



REGULAR MEETING AGENDA

Sierra Vista Metropolitan Planning Organization

Regular Meeting

Thursday, January 26, 2017

3:30 PM

Web: www.SVMPO.org

Email: SVMPO@SierraVistaAZ.gov

City of Sierra Vista

City Hall

City Manager's Conference Room

1011 North Coronado Drive

Sierra Vista, AZ 85635

SVMPO Board of Directors

(One or more members may participate via teleconference)

Chair

Rick Mueller, Mayor, City of Sierra Vista

Vice-Chair

Pat Call, Supervisor, Cochise County

Member

Bob Blanchard, Councilmember, City of Sierra Vista

Member

Rachel Gray, Councilmember, City of Sierra Vista

Member

Rod Lane, Arizona Department of Transportation

SVMPO Administrator

Dan Coxworth, AICP

Please let the Chair know **before** the meeting begins if you wish to speak about an item that is **ON** the agenda.

1. CALL TO ORDER AND ROLL CALL

2. ACCEPTANCE OF THE AGENDA

3. CALL TO THE PUBLIC

Although not required, please let the Chair know before the meeting begins if you wish to speak during the Call to the Public about anything that is **NOT** on the agenda.

4. APPROVAL OF MEETING MINUTES

- SVMPO Regular Meeting of November 17, 2016

5. ANNOUNCEMENTS AND UPDATES

Announcements and updates may be provided by Board Members, SVMPO Administrator or other invitees.

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

401 Giulio Cesare Avenue, Sierra Vista, AZ 85635

520-439-2178

Web: www.SVMPO.org Email:
SVMPO@SierraVistaAZ.gov

NEW BUSINESS: PRESENTATION / DISCUSSION / POSSIBLE ACTION

6. POSSIBLE ACTION: Elect SVMPO Chair
Board

Summary: The SVMPO by-laws stipulates the election of the SVMPO Chair will occur the first meeting of the calendar year.

7. POSSIBLE ACTION: Elect SVMPO Vice-Chair
Board

Summary: Summary: The SVMPO by-laws stipulates the election of the SVMPO Vice-Chair will occur the first meeting of the calendar year.

8. POSSIBLE ACTION: Contract with Moore & Associates to Conduct the Vista Transit Passenger Survey (Attached) (Tab A)
Dan Coxworth

Summary: Review and approval of a contract to hire Moore & Associates to conduct the Vista Transit Passenger Survey to determine the unique number of riders using Vista Transit.

9. POSSIBLE ACTION: Amend Transportation Improvement Program (TIP) (Attached) (Tab B)
Dan Coxworth

Summary: The City of Sierra Vista requested and amendment to the SVMPO TIP to include the purchase of two buses for Vista Transit. The Buffalo Soldier Trail resurfacing project is removed.

10. POSSIBLE ACTION: Authorize Expense for Line of Site Testing & Analysis (Proposal Summary Attached) (Tab C)
Dan Coxworth

Summary: The City of Sierra Vista is requesting SVMPO transportation planning funds for a Line of Site Testing and Analysis between the City's 33 traffic signals and Public Works yard. The study will allow the City to determine the potential of using a network of radios that will communicate to a central location for better traffic signal management.

11. DISCUSSION: Future Agenda Items
SVMPO Board

12. UPCOMING SCHEDULED MEETINGS

➤ SVMPO Board: March 16, 2017

13. ADJOURNMENT

For special needs and accommodations, please contact Daniel Coxworth before the meeting or activity. Mr. Coxworth can be reached at 520-439-2178 or email Dan.Coxworth@SierraVistaAZ.GOV or through Arizona Relay Service at 1-800-367-8939, or by dialing 7-1-1.



REGULAR MEETING MINUTES

Sierra Vista Metropolitan Planning Organization **Regular Meeting**
Thursday, November 17, 2016
3:30 PM

Web: www.SVMPO.org

Email: SVMPO@SierraVistaAZ.gov

SVMPO Board of Directors Present:

(One or more members may participate via teleconference)

Chair	Rick Mueller, Mayor, City of Sierra Vista
Vice-Chair	Pat Call, Supervisor, Cochise County
Member	Bob Blanchard, Mayor Pro Tem, City of Sierra Vista
Member	Rachel Gray, Councilmember, City of Sierra Vista
Member	Rod Lane, Arizona Department of Transportation
SVMPO Administrator	Dan Coxworth, AICP

City/County Staff:

Mike Normand, Transportation Administrator, City of Sierra Vista
Karen Lamberton, Transportation Planner, Cochise County

Members of the public:

Bruce Piepo
Trisha Gerodette
Jere Fredenburgh
Yvonne Mayer
Patsy Molinari

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:34 p.m. SVMPO Administrator Coxworth conducted a roll call.

2. ACCEPTANCE OF THE AGENDA

Chair Mueller asked for a motion to accept the agenda of November 18, 2016, Regular Meeting of the

SVMPO Board of Directors. Vice-Chair Call so moved, and Member Gray seconded. The motion passed unanimously, 5/0

3. CALL TO THE PUBLIC

Mrs. Fredenburgh explained that she sent an email to all Board members and asked that the email is included in the minutes (attached). Mrs. Fredenburgh expressed concern over the budget item to survey all streets in the community.

Patsy Molinari spoke at the Call to the Public and wanted to make it clear that she does not want to sell her property, but she is willing to consider selling right-of-way along the southern portion of her property near Connor Road (handouts attached).

Yvonne Mayer wished to express her concerns about the cost of the street condition survey in the SVMPO's Work Program and Budget and would like the City to consider other less expense means of conducting the survey.

4. APPROVAL OF MEETING MINUTES

Chair Mueller asked for a motion to accept the SVMPO regular meeting minutes of September 15, 2016, as written. Vice-Chair Call so moved, and Member Blanchard seconded. The motion passed unanimously, 4/0 (Member Gray abstained).

5. ANNOUNCEMENTS AND UPDATES

Announcements and updates may be provided by Board Members, SVMPO Administrator or other invitees.

None were made

OLD BUSINESS: PRESENTATION / DISCUSSION / POSSIBLE ACTION

6. POSSIBLE ACTION: Bicycle & Pedestrian Advisory Committee (BPAC)

Dan Coxworth

Summary: Consideration and recommendation to the SVMPO Board to establish a Bicycle & Pedestrian Advisory Committee.

Mr. Coxworth explained that this item was discussed at the last SVMPO Board of Directors meeting in October. The BPAC will be the region's first Bicycle Pedestrian Advisory Committee (BPAC). The Committee will be made up of volunteers from the community advancing bicycle and pedestrian plans. The BPAC is a special committee of the SVMPO. One of the first projects of the BPAC is to review and guide the development of the Safe Routes to School Plan.

Mrs. Gray asked if the BPAC is in addition to the Cochise Bicycle Advocates. Mr. Coxworth explained that there will be members of the committee that are bicycle enthusiast, but that the rolls of the BPAC and Advocacy group will be different.

Chair Mueller asked for a motion to approve the BPAC. Member Gray so moved, and Member Blanchard seconded. The motion passed unanimously, 5/0

NEW BUSINESS: PRESENTATION / DISCUSSION / POSSIBLE ACTION

7. POSSIBLE ACTION: Revised Fiscal Year 2017 Work Program & Budget

Dan Coxworth

Summary: Amendments to the current Work Program & Budget.

Mr. Coxworth explained that the current Budget was approved last June. It is not unusually to bring back the budget to the Board to amend the budget as necessary to accurately available funds to the MPO and add/remove projects. The agenda packet describes the funding levels that have changed and items that were added or removed from the budget. Mr. Coxworth went over the following changes to the budget:

- Page 11: Increase in PL and SPR funds and a decrease in available FTA 5305 funds resulting in a net increase of \$45,300 for the administration of the SVMPO and planning studies.
- Page 13: Added the Arizona Rural Transportation Summit to travel.
- Page 15: Identified \$5,000 for contract services to assist in event planning for the Oct. 2017 Rural Arizona Transportation Summit to be held in Sierra Vista in coordination with SEAGO.
- Page 21: Estimated \$19,754 for contract services to develop a transit study to determine the number of individual riders using Vista Transit.
- Page 23: Regional Planning – Removed the Moson Road Corridor Study and replaced with:
 - Estimated \$100,000 for contract services to develop Road Design Standards & Specifications for Public Improvements for Cochise County (see attached description).
 - Estimated \$115,899 for contract services for Street Condition Analysis of roads in Sierra Vista.
- Page 24: Capital Expenditure - \$2,500 to purchase two bicycle counters in support of bicycle planning in the region.

Mrs. Gray asked for an explanation concerning the study to identify the number of unique riders using the City's transit system. Mr. Coxworth explained that the City currently does not have a firm understanding of Vista Transit's customer base. There are concerns by Sierra Vista City Council about the number of people in the community that use the transit system.

Chair Mueller opened this item to public for comment:

Trisha Gerodette expressed concerns that the MPO's Planning Boundary does not include most of Moson Road and that the Road Design Standards & Specifications includes the entire county which outside the purview of the MPO.

Mrs. Fredenburgh asked for an explanation about the time-frame for the Street Condition Analysis. Mr. Coxworth explained that once the project begins, it will-cross over fiscal years and that the project will take approximately eight months.

Member Lane asked if the SVMPO could develop design standards for member jurisdictions. Mrs. Lamberton explained that the project is updating existing county design standards which includes development an interface between city and county roads. One of the goals of the Study is to bring up county standards that are aligned closely with city standards, especially in those areas that may be annexed. Mr. Coxworth explained that the member jurisdictions of the MPO have their local control of design standards.

Chair Mueller asked for a motion to approve the revised Fiscal Year 2017 Work Program & Budget. Member Call so moved, and Member Blanchard seconded. The motion passed unanimously, 5/0

8. POSSIBLE ACTION: Letter to ADOT concerning HURF Exchange

Dan Coxworth

Summary: A letter to the Arizona Department of Transportation (ADOT) in support of reinstituting the Highway User Revenue Fund (HURF) Exchange program.

Mr. Coxworth explained that before 2007 federal funds could be exchanged for local HURF funds that don't require the expense of using federal funds. Now that ADOT's budget has improved, ADOT is considering bringing back the Program in the fiscal year 2018.

The Board discussed another joint letter from the city and council supporting the return of the Program.

Chair Mueller opened that item for public comment:

Ms. Gerodette explained that she has been watching State HURF funding for some time and asked for clarification concerning the HURG Exchange Program.

Chair Mueller asked for a motion to sign the letter on behalf of the SVMPO Board of Directors. Member Gray so moved, and Member Blanchard seconded. The motion passed unanimously, 4/0 (member Lane abstained).

9. POSSIBLE ACTION: Year 2017 Board of Directors Meeting Schedule

Dan Coxworth

Summary: Proposed 2017 Board of Directors meeting schedule

The Board approved the meeting schedule for 2017. No motion was made.

10. DISCUSSION: Future Agenda Items

SVMPO Board

There was no discussion concerning future agenda items.

11. UPCOMING SCHEDULED MEETINGS

➤ SVMPO Board: January 26, 2016 (tentative)

Chair Mueller adjourned the meeting at 4:18 p.m.

Chair Frederick W. Mueller

Minutes prepared by:

Daniel Coxworth, Administrator

jcfred@jcdx2.com

From: jcfred@jcdx2.com
Sent: Monday, November 14, 2016 12:34 PM
To: rickmueller@sierravistaaz.gov
Cc: patcall@patrickcall.com; 'rsearle@cochise.az.gov'; hank.huisking@sierravistaaz.gov; rachel.gray@sierravistaaz.gov; 'Rlane@azdot.gov'; Dan Coxworth
Subject: mueller mpo before nov 17

Mayor Mueller:

I attended the recent SVMPO TAC meeting in which the 2017 SVMPO projects and budget were discussed.

Street Condition Survey \$300,000. One of the city engineers commented that the city has a reasonable idea of the streets that have been repaired, and a reasonable idea of the streets needing attention. It would seem a city employee could do a grid of the streets in Sierra Vista, drive each and evaluate the need. Although the MPO has 'planning' money, it would seem that the City has personnel on staff capable and knowledgeable to perform this assignment instead of expending \$300,000 of taxpayer funds.

County Road Manual \$100,000. It was discussed that the county needs to update and re-define what roads Cochise County actually has (dirt, primitive, paved, chip sealed, etc...) Additionally it was discussed that having an 'autocad' drawing instead of a copy of a drawing would be nice. I agree the manual needs to be updated to reduce the 'urbanized' terminology, but the County has 'autocad' capability or could simply stick with a drawing. Again, it would be nice to have the perfect manual, but for a cost of \$100,000, when the county has capable staff and the 'autocad' capability seems excessive.

Thank you in advance,

Jere Fredenburgh
Taxpayer

Cc: Supervisor Pat Call
Supervisor Richard Searle
Rod Lane, ADOT
Council Member Hank Huisking
Council Member Bob Blanchard (no email)
Council Member Rachel Gray
Dan Coxworth SVMPO Administrator

HAND DELIVERED TO EACH MEMBER

November 17, 2016

Board of Directors
Sierra Vista Metropolitan Organization
Sierra Vista, Arizona 85650

RE: Moson Road Corridor Project, Cochise County Road Design & Construction Standards & Specifications For Public Improvements Update Project, Letter Hand Delivered to SVMPO Technical Advisory Committee on 11/3/2016 From Patricia Molinari and Fred Bakarich

You are herewith provided with the above referenced Letter from Patricia Molinari and Fred Bakarich.

FOR THE RECORD: ANY OF THE PROPERTIES IDENTIFIED ON THE PROVIDED MAP OWNED BY PATRICIA MOLINARI AND FRED BAKARICH ARE NOT AVAILABLE FOR SALE NOR ARE ANY EASEMENTS, RIGHT OF WAYS, OR ANY OTHER INTERESTS. THE ONLY EXCEPTION WOULD BE IN ORDER TO PROVIDE A CORRIDOR FROM MOSON ROAD TO ROUTE 92. FRED BAKARICH AND PATRICIA MOLINARI MAY BE WILLING TO GRANT A RIGHT OF WAY ON THE VERY SOUTH END OF THEIR PROPERTY (IDENTIFIED AS CONNER RD. IN THE DCR) SUBJECT TO AGREED UPON TERMS AND CONDITIONS.



Patricia Molinari



Fred Bakarich

Cc: Nathan B. Hannah, Esq.

HAND DELIVERED TO EACH MEMBER

November 3, 2016

Sierra Vista Metropolitan Planning Organization
Technical Advisory Committee
Sierra Vista, AZ 85635

RE: Private Property Owned By Frederick Bakarich/Patricia Molinari
And Known As The Lower Lazy Y 5 Ranch And SVMPO PLANNING PROJECT
PROPOSAL FROM COCHISE COUNTY RE ROAD DESIGNS AND SPECIFICATIONS

The provided Map (yellow) shows privately owned property by Frederick Bakarich and Patricia M. Molinari. Grazing Leases (green) are held by Molinari/McCann And Bakarich (all related). SVMPO Plans and Reports are now describing the privately owned property as being "developed". **All of the privately owned property has been ranch land and had cattle since the 1930s.** The original Ranch consisted of 3000 privately owned acres (Lazy Y-5 Ranch) owned by Grace Bakarich McCool. Over the years and after her death, sections were parceled out to her eight children. Fred Bakarich has lived on the Lazy Y 5 land since he was born in 1934. Fred Bakarich (his deceased wife) and myself are the only persons who have occupied all these privately owned lands since 1921. All the parcels now owned jointly by Bakarich/Molinari were given by Mrs. Bakarich to her sons Fred and Michael Bakarich. Molinari and her brother McCann bought the 160 acres from Michael Bakarich as well as State Land Leases to continue raising cattle with Fred Bakarich on all the jointly owned acreage. **No one has been allowed to access any of the property since 2001. It has remained gated.**

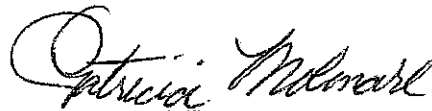
THIS IS FORMAL NOTIFICATION THAT NONE OF THE PROPERTY IDENTIFIED ON THIS MAP AS OWNED BY BAKARICH/MOLINARI IS AVAILABLE FOR SALE. NO EASEMENTS, RIGHT OF WAYS, OR ANY OTHER INTEREST IN THE PROPERTIES WILL BE GRANTED EXCEPT: I We may be agreeable to granting an easement along the very south end of our property (Conner Rd.) which would provide the much sought after Corridor to Rte. 92. (Buffalo Soldier) From Moson

Road. Terms and conditions to be mutually agreed upon and approved by our legal counsel.

FURTHER: You are forewarned. Should this SVMPO Planning Project (copy attached) or any future planning projects involve any of our property ownership rights without our permission we intend to seek legal action. When we wanted our property excluded from the DCR your response was that it was legal for you to continue as it was "only a planning document". That was not the case. You had already selected the Route and were prepared to buy the right of ways the summer of 2015. We were threatened with eminent domain as is confirmed in many instances, but plainly stated in the Long Range Plan. You were all aware of the inaccurate and incomplete information and the "questionable integrity" of the DCR yet you continue to display it on the SVMPO website and use it for future planning. SVMPO's practice of obtaining information about individual's personal properties with the intention of taking portions via right of ways, easements, or whatever without first consulting with the property owners, coupled with the expenditure of federal funds to obtain information that could be used to an individual's detriment, is deserving investigation by higher authorities.



Frederick Bakarich



Patricia Molinari

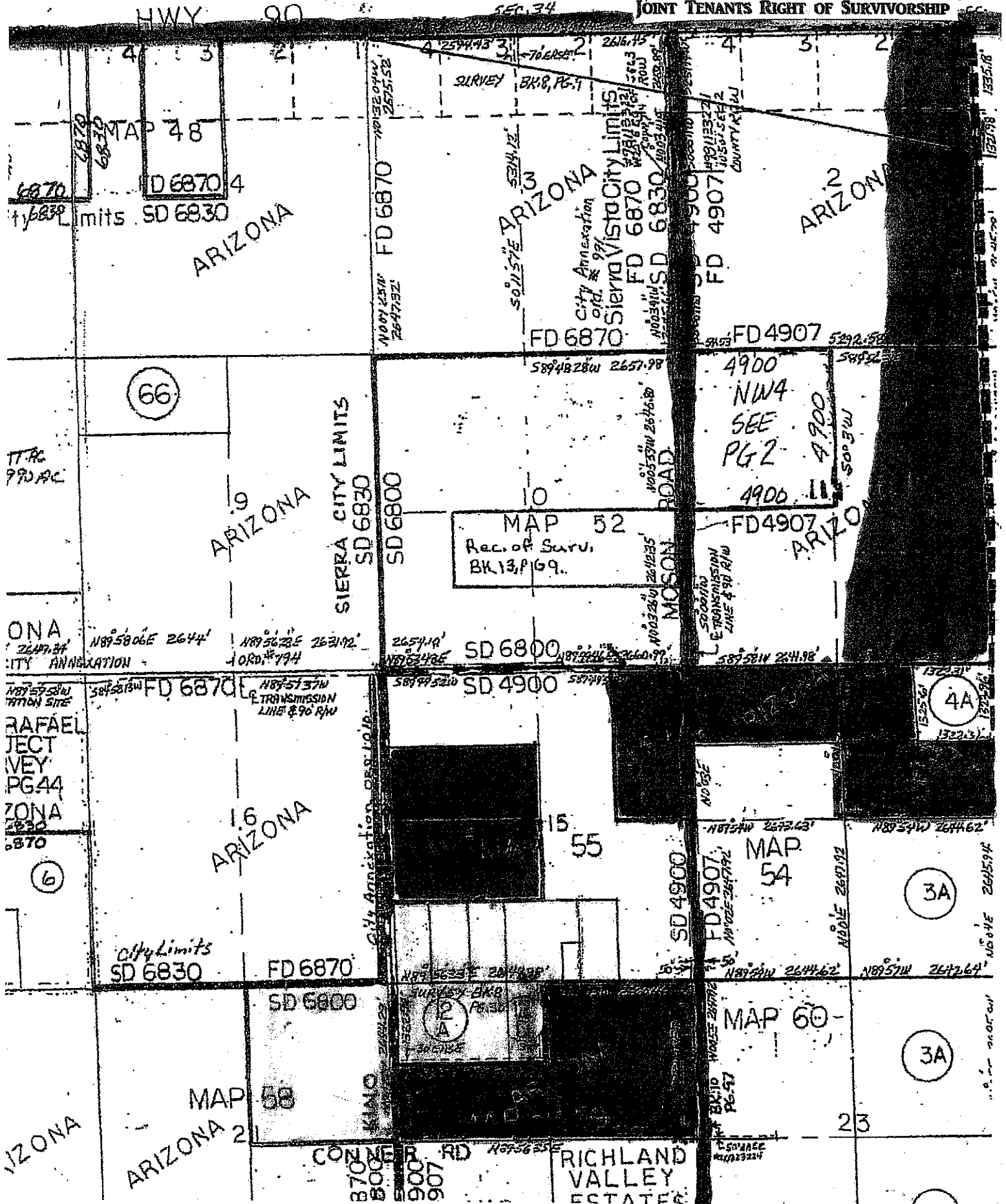
Cc: Nathan B. Hannah, Esq., Pat Call, Ann English, Richard Searle, Mayor Mueller

RG. 21

MOSON ROAD

STATE HWY 90
MAP-1

STATE GRAZING LEASES
BAKARICH/MOLINARI/McCANN
PRIVATE PROPERTY OWNED
FRED BAKARICH/PATRICIA MOLINARI
JOINT TENANTS RIGHT OF SURVIVORSHIP





Road Design & Construction Standards & Specifications For Public Improvements Update and Develop New Road Design Cross-Sections

Cochise County identified updating their Road Design Standards & Specifications as a high priority project in their 2040 Long-Range Transportation Plan. These were last revised over a decade ago and last adopted by the Cochise County Board of Supervisors on October 11, 2005. Since that time a need for several new road design standards has been identified. Existing standards also need to be brought up to current guidelines and/or made consistent with the County's existing conditions and current practices.

PROPOSED SCOPE OF WORK:

The document is roughly 110 pages and includes about 30 standard details. The Scope of Work for this project is proposed to update the five sections of this document; re-create and revise the Typical Standard Cross-Sections and Details; develop three new roadway design standards and appropriate specifications; identify appropriate public path and trail standards; assign roadway classification to the County's maintained roadways that is consistent with the revised design standards; create conceptual illustrations for each roadway and driveways typical section. The consultant would assist with the agenda item materials for presentation to the Board of Supervisors for adoption. The final deliverable for this project would potentially be 25 bound hard copy sets; an editable electronic copy, a searchable pdf for posting on the web.

NEW ROAD DESIGN STANDARDS:

The three new (or re-designed) roadways design standards are likely to be:

1. Rural, low volume, context sensitive roadway.
2. Rural, improved, native surfaced roadway.
3. Urbanizing minor access roadway.

CONSULTANT TECHNICAL SERVICES:

It is anticipated that this project would require a consultant team willing to be interactive with the County and SVMPO on rural and urbanizing standards, provide professional recommendations on best practices, be knowledgeable on current design standards. Their team should include administrative assistance, graphic designer, autocad operator, engineer(s), and quality control review.

Labor Expenses			Task 1		Task 2		Task 3		Task 4		Task 5		Grand Total	
Title	Name	Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
PROJECT MANAGER	Jim Moore	\$80.00	4	\$320.00	2	\$160.00	4	\$320.00	4	\$320.00	12	\$960.00	26	\$2,080.00
MARKET RESEARCH ASSOC.	Erin Kenneally	\$36.00	4	\$144.00	4	\$144.00	4	\$144.00	8	\$288.00	4	\$144.00	24	\$864.00
FIELD SUPERVISOR		\$25.00	0	\$0.00	0	\$0.00	120	\$3,000.00	0	\$0.00	0	\$0.00	120	\$3,000.00
Subtotal, Direct Labor			8	\$464.00	6	\$304.00	128	\$3,464.00	12	\$608.00	16	\$1,104.00	170	\$5,944.00
Burden and Overhead 55%				\$255.20		\$167.20		\$1,905.20		\$334.40		\$607.20		\$3,269.20
Total Labor				\$719.20		\$471.20		\$5,369.20		\$942.40		\$1,711.20		\$9,213.20
Direct Costs														
SURVEYORS				\$0.00		\$0.00		\$2,050.00		\$0.00		\$0.00		\$2,050.00
DATA ENTRY				\$0.00		\$0.00		\$0.00		\$512.00		\$0.00		\$512.00
INCENTIVE				\$0.00		\$0.00		\$50.00		\$0.00		\$0.00		\$50.00
TRAVEL/PER DIEM				\$0.00		\$0.00		\$2,300.00		\$0.00		\$0.00		\$2,300.00
TRANSLATION				\$95.00		\$0.00		\$0.00		\$0.00		\$0.00		\$95.00
PRINTING/PRODUCTION				\$0.00		\$0.00		\$100.00		\$0.00		\$100.00		\$200.00
Total Direct Costs				\$95.00		\$0.00		\$4,500.00		\$512.00		\$100.00		\$5,207.00
TOTAL COST				\$814.20		\$471.20		\$9,869.20		\$1,454.40		\$1,811.20		\$14,420.20

TASKS	January				February				March				April			
Task 1: Survey preparation																
Task 2: Sampling plan																
Task 2: Conduct survey																
Task 3: Survey compilation, analysis, and draft report																
Task 4: Final report																
PROJECT MILESTONES & DELIVERABLES																
<i>Notice to Proceed</i>																
<i>Project initiation meeting</i>																
<i>Draft survey instruments</i>																
<i>Finalize survey instruments</i>																
<i>Translate surveys</i>																
<i>Surveyor recruitment/training</i>																
<i>Conduct onboard survey*</i>																
<i>Data entry/cleaning</i>																
<i>Draft report</i>																
<i>Final report</i>																
Presentation to City Council																

*Four days data collection, including one Saturday.



RFP NO. MPO-07

PROPOSAL

JANUARY 6, 2017

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION VISTA TRANSIT STUDY





28159 avenue stanford, suite 110
valencia, ca 91355-1106

888.743.5977
moore-associates.net

January 6, 2017

Ms. Laura Wilson, Chief Procurement Officer
City of Sierra Vista
1011 North Coronado Drive
181 Ellicott Street
Sierra Vista, AZ 85635

Re: RFP No. MPO-07, Vista Transit Study

Dear Ms. Wilson:

Enclosed is Moore & Associates' proposal to conduct an objective and comprehensive onboard customer survey on behalf of the City of Sierra Vista and Sierra Vista Metropolitan Planning Organization (SVMPO). The proposed project will provide a snapshot of Vista Transit riders, including trip patterns, customer demographics; and customer satisfaction. Moreover, we will seek to quantify the number of unique riders.

For more than 25 years, Moore & Associates has provided consulting services to public transit operators throughout the United States, including recent surveys for City of Fort Collins (CO), Golden Empire Transit District (CA), and Long Beach Transit (CA). Moreover, we have recent experience working in Sierra Vista and Cochise County, as our firm is nearing completion of a feasibility study of intercity bus routes on behalf of SouthEast Arizona Governments Organization.

We propose [Jim Moore](#), our firm's founder and managing partner, as project manager. Jim possesses more than 30 years of experience in project management, market research, transit service evaluation, and planning. His involvement ensures the right questions will be asked, the resulting data will be reflective of the Vista Transit customer base, and that analysis will be made with an eye toward compliance and future planning.

Enclosed are an original and six copies of our proposal, as well as a CD including three sample reports illustrating similar work. As our firm's Corporate Secretary, I am authorized to negotiate and sign any legally binding contract on behalf of our firm. Should the evaluation team have any questions, please contact me by phone at (888) 743-5977, or via email at allison@moore-associates.net.

We look forward to discussing our proposed project approach, credentials, and experience with your team. Thank you for your consideration of Moore & Associates, Inc.

Sincerely,

Allison Moore
Corporate Secretary



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Section 1 | Objectives of the Project

The Sierra Vista Metropolitan Planning Organization and the City of Sierra Vista seek a qualified consultant to conduct an onboard survey of Vista Transit riders. This survey has two primary goals:

1. Collect valuable, current data from fixed-route riders including trip patterns, customer demographics; and customer satisfaction.
2. Objectively quantify the number of unique individuals utilizing Vista Transit.

Utilizing our firm's 25 years of experience, we will craft a survey instrument to assist in determining how many of the City's estimated 162,000 annual unlinked passenger trips reflect unique riders. We believe questions regarding frequency of ridership—including number of days riding per week and number of boardings per day—will help calculate the number of unique riders.

Collection of rider demographic data could be used by the City and/or MPO in future Title VI reporting. The demographic information collected will also aid in assessing year-round ridership fluctuations, (e.g. percentages of students, winter visitors, and military personnel. By determining, say, what percentage of riders live or work on Fort Huachuca, the impact on the City of potential deployments or unit relocations can be calculated.

Moore & Associates has created and executed successful planning and market research strategies for some of the most successful public transportation organizations in the West, including recent work in Cochise County for the SouthEastern Arizona Governments Organization. This experience gives us keen insight into the operating conditions in Sierra Vista, as we understand Sierra Vista's status as the county's largest city and home to many of the region's largest employers.

Our firm has been both a transit data collector and data end-user. Therefore, we understand how important accurate, timely data is as an element of strategic planning and program development. We approach every step of the survey process with an eye toward the end use of the data. We believe our proposed project methodology will result in current, quality, easy-to-understand data to support the goals of the City and MPO.



Section 2 | Project Staff

In this section, we describe how our proposed project staff will complete the tasks necessary to ensure successful completion of the Vista Transit Study.

Our proposed project team has successfully completed community surveys and public engagement activities for clients throughout the United States. Our proposed project manager is [Jim Moore](#), our firm's founder, whose involvement ensures the project will receive the attention it deserves.

He will be joined by Market Research Manager [Erin Kenneally](#), who has conducted bilingual market research activities and data collection efforts for clients throughout the nation.

Project Organizational Chart



Commitment to Project

During the contract period, Jim Moore and Erin Kenneally will commit approximately 25 percent of their available time to this project. The exact percentage will vary depending on Work Element; for example, Jim will commit a larger percentage of his available time to this project during the planning and reporting phases. As stipulated in Section 3 of this proposal, the project team identified herein will perform all work proposed for this engagement.

Effort by Work Element

Project role		Task 1	Task 2	Task 3	Task 4	Task 5	Grand Total
Title	Name	Hours	Hours	Hours	Hours	Hours	Total
PROJECT LEAD	Jim Moore	18.2%	9.1%	9.1%	9.1%	54.5%	100.0%
MARKET RESEARCH MGR.	Erin Kenneally	25.0%	25.0%	12.5%	25.0%	12.5%	100.0%

Project Management Structure

Effective project management is the key to a successful project outcome. It ensures the four project constraints of scope, time/schedule, cost, and quality remain in balance throughout the course of the engagement. Jim Moore, our proposed manager, will be responsible for planning, organizing, and controlling the resources, processes, and protocols necessary for achieving a project's specific goals. [A detailed look at our project team, and each individual's qualifications, is provided in Section 3.](#)

At Moore & Associates, we take a traditional approach to project management. Each project is addressed utilizing the following steps: Initiation, Planning and Design, Execution, Monitoring and Controlling, and Completion. Traditionally, the steps take place sequentially, though Monitoring and Controlling is an ongoing cycle of measurement, evaluation, and correction that can take place at any point in the process.



To support our project management, we utilize Basecamp, web-based project collaboration tool. Basecamp allows us to monitor task progress in real-time, assign resources effectively, and keep tabs on the project schedule. It ensures transparent communication between our project team and the client so that there are no surprises. Our project manager will remain accountable throughout the entire project duration to ensure SVMPO's project manager is kept up to date on all key aspects of the project.

Our project team meets weekly to discuss all project elements and plan necessary actions. Upon identification of priority tasks, we will update the project Basecamp account, thereby providing the MPO's project manager team with real-time access to our strategies for achieving our work plan objectives. Should any question arise from our anticipated tasks, they may be submitted via the same Basecamp account, further maintaining complete transparency and open communication.

In addition to the real-time status updates available through the Basecamp platform, Moore & Associates will conduct biweekly status teleconferences with the MPO's project manager to provide project status updates, recent tasks completed, as well as upcoming project tasks inclusive of anticipated staff assistance.

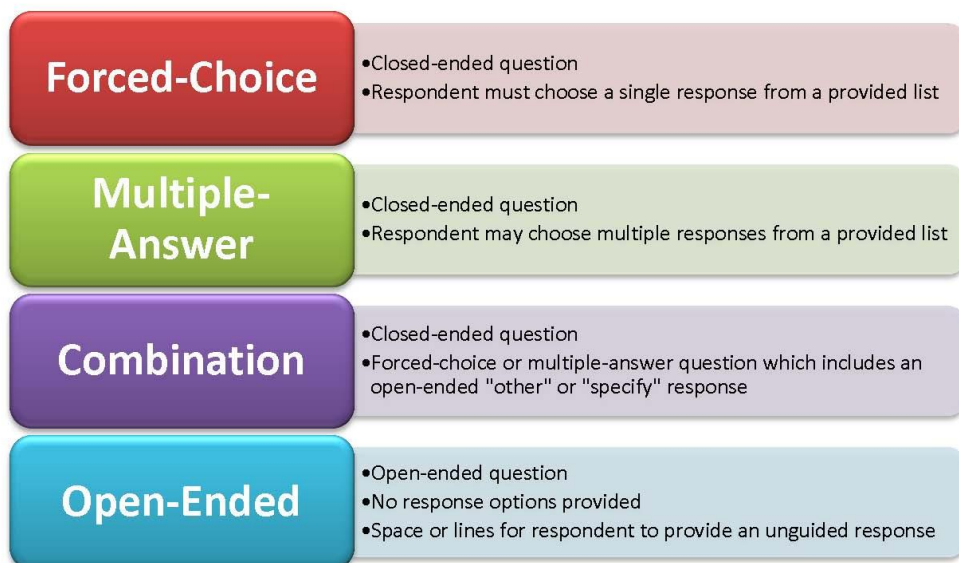
On the following pages, we provide details of our Work Plan, which we believe utilizes the most effective methodologies for accomplishing SVMPO's and the City's goals for this project.

Task 1: Survey Preparation

Survey Design

Our project team will design a Vista Transit-specific instrument for use during the customer data collection process. The survey will be designed to collect primary demographic data; codify current travel patterns; assess perceptions/actualities regarding Vista Transit services; and quantify preferences regarding potential service enhancements. Once the survey has been approved by the MPO's project manager, we will translate the instrument into Spanish and produce all survey forms and any associated materials (i.e., onboard notices promoting the survey).

When creating any survey instrument, we seek to avoid biased words and phrases, as well as double-barreled questions to which a respondent agrees with one part of the question yet not the other. Therefore, we propose utilizing four types of questions:



Task 1 Deliverables

- Final survey instrument

The questions we intend to ask will include demographics, preferences, and travel patterns. The survey instrument will also include questions which help quantify the number of unique transit riders. We anticipate administering the survey using a physical (paper) instrument, with English on one side and Spanish on the other. The paper capture method ensures that we obtain rider information that can be validated. Surveyors will make themselves available to passengers to answer questions about the survey as well as assist in survey completion on behalf of riders who may have difficulty riding.

Task 2: Sample Selection

Task 2 Deliverables

- Memo describing sample selection and methodology

Sampling Plan

Given the MPO's estimate of 162,000 unlinked annual trips, we believe a target sample size of no less than 500 valid responses would be appropriate. This approach will yield, at minimum, a 95-percent confidence level overall which will have no less than a ± 5 percent margin of error. Our sampling plan will determine surveyor team size and coverage necessary to achieve the desired survey sample, which will be representative of ridership.

Task 3: Conduct Survey

Recruit, Train, and Supervise Surveyors

We will work with a local staffing firm to recruit quality bilingual personnel. Given the surveyors are conducting work on behalf of the City and MPO, we will recruit individuals with a professional appearance and demeanor as well as the skills necessary to conduct the survey. Based on experience, our practice is to train more surveyors than we need so that back-up personnel and replacements are available as needed.

While the staffing firm conducts a background check and ensures each recruit is legally able to work in the United States, our criteria for selection include the following:

- Fluency in English and Spanish preferred (written and oral),
- Ability to read and understand a bus schedule,
- Ability to conform with appearance standards ("business casual" dress code – black or khaki pants, polo or collared shirt, and safe professional looking shoes),
- No facial tattoos or extensive visible piercings,
- Physical ability to board and ride the bus unassisted,
- Punctuality (ability to arrive 15 minutes before shift start),
- Availability of reliable transportation (including public transit, bicycle, or getting dropped off), and
- Possession of a cell phone for communication from the field supervisor only.

Prior to fielding the onboard surveys, we will conduct mandatory training sessions, which the MPO's project manager will be invited to attend. The training will consist of familiarization with the survey instrument, discussion of recommended approach/practices, instruction regarding appropriate attire and conduct, an overview

of proper survey etiquette, role-playing of the survey process, safety, and performance expectations.

Surveyors will be instructed on quality control methods to ensure all project standards are maintained and survey participation is as broad as possible. Each surveyor will also be trained on how to read a driver paddle and follow his/her collection schedule, as our sampling plan will be designed to capture data on specific trips for each route. If any surveyor falls short of these expectations, he/she will be released and replaced by a trained back-up surveyor.

Participant Incentives

Our experience with similar projects reveals a modest incentive is often beneficial to obtaining the greatest response level possible. Incentives which have proved successful include free-ride passes or the chance to win a fifty-dollar VISA gift card or local grocery store gift card.

By offering an incentive for participating in the survey, we feel each field interviewer will be able to reduce the incidence of non-response to certain demographic questions. As part of the training process, interviewers will be taught “best practices” for overcoming objections, the goal of which is to minimize the incidence of non-response.

Conduct Customer Survey

Surveyors will collect information using the tools designed in this task. In conducting the survey, trained surveyor staff will introduce themselves on behalf of Vista Transit, as identified by a surveyor badge, and seek to conduct the survey with each passenger (age 16 and older) at the time of boarding. Upon receiving consent, a survey instrument will be provided to the respondent.

Throughout the data collection process, our surveyors will be available should respondents have questions regarding the survey. Upon completion, each survey form will be reviewed. Doing so will assist in realizing the goal of obtaining complete data. Should responses be incomplete or convoluted, the surveyor can question the respondent directly to make sure he/she understood the question and is comfortable with his/her response.

Completed surveys for each trip will be segregated into a designated “trip envelope.” The trip envelopes will assist in bringing organization to data collection as they will not only identify the surveys by trip, but will also include the date, trip starting time, direction, incidence of refusal, and number of valid surveys realized.

Task 3 Deliverable

- Progress reports
- Raw survey data

While fielding, communication will be maintained between the MPO’s project manager and the consultant team. Our project leader will submit progress updates outlining the fielding progress. These updates will be submitted daily and will provide information pertinent to the specific fielding, including obstacles and number of completed surveys.

Task 4: Survey Analysis

Develop Database

Following finalization of the survey instrument, our project team will create a SPSS database that will facilitate data compilation and analysis. Statistical Package for the Social Sciences (SPSS) software is one of the most commonly used software platforms for survey analysis. One of its key benefits is the ability to draw relationships (i.e., cross-tabulations) between individual data sets. As a practical example, with respect to transit rider polling, our forecasts are typically within a few percentage points of actual customer behavioral patterns. As surveys are received, data will be verified and coded. This approach allows us to provide the MPO's project manager with periodic snapshots of data collected.

Task 4 Deliverable

- Simple frequencies
- Data cross-tabulations

Data Analysis

Once all survey data has been entered into the SPSS platform, our market research staff will be responsible for error checking (cleaning) and data formatting. All survey data will be verified for accuracy. We will then run all simple frequencies and determine, through discussions with the MPO's project manager, data cross-tabulations for further analysis.

Task 5: Develop Reports

Our final report will contain, at a minimum, information organized into cross-tabulations and charts to indicate trends and correlation. We will begin with an Executive Summary that provides a brief overview of the steps involved in performing the survey and data analysis, as well as the key findings that resulted from the survey that are of greatest importance to the MPO and the City.

Following the Executive Summary, the report will present a more detailed description of our findings, which will include descriptions of key trends. In addition to describing our key findings, the report will also provide more detailed documentation of the survey instrument development, administration, data entry, data cleaning, as well as the analytical methods we used to arrive at our key findings.

Task 5 Deliverable

- Draft and final report
- Presentation

The draft report will be submitted to the MPO's project manager for review and comment. Once all comments have been received and incorporated into the draft report, we will prepare the final report of the Onboard Customer Survey. One bound copy of the final report as well as one digital copy will be provided. Upon completion of the report, our project manager will facilitate a PowerPoint presentation of the final report to the Sierra Vista City Council.

Project Timeline

The following chart illustrates our proposed timeline for completed the proposed study. Given the tight timeframe between the January 30 “notice to proceed” and the March 1 Sierra Vista city council strategic retreat, we propose to work with the MPO to ensure all deliverables are completed successfully and in a timely manner.

TASKS	January	February	March
Task 1: Survey preparation			
Task 2: Sampling plan			
Task 2: Conduct survey			
Task 3: Survey compilation, analysis, and draft report			
Task 4: Final report			
PROJECT MILESTONES & DELIVERABLES			
<i>Notice to Proceed</i>			
<i>Monthly progress reports</i>			
<i>Project initiation meeting</i>			
<i>Draft survey instruments</i>			
<i>Finalize survey instruments</i>			
<i>Translate surveys</i>			
<i>Surveyor training</i>			
<i>Conduct onboard survey</i>			
<i>Survey data entry</i>			
<i>Data cleaning</i>			
<i>Preliminary survey results: unique ridership</i>			
<i>Draft report</i>			
<i>Final report</i>			
<i>Presentation to City Council</i>			



Section 3 | Qualifications, Experience and Staff Stability

Firm Overview

Moore & Associates, Inc. has provided professional consulting services for more than 25 years to a client base composed exclusively of public transportation organizations. We have created and executed successful market research strategies for some of the most successful public transportation organizations in the United States. Our firm utilizes bilingual personnel, including native Spanish speakers, to provide outreach services for service evaluation and planning efforts in numerous communities throughout California, Alaska, Arizona, Colorado, Texas, and beyond.

Areas of Expertise

- Transit planning
- Title VI compliance
- Compliance auditing
- Service design
- Demand estimation
- Marketing

As a full-service public transit consulting firm, we have been both the data collector and data end-user. Therefore, we understand how important accurate, timely data is to successful service planning and marketing activities. We approach every step of the survey process with an eye toward the end use of the data, from instrument design and sampling methodology to data collection and reporting.

Our recent transit market research experience includes successful assignments for public transit entities as diverse as Antelope Valley Transit Authority, Foothill Transit, Long Beach Transit, Los Angeles County Metropolitan Transportation Authority, City of Fort Collins (CO), and VIA Metropolitan Transit (San Antonio, TX).

Project Personnel

Our proposed project team has successfully conducted community surveys and public engagement activities for clients throughout the United States.

Jim Moore— Project Manager

We propose [Jim Moore](#), our firm's founder, as project manager. Jim has more than 30 years of high-profile transportation experience, including surveys and other service evaluation and planning projects for more than 150 public transportation operators throughout the United States, including Nassau Inter-County Express (NICE), Antelope Valley Transit Authority (CA), City and Borough of Juneau (AK), City of Coolidge (AZ), City of Logan (UT), City of Santa Clarita (CA), City of Thousand Oaks (CA), East Texas Council of Governments, Fairbanks North Star Borough (AK), Foothill Transit (CA), Golden Empire Transit District (CA), Kitsap Transit (WA), Los Angeles County Metropolitan Transportation Authority (CA), Maricopa Association of Governments (AZ), Monterey-Salinas Transit (CA), and Ventura County Transportation Commission (CA).

As project manager, Jim Moore will guide our project team in all aspects and deliverables for the project. He will act as the direct link with the MPO's project manager and will be responsible for ensuring all project deliverables are both high quality and on-time.

Erin Kenneally—Bilingual Market Research Manager

Market Research Associate [Erin Kenneally](#) has conducted bilingual market research activities and data collection efforts for clients throughout the United States. In addition to six years of experience in training and coordinating workers at numerous field assignments, Erin has consulted for a broad range of clients including Antelope Valley Transit Authority, City of Burbank, City of Thousand Oaks, Long Beach Transit, Monterey-Salinas Transit, and VIA Metropolitan Transit (TX). She was instrumental in successful data fielding of the 2016 Nassau Inter-County Express (NICE) onboard survey, as she prepared control sheets, temp staff schedules, and training materials; she also supervised data collection in the field.

Guarantees

Moore & Associates is confident in its ability to exceed expectations for performance in this engagement. As such, we offer the MPO/City four guarantees:

- The team identified herein will perform all work and fulfill all roles as described within the proposed Scope of Work.
- Key personnel will be available to the extent proposed for the duration of the project.
- No person designated as “key” to the project shall be removed or replaced without prior written concurrence of the MPO.
- Critical milestones agreed to during project initiation will be maintained.

Resumes for key project personnel are provided on the following pages.

Jim Moore

Job Title:
Managing Partner

Project Management

Project manager for the 2016 and 2013 Nassau (NY) Inter-county Express (NICE) onboard surveys in support of Title VI reporting.

Project Role:
Survey Design and
Analysis

Project manager for Long Beach Transit's FY 2017, FY 2016 and FY 2014 annual community evaluation surveys. These surveys collected statistically valid data from predetermined bus stops utilizing an intercept methodology on mobile tablets as well as consisted of a phone survey of random households. The bus stop survey collected 50 surveys per stop as designated by the sampling plan, while the telephone survey collected surveys from households in targeted neighborhoods within the Long Beach Transit service area.

Project manager for Golden Empire Transit District's 2009, 2013, and 2015 Customer and Community Surveys. 2015 efforts resulted in the collection of more than 3,000 onboard responses, 512 community surveys, and 210 GET-A-Lift surveys. Survey responses indicated improved community perceptions of GET and its services.

Project manager for Los Angeles County Metropolitan Transportation Authority's Quarterly and Annual Customer Satisfaction Surveys in 2012, 2013, 2014, and 2015. Included three quarterly surveys per year, each garnering over 3,000 responses. The annual survey resulted in the collection of more than 20,000 responses each year.

Project manager for the Antelope Valley Transit Authority's 2016, Origin and Destination survey. Surveys were conducted across 75 percent of all service trips to collect data regarding customer origin and destinations, resulting in nearly 2,300 valid surveys.

Project manager for the City of Tucson's Onboard Survey of Tucson-area fixed-route and Dial-A-Ride services, including Sun Tran, Sun Van, Sun Shuttle, Sun Express, the Downtown Loop, and Cat Tran.

Project manager for the City of Fort Collins' onboard customer survey of Transfort fixed-route transit service in Colorado. The survey included demographics questions to get a clear view of its customer base in support of Title VI objectives and requirements. A total of 3,519 responses were received onboard and from a supplemental online survey. Supervised a follow-up survey in 2016 aboard Around the Horn and MAX routes. Collection on board both routes exceeded sample targets.

Erin Kenneally

Job Title:
Market Research
Manager

Market Research/Data Collection

Supervised data collection for 2016 Nassau Inter-County Express (NICE) onboard survey in support of Title VI goals. Also prepared control sheets, temp staff schedules, and training materials. Data collection resulted in more than 8,600 valid surveys.

Project Role:
• Survey
Development
and
Administration

Conducted data collection for 2015 GET onboard survey. Conducted telephone interviews for GET 2015 community and GET-A-Lift surveys.

Responsible for scheduling and data collection during the 2016 Antelope Valley Transit Authority 2016 Origin and Destination survey. Data collection resulted in 2,281 valid survey responses, providing AVTA with an accurate, up-to-date picture of how riders are using the service.

Supervised data collection for 2016 Foothill Transit Fare Study. The survey sample of 5,534 valid surveys exceeded the sample target of 5,000, and ensured statistical accuracy of not less than 95 percent and a ± 5 percent margin of error.

Supervised data collection for 2016 City of Fort Collins onboard transit survey aboard its Around the Horn and MAX routes. Collection on board both routes exceeded sample targets.

Collected current rider satisfaction and non-rider surveys on behalf of Long Beach Transit in both English and Spanish, an effort which resulted in 417 rider surveys and 401 non-rider surveys in spring 2016. Assisted with data verification, entry, and cleaning of collected data. A fall 2016 survey effort resulted in collection of 446 rider and 403 non-rider surveys. Key findings from the 2016 Customer and Community Evaluation Surveys include a positive opinion of LBT from both riders and non-riders, and a perceived issue of security at LBT bus stops.

Developed survey instrument and administered online survey for City of Laguna Niguel community survey in support of the City's Transit Planning and Feasibility Study, which will be conducted in January 2017.

Conducted onboard surveys for Los Angeles County Metropolitan Transportation Authority's Quarterly Customer Satisfaction Survey in 2015. The survey resulted in the collection of more than 20,000 responses each year.



Section 4 | Relevant Projects and References



Antelope Valley Transit Authority *2016 Origin & Destination Survey*

Len Engel, Executive Director
661.729.2206 | lengel@avta.com

In May 2016, Moore & Associates was engaged to conduct an Origin and Destination survey to compile data regarding travel patterns/behavior as well as determine how effectively AVTA meets community travel needs in terms of schedule times and bus routing. Surveys were conducted across 75 percent of all local fixed-route trips, resulting in the collection of approximately 2,500 responses.

In addition to the Origin and Destination survey, Moore & Associates also conducts quarterly "mystery rider" operator observations on board local and commuter buses. Drivers are observed for adherence to professional code of conduct and for adherence to published time schedules. Boardings and alightings are counted and segregated by local and commuter routes. Ride check data is entered, cleaned, and verified for accuracy, and presented in a quarterly report.

Key staff: Jim Moore (Project Manager), Erin Kenneally (Survey planning and fielding)



Long Beach Transit *Customer and Community Evaluation Survey*

Kevin Lee, Marketing Manager
562.599.8533 | klee@lbtransit.com

Following two cycles of market research activities for Long Beach Transit, Moore & Associates was recently awarded a five-year contract to conduct this annual research project. Each fiscal year, Moore & Associates conducts survey of riders and a survey of non-riders for Long Beach Transit. The most recent data collection effort was conducted in fall 2016.

The first activity included a rider survey at nine designated bus stops (two of which were college campuses) via intercept methodology, and the second a non-rider phone survey from residents within area code 562. Both the rider survey and community (non-rider) survey exceeded Long Beach Transit's data collection targets in each year of data collection. The resulting analysis identified agency strengths as well as areas for improvement based upon respondent perceptions and experiences. In addition, a historic trend analysis was performed comparing recently collected survey data to

responses obtained in prior years. Long Beach Transit has been able to successfully utilize the findings from the surveys to support its service planning activities.

Key staff: Jim Moore (Project Manager), Erin Kenneally (Survey planning and fielding)



City of Fort Collins

2015 Transit Passenger Surveys; 2016 MAX and Around the Horn route surveys

Timothy Wilder, Service Development Manager
970.416.2113 / twilder@fcgov.com

Project manager for the City of Fort Collins' onboard customer survey of Transfort fixed-route transit service. The survey included demographics questions to get a clear view of its customer base in support of Title VI objectives and requirements. A total of 3,519 responses were received onboard and from a supplemental online survey. In 2016, Moore & Associates conducted a follow-up survey of two routes, MAX and "Around the Horn."

Key staff: Jim Moore (Project Manager) and Erin Kenneally (Data collection)

Other Relevant Projects

City of Burbank

1301 W. Olive Avenue, Burbank, CA 91506

Onboard Customer Surveys, Senior & Disabled Transit Surveys (completed various projects between 1999 and 2015)

Adam Emmer, Transportation Services Manager
818.238.5359 | AEmmer@ci.burbank.ca.us

Key staff: Jim Moore (Project Manager)

Central Contra Costa Transit Authority

2477 Arnold Industrial Way, Concord, CA 94520

Origin and Destination Survey; Market Segmentation Study (completed, 2015)

Mary Burdick, Manager of Customer Service
925.680.2040 | burdick@cccta.org

Key staff: Jim Moore (Project Manager)

Foothill Transit

Fare Study (completed 2016)

100 S. Vincent Ave., Suite 200, West Covina, CA 91790

Joe Raquel, Planning Manager
626-931-7226 | jraquel@foothilltransit.org

Key staff: Jim Moore (Project Manager), Erin Kenneally (Survey planning and fielding)

Golden Empire Transit

1830 Golden State Avenue, Bakersfield, CA 93301
Customer and Community Surveys (completed in 2009, 2013, and 2015)
Karen King, CEO
661.324.9874 | kking@getbus.org
Key staff: Jim Moore (Project Manager), Erin Kenneally (Survey fielding)

Long Beach Transit

1963 E. Anaheim St. Long Beach, CA 90813
Customer and Community Evaluation Survey (completed in 2014, and spring 2016; FY2017 survey ongoing)
Kevin Lee, Marketing Manager
562.599.8533 | klee@lbtransit.com
Key staff: Jim Moore (Project Manager), Erin Kenneally (Survey planning and fielding)

Los Angeles County Metropolitan Transportation Authority

One Gateway Plaza, Los Angeles, California 90012
2013 Annual Customer Satisfaction Survey; 2014 Annual Customer Satisfaction Survey; FY 2014 Spring Satisfaction Survey; FY 2015 Fall Customer Satisfaction Survey (all completed).
Jeff Boberg, Project Manager
213.992.7659 | bobergj@metro.net
Key staff: Jim Moore (Project Manager), Erin Kenneally (Survey fielding)

Monterey-Salinas Transit

110 Salinas St, Salinas, CA 93901
2016 Rider and Non-Rider Surveys (completed 2016)
Hunter Harvarth, Assistant General Manager, Finance and Administration
831-393-8129 | hharvath@mst.org
Key staff: Jim Moore (Project Manager), Erin Kenneally (Survey planning and fielding)

Nassau Inter-County Express

700 Commercial Avenue, Garden City, New York 11530
2013 Transit Survey Services (completed); 2016 Transit Survey Services (ongoing)
Jack Khzouz, Project Manager
516.296.4152 | jack.khzouz@transdev.com
Key staff: Jim Moore (Project Manager), Erin Kenneally (2016 survey planning and fielding)



Section 5 | Cost

The following chart details our proposed budget for completing the tasks are requested in the SVMPO's RFP.

Labor Expenses			Task 1		Task 2		Task 3		Task 4		Task 5		Grand Total	
Title	Name	Rate	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
PROJECT MANAGER	Jim Moore	\$68.00	4	\$272.00	2	\$136.00	2	\$136.00	2	\$136.00	12	\$816.00	22	\$1,496.00
MARKET RESEARCH ASSOC.	Erin Kenneally	\$44.00	4	\$176.00	4	\$176.00	2	\$88.00	4	\$176.00	2	\$88.00	16	\$704.00
FIELD SUPERVISOR		\$28.00	0	\$0.00	0	\$0.00	68	\$1,904.00	0	\$0.00	0	\$0.00	68	\$1,904.00
Subtotal, Direct Labor			8	\$448.00	6	\$312.00	72	\$2,128.00	6	\$312.00	14	\$904.00	106	\$4,104.00
Burden and Overhead 55%				\$246.40		\$171.60		\$1,170.40		\$171.60		\$497.20		\$2,257.20
Total Labor				\$694.40		\$483.60		\$3,298.40		\$483.60		\$1,401.20		\$6,361.20
Direct Costs														
SURVEYORS				\$0.00		\$0.00		\$850.00		\$0.00		\$0.00		\$850.00
DATA ENTRY				\$0.00		\$0.00		\$0.00		\$300.00		\$0.00		\$300.00
INCENTIVE				\$0.00		\$0.00		\$50.00		\$0.00		\$0.00		\$50.00
TRAVEL/PER DIEM				\$0.00		\$0.00		\$1,323.00		\$0.00		\$380.00		\$1,703.00
TRANSLATION				\$95.00		\$0.00		\$0.00		\$0.00		\$0.00		\$95.00
PRINTING/PRODUCTION				\$0.00		\$0.00		\$100.00		\$0.00		\$100.00		\$200.00
Total Direct Costs				\$95.00		\$0.00		\$2,323.00		\$300.00		\$480.00		\$3,198.00
TOTAL COST				\$789.40		\$483.60		\$5,621.40		\$783.60		\$1,881.20		\$9,559.20



Section 6 | Federal Certifications

**APPENDIX B
FEDERAL CLAUSES AND CERTIFICATIONS
(MANDATORY FLOWDOWNS)**

REQUEST FOR PROPOSALS (RFP) NO. MPO-07; Vista Transit Study
Page 33 of 35

CERTIFICATION AND RESTRICTIONS ON LOBBYING

I, ALLISON MOORE, CORPORATE SECRETARY, hereby certify
(Name and title of official)

On behalf of, MOORE & ASSOCIATES, that:
(Name of Bidder/Company Name)

- > 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, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making 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.
- > If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- > The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, 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 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., is applicable thereto.

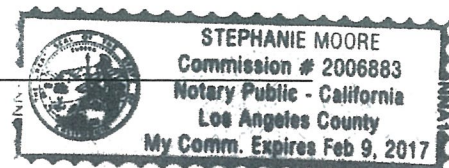
Name of Bidder/Company: MOORE & ASSOCIATES

Type or print authorized representative name: ALLISON MOORE

Signature of authorized representative: Allison Moore

Date Signed: 1/3/17

Signature of notary and seal: Stephanie Moore



APPENDIX B FEDERAL CLAUSES AND CERTIFICATIONS (MANDATORY FLOWDOWNS)

REQUEST FOR PROPOSALS (RFP) NO. MPO-07; Vista Transit Study
Page 34 of 35

GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

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

- (1) It will comply and facilitate compliance with U.S. DOT regulations, "Non procurement 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 Governmentwide 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:
 - (1) Debarred,
 - (2) Suspended,
 - (3) Proposed for debarment,
 - (4) Declared ineligible,
 - (5) Voluntarily excluded, or
 - (6) 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) 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.

FEDERAL CLAUSES AND CERTIFICATIONS (MANDATORY FLOWDOWNS)

REQUEST FOR PROPOSALS (RFP) NO. MPO-07; Vista Transit Study
Page 35 of 35

GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

- 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 a page attached in FTA's TEAM-Web or 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 MOORE & ASSOCIATES

Signature of Authorized Official Allison Moore Date 1/3/17

Name and Title of Contractor's Authorized Official ALLISON MOORE
CORPORATE SECRETARY

[illegible]

SVMPO Transit TIP FY 2017 - 2020

ID #	SPONSOR	PROJECT Description	TYPE WORK	FED AID TYPE	APPORTIONMENT YEAR	FED FUNDING	LOCAL MATCH	TOTAL COST	FED ALI CODE
FISCAL YEAR 2017 (7/1/16 - 6/30/17)									
SVT17-01	City of Sierra Vista	Personnel	Planning	5307	2015	\$75,354	\$18,839	\$94,193	44.22.00
SVT17-02	City of Sierra Vista	Other Expenses (Travel and Training, and other exps)	Planning	5307	2015	\$6,640	\$1,660	\$8,300	44.22.00
SVT17-03	City of Sierra Vista	Fuel Software (5339 grant through ADOT)	Capital	5339	2013/2014	\$243,200	\$60,800	\$304,000	11.42.20
SVT17-04	City of Sierra Vista	Personnell	Operations	5307	2015	\$334,254	\$334,254	\$668,508	30.09.01
SVT17-05	City of Sierra Vista	Other Operating (Fuel and Oil, Utilities etc)	Operations	5307	2015	\$110,600	\$110,600	\$221,200	30.09.01
SVT17-06	City of Sierra Vista	Vehicle Preventative Maintenance	Capital	5307	2015	\$131,600	\$32,900	\$164,500	11.7A.00
SVT17-07	City of Sierra Vista	Replacement Bus (2)	Capital	5307	2013/2014/2015	\$256,000	\$64,000	\$320,000	11.12.04
SVT17-08	City of Sierra Vista	Van Rebanding	Capital	5307	2015	\$2,640	\$660	\$3,300	11.42.20
SVT17-09	City of Sierra Vista	Transit Facility- Front Desk Remodeling	Capital	5307	2014	\$32,000	\$8,000	\$40,000	11.34.01
		Less: Fare Revenues							
		5307 Federal Share = \$949,088							
		5339 Federal Share = \$243,200							
		Total Federal Share= \$1,192,288							
Fiscal Year Total						\$1,192,288	\$631,713	\$1,824,001	
FISCAL YEAR 2018 (7/1/17 - 6/30/18)									
SVT18-01	City of Sierra Vista	Personnel	Planning	5307	2014/2015	\$73,600	\$18,400	\$92,000	44.21.00
SVT18-02	City of Sierra Vista	Other Expenses (Audit, Planning Supplies)	Planning	5307	2013/2014	\$7,200	\$1,800	\$9,000	11.80.00
SVT18-03	City of Sierra Vista	Planning- Projects	Planning	5307	2013/2014	\$40,000	\$10,000	\$50,000	30.09.01
SVT18-04	City of Sierra Vista	Personnell	Operations	5307	2013/2014	\$350,000	\$350,000	\$700,000	11.7A.00
SVT18-05	City of Sierra Vista	Other Operating (Fuel and Oil, Utilities etc)	Operations	5307	2013/2014	\$140,000	\$140,000	\$280,000	
SVT18-06	City of Sierra Vista	Replacement Rolling Stock	Capital	5307	2013/2014	\$144,000	\$36,000	\$180,000	11.71.11
SVT18-07	City of Sierra Vista	Vehicle Preventative Maintenance	Capital	5307	2013/2014	\$132,000	\$33,000	\$165,000	11.7D.00
SVT18-08	City of Sierra Vista	Expansion Rolling Stock	Capital	5307	2014/2015	\$144,000	\$36,000	\$180,000	11.7C.00
SVT18-09	City of Sierra Vista	Bus Shelters	Capital	5307	2014/2015	\$20,000	\$5,000	\$25,000	11.42.20
SVT18-10	City of Sierra Vista	Bus Pull Out Construction	Capital	5307	2013/2014	\$112,000	\$28,000	\$140,000	
SVT18-11	City of Sierra Vista	Enunciators/Automated Passenger Counters	Capital	5307	2013/2014	\$96,000	\$24,000	\$120,000	
Fiscal Year Total						\$1,258,800	\$682,200	\$1,941,000	
FISCAL YEAR 2019 (7/1/18 - 6/30/19)									
SVT19-01	City of Sierra Vista	Personnel	Planning	5307	2014/2015	\$76,000	\$19,000	\$95,000	44.21.00
SVT19-02	City of Sierra Vista	Other Expenses (Audit, Planning Supplies)	Planning	5307	2013/2014	\$8,000	\$2,000	\$10,000	11.80.00
SVT19-03	City of Sierra Vista	Planning- Projects	Planning	5307	2013/2014	\$0	\$0	\$0	30.09.01
SVT19-04	City of Sierra Vista	Personnell	Operations	5307	2013/2014	\$365,000	\$365,000	\$730,000	11.7A.00
SVT19-05	City of Sierra Vista	Other Operating (Fuel and Oil, Utilities etc)	Operations	5307	2013/2014	\$142,500	\$142,500	\$285,000	11.71.11
SVT19-06	City of Sierra Vista	Replacement Rolling Stock (2)	Capital	5307	2013/2014	\$296,000	\$74,000	\$370,000	11.7D.00
SVT19-07	City of Sierra Vista	Vehicle Preventative Maintenance	Capital	5307	2013/2014	\$132,000	\$33,000	\$165,000	11.7C.00
SVT19-08	City of Sierra Vista	Expansion Rolling Stock	Capital	5307	2014/2015	\$144,000	\$36,000	\$180,000	11.42.20
SVT19-09	City of Sierra Vista	Bus Shelters	Capital	5307	2014/2015	\$20,000	\$5,000	\$25,000	
SVT19-10	City of Sierra Vista	Bus Pull Out Construction	Capital	5307	2013/2014	\$112,000	\$28,000	\$140,000	
Fiscal Year Total						\$1,295,500	\$704,500	\$2,000,000	
FISCAL YEAR 2020 (7/1/19 - 6/30/20)									
SVT20-01	City of Sierra Vista	Personnel	Planning	5307	2014/2015	\$76,000	\$19,000	\$95,000	44.21.00
SVT20-02	City of Sierra Vista	Other Expenses (Audit, Planning Supplies)	Planning	5307	2013/2014	\$8,000	\$2,000	\$10,000	11.80.00
SVT20-03	City of Sierra Vista	Planning- Projects	Planning	5307	2013/2014	\$0	\$0	\$0	30.09.01
SVT20-04	City of Sierra Vista	Personnell	Operations	5307	2013/2014	\$365,000	\$365,000	\$730,000	11.7A.00
SVT20-05	City of Sierra Vista	Other Operating (Fuel and Oil, Utilities etc)	Operations	5307	2013/2014	\$142,500	\$142,500	\$285,000	11.71.11
SVT20-06	City of Sierra Vista	Replacement Rolling Stock (2)	Capital	5307	2013/2014	\$296,000	\$74,000	\$370,000	11.7D.00
SVT20-07	City of Sierra Vista	Vehicle Preventative Maintenance	Capital	5307	2013/2014	\$132,000	\$33,000	\$165,000	11.7C.00
SVT20-08	City of Sierra Vista	Expansion Rolling Stock	Capital	5307	2014/2015	\$144,000	\$36,000	\$180,000	11.42.20
SVT20-09	City of Sierra Vista	Bus Shelters	Capital	5307	2014/2015	\$20,000	\$5,000	\$25,000	
Fiscal Year Total						\$1,183,500	\$676,500	\$1,860,000	
FISCAL YEAR 2021 (7/1/20 - 6/30/21)									
SVT21-01	City of Sierra Vista	Personnel	Planning	5307	2014/2015	\$80,000	\$20,000	\$100,000	44.21.00
SVT21-02	City of Sierra Vista	Other Expenses (Audit, Planning Supplies)	Planning	5307	2013/2014	\$9,600	\$2,400	\$12,000	11.80.00
SVT21-03	City of Sierra Vista	Planning- Projects	Planning	5307	2013/2014	\$16,000	\$4,000	\$20,000	30.09.01
SVT21-04	City of Sierra Vista	Personnell	Operations	5307	2013/2014	\$367,500	\$367,500	\$735,000	11.7A.00
SVT21-05	City of Sierra Vista	Other Operating (Fuel and Oil, Utilities etc)	Operations	5307	2013/2014	\$145,000	\$145,000	\$290,000	11.71.11
SVT21-06	City of Sierra Vista	Replacement Rolling Stock	Capital	5307	2013/2014	\$160,000	\$40,000	\$200,000	11.7D.00
SVT21-07	City of Sierra Vista	Vehicle Preventative Maintenance	Capital	5307	2013/2014	\$136,000	\$34,000	\$170,000	11.7C.00
SVT21-08	City of Sierra Vista	Expansion Rolling Stock	Capital	5307	2014/2015	\$160,000	\$40,000	\$200,000	11.42.20
SVT21-09	City of Sierra Vista	Bus Shelters	Capital	5307	2014/2015	\$20,000	\$5,000	\$25,000	
Fiscal Year Total						\$1,094,100	\$657,900	\$1,752,000	



City of Sierra Vista Line of Site Testing & Analysis Proposal Summary

OVERVIEW

Logicalis plans to provide line of site testing between 33 traffic signal locations provided by the city for a mesh network for traffic signals. The testing will take place from each traffic signal to one of 10 tower locations provided by the city. Based on line of site from each traffic signal to a tower, Logicalis will finalize a complete detail design and provide to the city for review. Logicalis will also inspect any pedestals and power pole data cabinets that may be used for this project.

Payment Schedule Table		
	Project #: CITY4076755D	Quote #: LOGQ14528-01
Item	Description	Amount
1.	Labor	\$8,980.00
2.	Travel	\$1,527.60
Total		\$10,507.60

ASSUMPTIONS

- Logicalis assumes that a bucket truck will be provided by the city to perform the line of site testing.
- Logicalis assumes that any traffic restrictions that may need to take place will be coordinated by the city.
- Logicalis assumes the City of Sierra Vista will arrange access into each of the tower site locations.
- Logicalis assumes the City of Sierra Vista will provide access into the data cabinets at the power poles for the traffic signals
- This project excludes performance and payment bonds or permits.
- To the extent applicable, the terms of the Mohave Contract #16B-LOGIC2-0723 are incorporated herein by reference. For all other terms not addressed in the previously stated contract, Logicalis Terms of Sale, found on our website at www.us.logicalis.com/tcsales apply and are incorporated herein by reference.

ACCEPTANCE

- City of Sierra Vista is authorizing Logicalis to submit a pre-bill invoice. We agree to remit payment per Logicalis terms utilizing the pre-bill invoice date as invoice recognition date.
- City of Sierra Vista Purchase Order number is required before any Professional Services can be provided.
- City of Sierra Vista shall provide a copy of its Purchase Order; you may FAX a copy to **(480) 850-5051** or email to **azsolutionsgroup@us.logicalis.com**.



PROPOSAL

Terms	Account Manager	Date	Quote #
NET 30	Brent Graves	12/28/16	LOGQ14528-01
Contract:			
Mohave 16B-LOGIC2-0723			

Customer:

City of Sierra Vista
Abe Rubio
Phone: (520) 249-3288
Fax:

Address:

1011 N. Coronado Dr.
Sierra Vista, AZ 85635
US

Project Name:

Line of Site Testing & Analysis

Project Number:

OPP074010

* Per detailed Scope of Work.

* Purchase order constitutes acceptance of Quote and Scope of Work.

Manufacturer	Part Number	Description	Qty	Unit Price	Ext. Price
		Line of Site Testing & Analysis			
				Total Labor:	\$8,980.00
				Total Travel:	\$1,527.60
				Total	\$10,507.60

Please note Logicalis Quote number on purchase order. Proposal expires 30 days from the date above.

Logicalis, Inc.

City Of Sierra Vista

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PO # _____

Logicalis' terms of sale, found on our website at www.us.logicalis.com/tcsales, are incorporated herein by reference. For applicable engagements, State, Mohave, and SLD contract terms are incorporated herein by reference; however, for terms not addressed in the State, Mohave or SLD contracts, Logicalis' terms of sale shall supersede.