coordination; Interaction.

- a. For projects that the City believes requires the coordination of various professional services, Contractor will work in close consultation with City to proactively interact with any other professionals retained by City on the Project ("Coordinating Project Professionals").
- b. Subject to any limitations expressly stated in the Project Budget, Contractor will meet to review the Project, Schedule, Project Budget, and in-progress work with Coordinating Project Professionals and City as often and for durations as City reasonably considers necessary in order to ensure the timely work delivery and Project completion.
- c. For projects not involving Coordinating Project Professionals, Contractor will proactively interact with any other contractors when directed by City to obtain or disseminate timely information for the proper execution of the Project.

3.5 Work Product.

- a. Ownership. Upon receipt of payment for services furnished, Contractor grants to City, and will cause its Sub-contractors to grant to the City, the exclusive ownership of and all copyrights, if any, to evaluations, reports, drawings, specifications, project manuals, surveys, estimates, reviews, minutes, all "architectural work" as defined in the United States Copyright Act, 17 U.S.C § 101, *et seq.*, and other intellectual work product as may be applicable ("Work Product").
 - (1) This grant is effective whether the Work Product is on paper (e.g., a "hard copy"), in electronic format, or in some other form.
 - (2) Contractor warrants, and agrees to indemnify, hold harmless and defend City for, from and against any claim that any Work Product infringes on third-party proprietary interests.
- b. Delivery. Contractor will deliver to City copies of the preliminary and completed Work Product promptly as they are prepared.
- c. City Use.
 - (1) City may reuse the Work Product at its sole discretion.
 - (2) In the event the Work Product is used for another project without further consultations with Contractor, the City agrees to indemnify and hold Contractor harmless from any claim arising out of the Work Product.
 - (3) In such case, City shall also remove any seal and title block from the Work Product.

4. **Compensation for the Project.**

4.1 Compensation. Contractor's compensation for the Project, including those furnished by its Sub-contractors will not exceed \$1,010,000, as specifically detailed in **Exhibit B** (the "Compensation").

4.2 Change in Scope of Project. The Compensation may be equitably adjusted if the originally contemplated scope of services as outlined in the Project is significantly modified.

- a. Adjustments to the Compensation require a written amendment to this Agreement and may require City Council approval.
- b. Additional services which are outside the scope of the Project contained in this Agreement may not be performed by the Contractor without prior written authorization from the City.
- c. Notwithstanding the incorporation of the Exhibits to this Agreement by reference, should any conflict arise between the provisions of this Agreement and the provisions found in the Exhibits and accompanying attachments, the provisions of this Agreement shall take priority and govern the conduct of the parties.

5. Billings and Payment.

5.1 Applications.

- a. Contractor will submit monthly invoices (each, a "Payment Application") to City's Project Manager and City will remit payments based upon the Payment Application as stated below.
- b. The period covered by each Payment Application will be one calendar month ending on the last day of the month or as specified in the solicitation.

5.2 Payment.

- a. After a full and complete Payment Application is received, City will process and remit payment within 30 days.
- b. Payment may be subject to or conditioned upon City's receipt of:
 - (1) Completed work generated by Contractor and its Sub-contractors; and
 - (2) Unconditional waivers and releases on final payment from Sub-contractors as City may reasonably request to assure the Project will be free of claims arising from required performances under this Agreement.

5.3 Review and Withholding. City's Project Manager will timely review and certify Payment Applications.

- a. If the Payment Application is rejected, the Project Manager will issue a written listing of the items not approved for payment.
- b. City may withhold an amount sufficient to pay expenses that City reasonably expects to incur in correcting the deficiency or deficiencies rejected for payment.

6. Termination.

6.1 For Convenience. City may terminate this Agreement for convenience, without cause, by delivering a written termination notice stating the Effective Termination date, which may not be less than 30 days following the date of delivery.

- a. Contractor will be equitably compensated for Goods or Services furnished prior to receipt of the termination notice and for reasonable costs incurred.
- b. Contractor will also be similarly compensated for any approved effort expended and approved costs incurred that are directly associated with project closeout and delivery of the required items to the City.

6.2 For Cause. City may terminate this Agreement for cause if Contractor fails to cure any breach of this Agreement within seven days after receipt of written notice specifying the breach.

- a. Contractor will not be entitled to further payment until after City has determined its damages. If City's damages resulting from the breach, as determined by City, are less than the equitable amount due but not paid Contractor for Service and Repair furnished, City will pay the amount due to Contractor, less City's damages, in accordance with the provision of § 5.
- b. If City's direct damages exceed amounts otherwise due to Contractor, Contractor must pay the difference to City immediately upon demand; however, Contractor will not be subject to consequential damages of more than \$2,000,000 or the amount of this Agreement, whichever is greater.

7. Conflict. Contractor acknowledges this Agreement is subject to A.R.S. § 38-511, which allows for cancellation of this Agreement in the event any person who is significantly involved in initiating, negotiating, securing, drafting, or creating the Agreement on City's behalf is also an employee, agent, or consultant of any other party to this Agreement.

8. Insurance.

8.1 Requirements. Contractor must obtain and maintain the following insurance ("Required Insurance"):

- a. Contractor and Sub-contractors. Contractor, and each Sub-contractor performing work or providing materials related to this Agreement must procure and maintain the insurance coverages described below (collectively referred to herein as the "Contractor's Policies"), until each Party's obligations under this Agreement are completed.
- b. General Liability.
 - (1) Contractor must at all times relevant hereto carry a commercial general liability policy with a combined single limit of at least \$2,000,000 per occurrence and \$4,000,000 annual aggregate for each property damage and contractual property damage.
 - (2) Sub-contractors must at all times relevant hereto carry a general commercial liability policy with a combined single limit of at least \$2,000,000 per occurrence.
 - (3) This commercial general liability insurance must include independent contractors' liability, contractual liability, broad form property coverage, XCU hazards if requested by the City, and a separation of insurance provision.
 - (4) These limits may be met through a combination of primary and excess liability coverage.
- c. Auto. A business auto policy providing a liability limit of at least \$2,000,000 per accident for Contractor and \$2,000,000 per accident for Sub-contractors and covering owned, non-owned and hired automobiles.
- d. Workers' Compensation and Employer's Liability. A workers' compensation and employer's liability policy providing at least the minimum benefits required by Arizona law.
- e. Notice of Changes. Contractor's Policies must provide for not less than 30 days' advance written notice to City Representative of:
 - (1) Cancellation or termination of Contractor or Sub-contractor's Policies;
 - (2) Reduction of the coverage limits of any of Contractor or and Sub-contractor's Policies; and
 - (3) Any other material modification of Contractor or Sub-contractor's Policies related to this Agreement.
- f. Certificates of Insurance.
 - (1) Within 10 business days after the execution of the Agreement, Contractor must deliver to City Representative certificates of insurance for each of Contractor and Sub-contractor's Policies, which will confirm the existence or issuance of Contractor and Sub-contractor's Policies in accordance with the provisions of this section, and copies of the endorsements of Contractor and Sub-contractor's Policies in accordance with the provisions of this section.
 - (2) City is and will be under no obligation either to ascertain or confirm the existence or issuance of Contractor and Sub-contractor's Policies, or to examine Contractor and Sub-contractor's Policies, or to inform Contractor or Sub-contractor in the event that any coverage does not comply with the requirements of this section.
 - (3) Contractor's failure to secure and maintain Contractor Policies and to assure Sub-contractor policies as required will constitute a material default under the Agreement.
- g. Other Contractors or Vendors.
 - (1) Other contractors or vendors that may be contracted with in connection with the Project must procure and maintain insurance coverage as is appropriate to their particular contract.

- (2) This insurance coverage must comply with the requirements set forth above for Contractor's Policies (e.g., the requirements pertaining to endorsements to name the parties as additional insured parties and certificates of insurance).
- h. Policies. Except with respect to workers' compensation and employer's liability coverages, City must be named and properly endorsed as additional insureds on all liability policies required by this section.
 - (1) The coverage extended to additional insureds must be primary and must not contribute with any insurance or self insurance policies or programs maintained by the additional insureds.
 - (2) All insurance policies obtained pursuant to this section must be with companies legally authorized to do business in the State of Arizona and reasonably acceptable to all parties.

8.2 Sub-contractors.

- a. Contractor must also cause its Sub-contractors to obtain and maintain the Required Insurance.
- b. City may consider waiving these insurance requirements for a specific Sub-contractor if City is satisfied the amounts required are not commercially available to the Sub-contractor and the insurance the Sub-contractor does have is appropriate for the Sub-contractor's work under this Agreement.
- c. Contractor and Sub-contractors must provide to the City proof of the Required Insurance whenever requested.

8.3 Indemnification.

- a. To the fullest extent permitted by law, Contractor must defend, indemnify, and hold harmless City and its elected officials, officers, employees and agents (each, an "Indemnified Party," collectively, the "Indemnified Parties"), for, from, and against any and all claims, demands, actions, damages, judgments, settlements, personal injury (including sickness, disease, death, and bodily harm), property damage (including loss of use), infringement, governmental action and all other losses and expenses, including attorneys' fees and litigation expenses (each, a "Demand or Expense"; collectively, "Demands or Expenses") asserted by a third-party (i.e. a person or entity other than City or Contractor) and that arises out of or results from the breach of this Agreement by the Contractor or the Contractor's negligent actions, errors or omissions (including any Sub-contractor or other person or firm employed by Contractor), whether sustained before or after completion of the Project.
- b. This indemnity and hold harmless provision applies even if a Demand or Expense is in part due to the Indemnified Party's negligence or breach of a responsibility under this Agreement, but in that event, Contractor shall be liable only to the extent the Demand or Expense results from the negligence or breach of a responsibility of Contractor or of any person or entity for whom Contractor is responsible.
- c. Contractor is not required to indemnify any Indemnified Parties for, from, or against any Demand or Expense resulting from the Indemnified Party's sole negligence or other fault solely attributable to the Indemnified Party.

9. **E-verify, Records and Audits.** To the extent applicable under A.R.S. § 41-4401, the Contractor warrants their compliance and that of its subcontractors with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). The Contractor or subcontractor's breach of this warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by the City under the terms of this Agreement. The City retains the legal right to randomly inspect the papers and records of the other party to ensure that the other party is complying with the above-mentioned warranty. The Contractor and subcontractor warrant to keep their respective

papers and records open for random inspection during normal business hours by the other party. The parties shall cooperate with the City's random inspections, including granting the inspecting party entry rights onto their respective properties to perform the random inspections and waiving their respective rights to keep such papers and records confidential.

10. **No Boycott of Israel.** To the extent A.R.S § 35-393 through § 35-393.03 are applicable, the parties hereby certify that they are not currently engaged in, and agree for the duration of the Agreement to not engage in, a boycott of goods or services from Israel, as that term is defined in A.R.S § 35-393.
11. **Uyghur Forced Labor Prevention Act (UFLPA).** Contractor certifies that it does not currently, and during the term of this Agreement, will not use:
 - a. the forced labor of ethnic Uyghurs in the People's Republic of China;
 - b. any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and
 - c. 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.
12. **Attestation of PCI Compliance.** When applicable, the Contractor will provide the City annually with a Payment Card Industry Data Security Standard (PCI DSS) attestation of compliance certificate signed by an officer of Contractor with oversight responsibility.
13. **Notices.**
 - 13.1 A notice, request or other communication that is required or permitted under this Agreement (each a "Notice") will be effective only if:
 - a. The Notice is in writing; and
 - b. Delivered in person or by overnight courier service (delivery charges prepaid), certified or registered mail (return receipt requested); and
 - c. Notice will be deemed to have been delivered to the person to whom it is addressed as of the date of receipt, if:
 - (1) Received on a business day, or before 5:00 p.m., at the address for Notices identified for the Party in this Agreement by U.S. Mail, hand delivery, or overnight courier service on or before 5:00 p.m.; or
 - (2) As of the next business day after receipt, if received after 5:00 p.m.
 - d. The burden of proof of the place and time of delivery is upon the Party giving the Notice; and
 - e. Digitalized signatures and copies of signatures will have the same effect as original signatures.
 - 13.2 **Representatives.**
 - a. Contractor. Contractor's representative (the "Contractor's Representative") authorized to act on Contractor's behalf with respect to the Project, and his or her address for Notice delivery is:

Kittelson & Associates, Inc.
c/o Vamshi Yellisetty
40 N. Central Ave, Ste. 1920
Phoenix, AZ 85004
 - b. City. City's representative ("City's Representative") authorized to act on City's behalf, and his or her address for Notice delivery is:

City of Glendale
c/o Shoalynn Gilliland
5850 W Glendale Ave
Glendale, Arizona 85301
(623) 930-2863

With required copy to:

City Manager
City of Glendale
5850 West Glendale Avenue
Glendale, Arizona 85301

City Attorney
City of Glendale
5850 West Glendale Avenue
Glendale, Arizona 85301

c. Concurrent Notices.

- (1) All notices to City's representative must be given concurrently to City Manager and City Attorney.
- (2) A notice will not be deemed to have been received by City's representative until the time that it has also been received by City Manager and City Attorney.
- (3) City may appoint one or more designees for the purpose of receiving notice by delivery of a written notice to Contractor identifying the designee(s) and their respective addresses for notices.

d. Changes. Contractor or City may change its representative or information on Notice, by giving Notice of the change in accordance with this section at least ten days prior to the change.

14. **Financing Assignment.** City may assign this Agreement to any City-affiliated entity, including a non-profit corporation or other entity whose primary purpose is to own or manage the Project.

15. **Entire Agreement; Survival; Counterparts; Signatures.**

15.1 Integration. This Agreement contains, except as stated below, the entire agreement between City and Contractor and supersedes all prior conversations and negotiations between the parties regarding the Project or this Agreement.

- a. Neither Party has made any representations, warranties or agreements as to any matters concerning the Agreement's subject matter.
- b. Representations, statements, conditions, or warranties not contained in this Agreement will not be binding on the parties.
- c. The solicitation, any addendums and the response submitted by the Contractor are incorporated into this Agreement as if attached hereto. Any Contractor response modifies the original solicitation as stated. Inconsistencies between the solicitation, any addendums and the response or any excerpts attached as Exhibit A and this Agreement will be resolved by the terms and conditions stated in this Agreement.

15.2 Interpretation.

- a. The parties fairly negotiated the Agreement's provisions to the extent they believed necessary and with the legal representation they deemed appropriate.
- b. The parties are of equal bargaining position and this Agreement must be construed equally between the parties without consideration of which of the parties may have drafted this Agreement.
- c. The Agreement will be interpreted in accordance with the laws of the State of Arizona.

- 15.3 Survival. Except as specifically provided otherwise in this Agreement, each warranty, representation, indemnification and hold harmless provision, insurance requirement, and every other right, remedy and responsibility of a Party, will survive completion of the Project, or the earlier termination of this Agreement.
- 15.4 Amendment. No amendment to this Agreement will be binding unless in writing and executed by the parties. Any amendment may be subject to City Council approval. Electronic signature blocks do not constitute execution.
- 15.5 Remedies. All rights and remedies provided in this Agreement are cumulative and the exercise of any one or more right or remedy will not affect any other rights or remedies under this Agreement or applicable law.
- 15.6 Severability. If any provision of this Agreement is voided or found unenforceable, that determination will not affect the validity of the other provisions, and the voided or unenforceable provision will be deemed reformed to conform to applicable law.
- 15.7 Counterparts. This Agreement may be executed in counterparts, and all counterparts will together comprise one instrument.

16. Term.

- 16.1 Extensions. The term of this Agreement commences upon the effective date and continues for a one (1)-year initial period. The City may, at its option and with the approval of the Contractor, extend the term of this Agreement an additional four (4) years, on an annual basis. Contractor will be notified in writing by the City of its intent to extend the Agreement period at least thirty (30) calendar days prior to the expiration of the original or any extension period. Price adjustments will only be reviewed prior to the extension period and any such price adjustment will be a determining factor for any renewal. There are no automatic extensions or renewals of this Agreement.
- 16.2 Extension for Procurement Process. Upon the expiration of the Term of this Agreement, including the initial term and any renewals, at the City’s sole discretion, this Agreement may be extended on a month-to-month basis for a maximum of six (6) months to allow for the City to complete its procurement process to select a vendor to provide the services/materials similar to those provided under this Agreement. The City will notify the Contractor in writing of its intent to extend the Agreement at least thirty (30) calendar days prior to the expiration of the Term. Any extension provided under this subsection will continue under the same terms and conditions as in effect immediately prior to the expiration of the then-current term.

17. Dispute Resolution. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered according to the American Arbitration Association’s Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

18. Cooperative Use of Contract. This agreement may be extended for use by other governmental agencies and political subdivisions of the State. Any such usage by other entities must be in accord with the ordinances, charter, rules and regulations of the respective entity and the approval of the Contractor and City. For a list of SAVE members, click on the following link: <http://www.mesaaz.gov/business/purchasing/save>

19. Exhibits. The following exhibits, with reference to the term in which they are first referenced, are incorporated by this reference.

- Exhibit A Project
- Exhibit B Compensation

(Signatures appear on the following page.)

The parties enter into this Agreement as of the Effective Date shown above.

City of Glendale,
an Arizona municipal corporation

By: Kevin R. Phelps
Its: City Manager


ATTEST:

Julie K. Bower
City Clerk (SEAL)

APPROVED AS TO FORM:

Michael D. Bailey
City Attorney

Kittelson & Associates, Inc.,
an Oregon Corporation



By: Vamshi Yellisetty
Its: Senior Principal Planner

EXHIBIT A
Long-Range Transportation Plan
PROJECT

See attached Scope of Work.



City of Glendale
Solicitation Number: RFP 25-23 / 42500034
LONG-RANGE TRANSPORTATION PLAN

CITY OF GLENDALE
Procurement Division
5970 West Brown Street,
Suite 210
Glendale, Arizona 85302

1. INTRODUCTION

The City of Glendale (City) is seeking a Consultant to work with residents, City officials, stakeholders, and other City staff to develop a new Long-Range Transportation Plan (Plan). The Plan will assess, contextualize, and build upon past and current plans, federal, state, regional, and local objectives, as well as implementation and funding strategies.

2. BACKGROUND

Settled at the turn of the 20th century, Glendale has experienced tremendous growth over the last 100+ years and is now home to over 250,000 residents.

Over 1.9 million people live within a 30-minute commute of the Glendale Sports and Entertainment District, home to numerous mega-events throughout the year contained within the Plan area. Nearby amenities include the Glendale Municipal Airport and various shopping, resorts and hotel venues. Located in Downtown Glendale is the Catlin Court Historic District, which includes retail shops and restaurants. The City of Glendale Municipal Offices are also located in the heart of Downtown Glendale.

As Glendale continues to grow and mature as an inner-ring suburb, new opportunities become apparent for enhanced transportation system needs that include 750 roadway miles of City-owned arterial, collector and local streets, three major freeway/highway systems, fixed-route, paratransit, and circulator transit service, general aviation, truck and rail freight operations.

3. OBJECTIVES

This Plan is envisioned to be the City's roadmap for transportation decisions for the next twenty-five years, which matches the Maricopa Association of Governments' (MAG) Regional Transportation Plan, MOMENTUM, as new development continues to build outside of the city center along with redevelopment and infill opportunities that present new challenges within established areas.

The goal of the Long-Range Transportation Plan is to:

- Address short-range (1 to 5 years), mid-range (6-10 years), and long-range (11 to 25 years) improvements, and create strategies for achieving goals for all forms of mobility.
- Act as a tool and guide for transportation decisions in the City of Glendale.
- Include policies and project recommendations that focus on achieving a safe, sustainable, efficient, and comfortable transportation system for all users.



City of Glendale
Solicitation Number: RFP 25-23 / 42500034
LONG-RANGE TRANSPORTATION PLAN

CITY OF GLENDALE
Procurement Division
5970 West Brown Street,
Suite 210
Glendale, Arizona 85302

4. SCOPE OF WORK

4.1 Overall Plan – Consultant shall:

4.1.1 Incorporate best practices that include livable and sustainable Streets, Intelligent Transportation Systems, and future technologies among other professional standards and operational practices.

4.1.2 Be responsible for reviewing the Active Transportation Plan and the updated Transit Plan to incorporate into this new comprehensive Plan. Contents shall include existing and future conditions for all forms of travel, including roadways, transit, paratransit, aviation, and multimodal freight operations.

4.1.3 Prioritize each subject and include considerations for safety, efficiency, mobility, and comfort, and identify potential projects with costs and revenue sources while considering the current available and projected funding streams.

4.1.4 Prescribe best-practice design elements in the Plan. In all accounts, this Plan shall focus on the reduction of single-occupant, human-driven vehicles on the road by providing equitable considerations for all forms of travel and reduction of pollutant air emission in a quantifiable, measurable way.

4.1.5 For all goals identify objectives, along with corresponding initiatives.

4.1.6 The plan shall include projected transportation demands of persons and goods in the City over the period of the transportation plan.

4.2 Public Participation Process – Consultant shall:

4.2.1 Be measured by the amount of ongoing and deliberate public involvement throughout the Plan process as a key performance indicator of success.

4.2.2 Include public meetings at each step of the way as well as presentations to several appointed and elected official boards, such as the Citizens Transportation Oversight Commission, Aviation Advisory Commission, Planning Commission, Parks and Recreation Advisory Commission, and City Council.

4.2.3 Expect that meetings with the City Council may include voting meetings, workshops, or one-on-one sessions. Additional outreach opportunities at other events (outside of the Transportation Department) will be a key component to engaging people “where they already are gathering.”

4.2.4 Prepare for all meetings by including talking points, data to support improvements and countermeasures that may experience feedback in opposition to the proposals.

4.2.5 Be expected to lead public outreach and provide needed materials, maps, graphics, and feedback devices and/or software. Virtual outreach may also be included, as determined, and warranted by response rates.

4.3 The Plan – Consultant shall:

4.3.1 Organize and write the Plan in a way that ensures that all the identified goals, initiatives, and strategies can be realized through researched processes, costs, and timelines.



City of Glendale
Solicitation Number: RFP 25-23 / 42500034
LONG-RANGE TRANSPORTATION PLAN

CITY OF GLENDALE
Procurement Division
5970 West Brown Street,
Suite 210
Glendale, Arizona 85302

4.3.2 Write the Plan as a tool for implementation to be used by City staff in the Capital Improvement Plan (CIP), which may include tax, bond, or grant-funded projects, and private developers. New required policies, projects, circulation studies, and design toolboxes should be developed and included to shape near, mid, and long-term projects.

4.3.3 The City anticipates the Project to take between 12-18 months with a planned adoption through Council Resolution in calendar year 2025.

4.4 Tasks

4.4.1 Task 1 - Review of Current Documents and Data – Consultant shall:

- a. Review all existing documents, plans, and studies for consideration as provided by the City to act as a foundation for drafting the new Long-Range Transportation Plan. These include the General Plan, Unified Development Code, Active Transportation Plan, Transit Plan, Airport Master Plan, East Side Airport Development Plan, and Pavement Management Plan, along with other City-related documents.
- b. Work with the City to obtain and incorporate all existing surrounding city and regional documents, plans, and studies for consideration from adjacent jurisdictions, the Maricopa Association of Governments (MAG), Valley Metro Public Transit Authority (VM), state and federal agencies, including the Arizona Department of Transportation (ADOT), Federal Highways Administration (FHWA), and the Burlington Northern Santa Fe Railroad (BNSF).
- c. Incorporate these and other local transportation-related plans and understand their influence on local transportation, land use and planning, travel choices, demand, demographics, development trends and other regional influences on the local transportation system.
- d. Determine appropriate inclusion of project priorities from local transportation and road plans into the Plan.
- e. Meet with representatives/managers from each division of the department and regional officials, stakeholders, and partners to gain some insight on plans or programs that need to be included in the plan through a charrette process.

4.4.2 Task 2 - Scoping and Management Plan – Consultant shall:

- a. Work with the City to determine a final scope of work to include all information presented in this notification packet as well as new information stemming from initial meetings with the City upon receiving the Notice to Proceed. During this time, the Consultant may receive additional direction, desired outcomes, and required topics that will further refine the desired tasks and work product.



City of Glendale
Solicitation Number: RFP 25-23 / 42500034
LONG-RANGE TRANSPORTATION PLAN

CITY OF GLENDALE
Procurement Division
5970 West Brown Street,
Suite 210
Glendale, Arizona 85302

- b. Prepare the proposed project scope, budget, schedule, and introduce plans to establish and maintain regular communication with the City.
- c. Describe how to conduct, coordinate, and share outreach activities, data collection and analysis tasks, mapping outputs, and associated deliverables and reports.
- d. Be responsible for project templates for each deliverable to ensure consistency of format, layout, and overall design within deliverable types.
- e. Develop a detailed project schedule and budget. All tasks and subtasks, meetings (including public outreach activities), and major milestones and deliverables shall be identified on the schedule and budget spreadsheet.
- f. Facilitate monthly in-person check-in meetings with the City. The Consultant shall prepare a meeting agenda, review project status, and document any issues or concerns, action items, and/or corrective steps, in the meeting minutes. The Consultant may use video conferencing software to conduct these meetings if unable to attend in-person. A Technical Advisory Committee (TAC) may be formed, dependent on needs assessed during this task.
- g. Provide a status report and invoice documenting progress toward each task monthly.

4.4.3 Task 3 - Existing Condition and Inventory Study - Consultant shall:

- a. Assess existing roadway facilities utilizing data received from the most recent City-initiated inventory report, which may include pavement conditions, sidewalks, streetlights, traffic control devices, medians/access control, traffic calming countermeasures, rights-of-way, scalloped streets, and other enhancements supportive of Level of Service (LOS), safety corridors, and complete streets. The Consultant shall develop tables, graphics, and Geographical Information Systems (GIS) layouts to illustrate the conditions, including, but not limited to, level of service and gap conditions.
- b. Perform inventory and assess existing transit facilities, such as bus pull-outs, shelters, Americans with Disabilities Act (ADA) facilities, and other enhancements supportive of transit, vanpool data, first-mile/last-mile, and accommodations. The Consultant shall develop tables, graphics, and GIS layouts to illustrate the conditions including, but not limited to, substandard stop conditions, ridership data (current and projected), right-of-way constraints.
- c. Perform inventory and assess existing on/off-street active transportation facilities through utilization of the Glendale Active Transportation Plan.



City of Glendale
Solicitation Number: RFP 25-23 / 42500034
LONG-RANGE TRANSPORTATION PLAN

CITY OF GLENDALE
Procurement Division
5970 West Brown Street,
Suite 210
Glendale, Arizona 85302

- d. Perform inventory and assess existing traffic signals, streetlighting, and ITS infrastructure, such as signal poles, mast arms, heads, pedestrian push buttons, ADA requirements, the communication/fiber network, including conduit, pull boxes, and expansion opportunities as well as ensure proper federal and state compliance for all control devices.
- e. Perform inventory and assess existing airport documentation and requirements in accordance with FAA regulations to ensure continued compliance. The Plan will generally refer to existing FAA required plans and policies and how they may best tie into the upcoming draft and final Plan.
- f. Review and evaluate the City's existing transportation-related GIS data and identify gaps or areas for improvement.
- g. Review and evaluate the Metropolitan Planning Organization, i.e., the Maricopa Association of Governments (MAG) socioeconomic data and travel demand forecasting model and identify strategies for expanding upon the data or utilization for City roadways.

4.4.4 Task 4 - Needs Assessment and Trends Study – Consultant shall:

- a. Review and evaluate current and projected population, housing, employment, demographics, air quality data, vulnerable population (seniors, children, persons with disabilities, zero-car households, traffic and commuting patterns for the City as projected by the Maricopa Association of Governments (MAG). Coordination with MAG modeling programs is necessary to ensure that comprehensive analysis accounts for projecting and considering future demand and system impact needs. The Consultant shall work with the City and MAG to configure the modeling for City needs.
- b. Capture influences and trends that affect the transportation system now and into the future and discuss regional influences and future trends. These may include Vehicle Miles Travelled (VMT), single-occupancy vehicle use data, origin and destination data, commuting patterns, safety data/patterns, regional plans and directives, environmental sustainability, electric vehicle infrastructure, and assessing future technologies and how to incorporate into the system.
- c. The Consultant shall determine how projections, trends, and influences affect the existing transportation system in all modal forms, including identifying gaps, new policies and strategies, guidelines and criteria toward implementation for each horizon year outlook.
- d. Included within the Needs Assessment will be key circulation studies of important geographical districts and linear corridors. Locations may include



City of Glendale
Solicitation Number: RFP 25-23 / 42500034
LONG-RANGE TRANSPORTATION PLAN

CITY OF GLENDALE
Procurement Division
5970 West Brown Street,
Suite 210
Glendale, Arizona 85302

the Sports and Entertainment District, Loop 303 industrial corridor, and 59th Avenue.

4.4.5 Task 5 - Create a Design Toolbox, Policy and Project Recommendations, and Financial Analysis – Consultant shall:

- a. Identify strategies and compile a list of best practices into Design Toolboxes that advance the goals and directives of the Plan. Topics may include Complete Streets, Sustainable and Livable Complete Intersections, Sustainability, Universal Accessibility, Transit Stops, Public Art, Signature Streets and Roadway Design.
- b. Identify and review the existing City cross-sections for all roadway classifications and determine if alterations are required. The abutting cities, along with the American Association of State Highway and Transportation Officials (AASHTO), regional, and state standards as well as best practice examples shall be included.
- c. Identify gaps in existing policies and compile of list of best practices into new City policies that advance the goals and directives of the Plan. Topics may include Universal Design, Congestion Mitigation, Traffic Education, Public Health, Pavement Management Plan, Parking, Neighborhood Traffic Mitigation, Mode Choice, Environmental and Green Infrastructure, Incident Management and Emergency Readiness, Truck Routes, Autonomous Vehicles, Emerging Technologies Land Use and Zoning, and transit fares.
- d. Identify projects based upon the results of previous and future tasks and compile a list of executable capital projects that advance the goals and directives of the Plan. Topics may include roadway, safety, traffic education, railroad, transit, airport, ITS, emerging technologies, and Mobility as a Service (MaaS).
- e. Provide a planning-level cost estimate for recommended strategies and project improvements. The cost estimates should include forecasts for capital, operations, and maintenance funding to ensure the long-term financial feasibility and sustainability of investments.
- f. Identify available funding sources for projects, including Federal and State grants, private capital, and local general and tax funds by project or strategy. The financial analysis will group the strategies using different mechanisms or categories (e.g., by local agency and by project type, as needed). The results are to be included in an updated 10-Year Transportation Plan outline as part of the City's half-cent sales tax program. This outline may supplement or replace the existing process.



City of Glendale
Solicitation Number: RFP 25-23 / 42500034
LONG-RANGE TRANSPORTATION PLAN

CITY OF GLENDALE
Procurement Division
5970 West Brown Street,
Suite 210
Glendale, Arizona 85302

4.4.6 Task 6 - Draft Long-Range Transportation Plan – Based on the results and feedback derived from previous tasks the Consultant shall:

- a. Develop the draft Plan. The Plan shall also include an Executive Summary and appendices to provide access to other key deliverables and work products developed over the planning process. The Plan shall also include an implementation plan and a process for tracking the performance.
- b. Identify key chapters to include with the draft Plan. Topics may include the introduction, roadway, transit, aviation, multimodal, traffic education as well as appendices of design toolboxes, recommended policies, projects, and their respective financial analyses. The Plan shall also consider including performance benchmarks based on connectivity, V2X, congestion mitigation, equity, economic benefits, and similar measures.

4.4.7 Task 7 - Adoption of Finalized Long-Range Transportation Plan – Consultant shall:

- a. Ensure the final format and presentation of the Plan is a PDF-compatible document for use to host online and to print physical copies. The City is also interested in discussing with the selected Consultants to determine the possibility of incorporating sections or elements of the plan documents digitally to create a more accessible, web-based living document. Alternative ideas and examples for plan presentation and distribution are encouraged.

NOTE: Coordination with key staff stakeholders and public participation shall be included in each task as determined by the City.

EXHIBIT B
Long-Range Transportation Plan
COMPENSATION

METHOD AND AMOUNT OF COMPENSATION

Per section 4 of this Agreement.

NOT-TO-EXCEED AMOUNT

The total amount of compensation paid to Contractor for full completion of all work required by the Project during the entire term of the Project must not exceed \$1,010,000.

DETAILED PROJECT COMPENSATION

See attached Price Workbook.



City of Glendale
Solicitation Number: RFP 25-23 / 42500034
LONG-RANGE TRANSPORTATION PLAN
PRICING WORKBOOK

CITY OF GLENDALE
Procurement Department
5970 West Brown Street,
Suite 210
Glendale, Arizona 85302

3. PRICING/COST WORKBOOK


Contractor must complete the Pricing Schedule below. Any items not clearly listed on Contractor’s submitted price proposal will be considered included in Contractor’s price at no additional cost to the City. All pricing should contemplate compliance with the performance requirements as specified in the Scope of Work.

Instructions:

- a. The cost proposal must be submitted separately from the rest of the written proposal.
- b. Cost proposals shall be quoted as an all-inclusive fixed fee for services.
- c. All inclusive – covers all direct and indirect necessary expenses including but not limited to: travel, telephone, copying, and other out-of-pocket expenses.
- d. Not to Exceed – The actual fees shall not exceed the amount specified in fee proposal.

PRICE SCHEDULE

LONG-RANGE TRANSPORTATION PLAN		
Item No.	Description	
1	Project initiation	\$14,933.97
2	Task 1 - Review of Current Documents and Data	\$19,911.96
3	Task 2 - Scoping and Management Plan	\$24,889.95
4	Task 3 - Existing Condition and Inventory Study	\$238,943.52
5	Task 4 – Needs Assessment and Trends Study	\$199,119.60
6	Task 5 - Create a Design Toolbox, Policy and Project Recommendations, and Financial Analysis	\$278,767.44
7	Task 6 - Draft Long-Range Transportation Plan	\$149,339.70
8	Task 7 - Adoption of Finalized Long-Range Transportation Plan	\$69,691.86
	All-inclusive total cost for the completion of the entire project.	Total Cost <u>\$995,598.00</u> - <u>Engagement</u> <u>Costs are</u>

	City of Glendale Solicitation Number: RFP 25-23 / 42500034 LONG-RANGE TRANSPORTATION PLAN PRICING WORKBOOK	CITY OF GLENDALE Procurement Department 5970 West Brown Street, Suite 210 Glendale, Arizona 85302
---	---	--

		<u>Included in</u> <u>Tasks</u>
--	--	------------------------------------

DISCOUNT/PAYMENT TERMS: The City standard is 2% 20 days

Comply: YES ____ NO X

If your answer is NO, please state terms offered: No Discount%

PAYMENT Contractor shall provide monthly statements of itemized services. Payment will be reviewed and approved by the Contract Administrator or designee. The itemized statement shall not exceed the proposal fee in this Section.

TAX AMOUNT Do not include any use tax or federal tax in your proposal.

OFFEROR NAME: Kittelson & Associates, Inc.