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Date: June 27, 2025

To: Proposers

From: Tami Suchowiejko, Business Manager

Re: Request for Proposals Questions and Answers – Safe Streets Master Plan

#	QUESTION	ANSWER
1	What is the importance for MetroPlan of having someone local or having a local presence on your team throughout this project?	A local presence is not required but is seen as helpful or useful. The Complete Street Guidelines should graphically tie the investments within our rights-of-way to our expected land use outcomes including density, mix and urban design. The Master Plan should respond to known constraints. A local presence may help to better understand and communicate these, though a consultant may also demonstrate how they can ensure these things without one.
2	Is MetroPlan looking for understanding of the residential demographics and business firmographics in that area to help with the long-range travel and transportation planning? Do you have specific needs in mind from a data perspective?	For data needs in general, we are looking to the consulting team to advise us on what is needed - best practice - to achieve our desired ends. This includes the demographics and "firmographics" or economic data required to assure our plans and products reflect and advance the best interests of our community.
3	I have a question regarding the policy and code adjustments. I think we all know sometimes getting that final approval process can be lengthy. So, what are you really looking for through this adoption process? Are you wanting to get from a code and policy requirement of language going forward, that would then go through the process of adoption? Are you looking for full adoption through this process?	Our preference is that all the identified deliverables are adopted by the City Council by contract close-out. This includes the Complete Street Guidelines, the Master Plan, and the Policy, Standards, and Code revisions. Plan implementation suffers when necessary regulatory reform lags.
4	When will you respond to your questions? We have submitted a couple of questions and want to clarify that those answers will be available on June 20th, or will you respond to questions prior to June 20th?	All questions will be responded to collectively by June 20, 2025.
5	Do you already have a signed agreement with USDOT for the SS4A funds for this project?	Yes. The grant agreement with FHWA was signed in December 2024.
6	You have described the expectations and roles for MetroPlan and the City. Can you describe your expectations for ADOT and the County?	<p>The preface to this answer is that the plan will be for the entire MPO region and all highways, roads, and streets in it.</p> <p>We expect that early in the process the consulting team will lead a conversation with ADOT and other regional partners across a full range of alternative strategies to establish planning guidance for ADOT highways. ADOT highways serve as the region's principal arterials. As such, it is paramount</p>



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		<p>that planning for them is done with accuracy regarding permissible outcomes. We have experienced conflict and tension between City land use and mobility aspirations and ADOT policy in the past. Designing a system around hopes for changes to ADOT policy puts the success of the entire plan at risk.</p> <p>Only a small part of the County is included in the planning area but includes a significant part of the County's unincorporated communities such as Doney Park and Kachina Village. The Plan will assess the mobility needs and impacts of these communities and make recommendations to the County on improvements. Adoption of any scope components not expected by the County.</p> <p>Adoption by the City is expected.</p>
7	Could you explain the theme of safe streets and safe streets for all that connects the tasks?	<p>The Safe Streets and Roads for All program supports the safe systems approach and the elimination of traffic fatalities and injuries. Vision Zero is part of MetroPlan's values and is present in the policies of our member agencies. The safe systems approach seeks to have safety incorporated into transportation from system planning through project design delivery to operations and maintenance. That is what we want out of this process - safety underlying all recommendations for complete streets, master plan, and standards.</p>
8	Are you wrapping up your 2045 MetroPlan RTP?	<p>The questioner was corrected: The plans being wrapped up are the City-County Regional Plan 2045 that covers the metropolitan planning area and the Coconino County Comprehensive Plan. The former is expected to be adopted in May 2026, and a public hearing draft is expected in July 2025. In the meantime, the public review draft is available at https://flagstaff-regional-plan-2045-flagstaff.hub.arcgis.com/pages/60-day-public-review. The County plan is in public review now and is available at https://coconinocounty.konveio.com/envision2045. MetroPlan's current regional transportation plan (RTP) is "Stride Forward," adopted in 2023. The SSMP will be the next iteration of the RTP.</p>
9	What is the timeline for having this project fully completed?	<p>We are provided five years to reach grant close out from the date of the grant agreement which is December 2024. Final invoicing will need to be complete a few months prior to that. Earlier completion is desirable, and we are looking to the consulting teams to tell us what you can deliver.</p>
10	Given this is a four-agency, multi-agency project, is there a specific vision for sharing project information and public involvement? Will Metro plan, for example, be the host for the plan, or are you thinking more of a	<p>We want to hear consultant's take on best practice and their recommendation for our region on the best format and means to convey and receive information from the public.</p>



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	standalone project page where it may link to other key agencies in terms of how to drive public traffic and information about the project and plan?	
11	Following up on that schedule question with some of those areas of town, you know, Southeast and Southwest major acreage and some of those moving forward with some planned rezones. How does that fit into the schedule or what kind of coordination will you have with some of these large private owners? Or how do you anticipate dealing with that?	There are several parts to this answer. First, it is recognized that development of these major land holdings will have significant impact on the region's future, so assisting the City, who will establish and maintain a single point of contact with them, in understanding and communicating the implications between development proposals and the master plan will be useful. Second, some level of buildout analysis is expected, so communications through the City with owners of major properties about assumptions should take place. Finally, policies and draft policies are in place regarding those properties, and these should be understood as the region's desired outcome for them.
12	Are there any internal aspirational goals or requirements for MBE, DBE?	We consulted with federal highways on the DBE. There is no goal expectation, and we do not have an internal goal. DBEs are always welcome.
13	Is outreach to minorities or marginalized groups going to be a priority in the engagement strategy?	Outreach to underserved or underrepresented groups is part of the City's culture as seen in the City's priority-based budgeting website expressing the priority of an inclusive and engaged community (see https://www.flagstaff.az.gov/3258/Priority-Based-Budgeting). MetroPlan also has a goal that our outreach demographics match community demographics. This kind of outreach is a core component of what we do in the region, and we do want to hear how you will reach out to those groups.
14	Flagstaff has a plan to be carbon neutral by 2030, and that corresponds with the time frame by which this project ends, but you have not referenced that in the documents or in the materials. Do you want this project to be inclusive of that focus?	Proposers are encouraged to review the draft Regional Plan 2045 to more fully understand policies and expectations around carbon neutrality. Achieving carbon neutrality remains an important objective and the SSMP should help meet goals in the Carbon Neutrality Plan.
15	The RFP says: "To be considered, proposals must include signed certification forms (Attachments B, C, and D) or will be deemed non-responsive" (p. 16). a. Q: Do we not need Certification A? It will be given at the pre-proposal conference, but it is not requested. b. Q: Certification C says it is "not required; not included" (p. 19). Does this mean it is not required, despite what it says on page 16?	13.a. Attachment A does not require certification. 13.b. Attachment C is not required for this RFP.
16	The RFP says: "Staff Resumes (30) – Max 1 page for discipline leaders, 1/3 page for support staff" (p. 16) contrasted with "Also excluded may be two (2) page resumes for each discipline leader to be placed in an appendix" (p. 15). a. Q: Which one is correct? Can resumes be two pages and not count, or is it one page	The one page and one-third-page resume limits apply to the 30-page limit for the proposals. For support staff it is acceptable to have less than one-third page and expand the number of staff presented. The 2-page limit is for expanded resumes to be placed in an appendix and is at the consulting team's discretion to use. Regarding projects, ongoing



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	max and counted in the page limit? b. Q: For support staff, do we have to hit 1/3 page, or can we do less and therefore include more staff? c. Q: Are ongoing projects acceptable to include? Does it depend on the percentage complete?	projects are permissible. As stated in the presentation, we are particularly interested in projects that are being successfully implemented, so beyond completion or adoption.
17	Can you send call-in information for the Responses to RFP Teams meeting on July 16?	Meeting information for Announcement of Received Proposals: Join the meeting now Meeting ID: 228 015 005 412 5 Passcode: eY2qF9xj Dial in by phone +1 872-240-9010,,355939747# United States, Chicago Find a local number Phone conference ID: 355 939 747#
18	Please describe with more specificity what you would like from Task 4.6 (Examination/Documentation of Study Areas). Are these all areas or corridors where recent planning has been completed that need to be incorporated into the deliverables and outcomes of this effort?	The projects listed in section 4.6 have been the subject of a study or a component of a study over many years. To different degrees, they have been advocated for, recommended, or simply raised as a possibility and never funded or fully funded. The lack of a common understanding, consensus or source of record, introduces confusion. The SSMP analysis and recommendation should determine and document their disposition within the SSMP - whether in, out, or requiring analysis outside the SSMP scope.
19	For Task 4.9, are you looking for a planning level cost for an ADA Transition Plan, or a planning level cost to make ADA infrastructure upgrades?	A plan with the associated planning level Infrastructure costs.
20	The Experience of Assigned Staff section on Page 16 specifies "Limit 4 projects". Is this four projects total for the team, or four projects per staff, or something else altogether?	Four projects per team. Projects for individuals may be referenced within resumes either within the 30-page limit or as part of the appendix.
21	The Proposal Format section on Page 15 specifies 2-page resumes for each discipline leader, whereas the Staff Resumes section on Page 16 specifies 1-page resumes. What length of resume shall we prepare?	Repeat of earlier question: The one page and one-third-page resume limits apply to the 30-page limit for the proposals. For support staff it is acceptable to have less than one-third page and expand the number of staff presented. The 2-page limit is for expanded resumes to be placed in an appendix and is at the consulting team's discretion to use. Regarding projects, ongoing projects are permissible. As stated in the presentation, we are particularly interested in projects that are being successfully implemented, so beyond completion or adoption.
22	The RFP states that a sample master contract will be provided at the pre-proposal meeting. Can you please provide the sample master contract?	Yes. The sample contract, RFP Attachment A, is attached to Addendum No. 1 and is available here - RFP/RFQ Metro Plan Flagstaff



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23	For the Value and Fee Proposal on Page 17, it sounds like you are looking for a full breakdown of staff, billing rates, and hours on a task-by-task basis? Is this correct, or are you looking for something more aggregated? Does this count within the 30-page limit? Do you have a preferred format (e.g., Excel, 8.5x11, 11x17, etc.) for this?	We are interested in a task-by-task breakdown. This does count in the 30-page limit. Format size may be 11x17 to permit easier viewing.
24	Can MetroPlan clarify the total dollar amount of the consultant budget?	The information in the RFP is sufficient.
25	Will proposals in landscape-format (11"x8.5") adhering to all page/font/margin-size requirements be accepted?	Yes.
26	Will MetroPlan permit limited use of tabloid-size pages (17"x11") for complex visualizations such as a project schedule, the Value and Fee Proposal, or tables, maps, etc.?	For fee proposal page only.
27	Under "Proposal Format," p. 15 of the RFP states that resumes in the Appendix may be up to 2 pages for discipline leads, but under "Evaluation Criteria," p. 16 of the RFP states that staff resumes should be a maximum of 1 page for discipline leaders and 1/3 page for support staff. Can MetroPlan clarify the maximum number of pages for resumes for both discipline leaders and support staff included in an appendix?	Repeat of earlier question: The 1 page and 1/3 page resume limits apply to the 30 page limit for the proposals. For support staff it is acceptable to have less than 1/3 page and expand the number of staff presented. The 2-page limit is for expanded resumes to be placed in an appendix and is at the consulting team's discretion to use. Regarding projects, ongoing projects are permissible. As stated in the presentation, we are particularly interested in projects that are being successfully implemented, so beyond completion or adoption.
28	Will resumes included in an appendix be evaluated toward the overall proposal score, or will they be considered supplementary to the information within the 30-page proposal?	Resumes in the appendix will permit reviewers to make comparisons between key staff if and when they deem necessary.
29	Do subconsultants need to complete the required certifications?	No.
30	Will the Value and Fee Proposal be counted toward the 30-page limit?	Yes. See item 23.
31	P. 18 of the RFP states that funds shall be administered in accordance with 2 CFR 200.321, which refers to contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms. Does MetroPlan have a participation goal for these businesses in this contract?	There is no DBE goal for this contract.



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32	Regarding interviews, can the County share any of the following in advance: Desired length of presentation any topics/special issues to address; Whether questions for consultants during Q&A will be sent out in advance; Interview room setup and tech/equipment available to consultants.	Interview length will be one hour. The interview room will be equipped with a camera, monitor, microphones and laptop connections. The remaining information requested will be provided to firms submitting proposals shortly after the submittal deadline.
33	Will text smaller than 12-point be permitted if used legibly in tables, figures, and captions only?	Per the RFP instructions, please use 12-point font. Please use discretion as to tables, figures, and captions. Our expectation is that all proposals received are legible.
34	Regarding DBE goal and AZ UTRACS	To reiterate, there is no DBE goal for this contract. AZ UTRACS registration, as noted in Attachment B, will not pertain to this contract.