
Contact: Matt Zoll, Project Manager

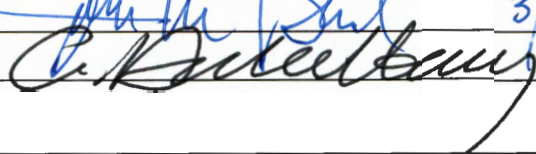
Department: Transportation

Telephone: (520)724-6746

Department Director Signature/Date: 

Deputy County Administrator Signature/Date: 

County Administrator Signature/Date:
(Required for Board Agenda/Addendum Items)

 3/24/16 3/24/16

CONTRACT	
NO.	CTN-TR-16-129
AMENDMENT NO.	
This number must appear on all invoices, correspondence and documents pertaining to this contract.	

**MEMORANDUM OF UNDERSTANDING
BETWEEN
PIMA ASSOCIATION OF GOVERNMENTS
AND
PIMA COUNTY
FOR
PROGRAMMING AND FUNDING OF
BIKING FOR LIFE PROGRAM (TIP ID 33.13)**

This Memorandum of Understanding (MOU) is entered into by and between Pima Association of Governments (PAG), the designated Metropolitan Planning Organization (MPO) for Pima County, and Pima County, a body politic and corporate of the State of Arizona (“the Lead Agency”).

RECITALS

- A. 23 U.S.C 134 (b) establishes Metropolitan Planning Organizations in urban areas over 50,000 in population. Additionally, urbanized areas over 200,000 in population are considered Transportation Management Areas (TMA) that require the MPO to incorporate additional requirements into the planning process as outlined in 23 USC 134 (k).
- B. The governing board of the MPO is composed of representatives of each member of the regional jurisdictional governments in accordance with 23 USC 134 (d).
- C. PAG as the MPO is required to annually develop a Transportation Improvement Program (TIP) in accordance with 23 USC 134 (j).
- D. PAG, as part of the regional planning process throughout 23 USC 134 is required to ensure projects identified in the TIP are making satisfactory progress toward completion, have the necessary funding commitments to be completed within the timeframe published in the TIP and that completed projects are reported on using a performance based planning process.
- E. Publication of the PAG TIP document authorizes the obligation of federal funding (expenditure of federal funds obligated for this Project on or after May 29, 2015 is subject to the terms and conditions of this MOU) and/or authorizes the drawdown of state PAG HURF 12.6% funds to projects that are programmed in the “current” fiscal year of the document.
- F. Pima County has been identified as the Lead Agency for the Biking for Life Program and will be responsible for all aspects of Project implementation including, but not limited to, if applicable to the Project: planning, Project management, risk management, design, right of way acquisition, construction, advertisement, award, execution and administration of the design and construction contracts for the Project.

- G. The Lead Agency is authorized by A.R.S. §§ 11-251(4) and 28-6701 et seq. to design, maintain, control and manage public roads within the Lead Agency's jurisdictional boundaries.
- H. The Lead Agency is authorized under A.R.S. § 28-6701 to establish, construct, and maintain highways and related improvements in Pima County within municipal boundaries. The Lead Agency may, when authorized by law, have a legal contract with one or more jurisdictions to perform roadway and other improvements within the boundaries of the other jurisdiction or jurisdictions.
- I. The Lead Agency and PAG wish to cooperate in the programming and funding for the Biking for Life Program ("the Project"). This Project is identified in the PAG TIP with the TIP ID# of 33.13
- J. It is the policy of PAG to require that the Lead Agency be identified and a Memorandum of Understanding (MOU) be approved and entered into by PAG and the Lead Agency before the Project can advance into the first or second year of the TIP document.
- K. The PAG TIP Policies and Procedures document will apply to the programming process for this Project unless otherwise specified herein.
- L. This Project has been identified to add value to the stated goals and objectives of the adopted regional transportation plan; as such it must meet and comply with its obligations to the region.

NOW, THEREFORE, Pima County and PAG, pursuant to the above and in consideration of the matters and things set forth herein, do mutually understand as follows:

UNDERSTANDING

- 1. Purpose.** The purpose of this MOU is to set forth the responsibilities of the parties for the design, construction, maintenance and operation of the Project and to address various legal and administrative matters among the parties.
- 2. Project.** The program includes educational activities, bicycles, bicycle U-locks, toolkits, and repair stands for participating schools and programs. The intent of the program is to expand bicycle safety training into more schools and nonprofit programs within Pima County, as more fully depicted in the attached Exhibit A, including the following:
 - a) Detailed Project scope and schedule, including a description of how the Project will benefit the PAG region.
 - b) PAG TIP ID# Number
 - c) Project budget and cost breakdown by phase
 - d) Total amount of regional funding programmed for the Project plus a breakdown of any other funding available to complete the Project.
 - e) Designation of Project phases, if applicable, and any additional related agreements.
 - f) For construction projects, estimated construction start date and duration of construction.
 - g) Projected timeline.

- h) Identification of a Project contact for the Lead Agency
- i) For non-programmatic projects, the scope should list (at a minimum) all Project features and categories that will be identified in the project's base info page in the TIP database. The jurisdictions are encouraged to list additional Project features as well.
- j) For programmatic expenditures, the scope should include anticipated deliverables and outcomes, such as number of meetings or outreach events, or number of participants reached.

3. Operations and Maintenance. The Lead Agency will identify the cost and funding source for operations and maintenance of the completed Project.

4. Effective Date; Term. This MOU shall become effective upon approval of this MOU by the PAG Regional Council and the Lead Agency and shall continue in effect until all eligible reimbursement payments to the Lead Agency are concluded but in no event later than five years after the effective date of this MOU.

5. Responsibilities of the Lead Agency.

- a. The Lead Agency shall be responsible for the implementation of the Project in accordance with this MOU and all applicable public roadway, traffic signal, and street lighting design and construction standards. Design Standards are federal, state, county or municipal standards for engineering, traffic, safety or public works facilities design. Examples of Design Standards include the American Association of State Highway and Transportation Officials and Federal Highway Administration standards for highway engineering and construction, the Pima Association of Governments Standard Specifications for Public Improvements, the Pima County Roadway Design Manual, the Pima County Department of Transportation /City of Tucson Department of Transportation Pavement Marking Design Manual, and Pima County and municipal design guidelines for roadway lane widths and level of drainage protection.
- b. If any parties other than the Lead Agency are contracted to perform any portion of the Project, the Lead Agency shall be responsible for the contracts for design, construction, or any other professional services for the Project and shall select the consultants and contractors to be used on the Project. The Lead Agency shall follow all local, regional, state or federal requirements applicable to the funding being used, including selection and contracting for services.
- c. The Lead Agency shall be responsible for all traffic management, including public notification, during Project implementation when required.
- d. For construction projects, the Lead Agency shall operate and maintain the improvements during and after completion of construction except where those responsibilities have been agreed to by another agency or jurisdiction.
- e. The final cost of the Project shall be that amount necessary to complete the Project including any work incorporated into the Project by change orders and amendments executed by the Lead Agency. The Lead Agency shall be responsible for all Project costs in excess of the regional funds identified in the TIP document.

- f. The Lead Agency shall exercise its power of eminent domain, if necessary, to acquire property needed for the Project.
- g. Under no circumstances shall the contractor(s) or any other third party entity own or imply ownership of products and services provided and paid for in part or in whole with funds identified in this MOU.
- h. The Lead Agency will be responsible for assuming all risks associated with the Project except those that are assigned to another agency or jurisdiction that has agreed to that assumption.
- i. The Lead Agency shall require its contractors performing any portion of the Project to name PAG as additional insured and additional indemnitee with respect to insurance policies for general liability, automobile liability and defects in design in all of the Lead Agency's contracts for the Project. The Lead Agency shall also require its contractors to name PAG, as well as any other funding agency involved with the Project (RTA, ADOT, FHWA, etc.) as an additional beneficiary in any performance and payment related assurances posted for the Project.
- j. Monthly, the Lead Agency shall be responsible for preparing and submitting the reimbursement requests (invoices) to PAG/ADOT or FHWA depending on the fund source.
- k. The Lead Agency shall be responsible for submitting a status report describing its progress and adherence to the Project scope, schedule and budget to the TIP Subcommittee upon request, and quarterly to PAG.
- l. The Lead Agency shall indemnify, defend, and hold PAG and any other funding providers harmless from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including any reasonable attorneys' fees and/or litigation expenses, which may be brought or made against PAG and any other funding providers, and any of their officers, directors and employees, or any person, regardless of who makes the claim, to the extent they result from the negligent or wrongful acts of the Lead Agency or its contractors, or any of their employees, agents, representatives, or sub-contractors, in connection with or incidental to the performance of this MOU. The indemnity provided in this section shall survive termination of this MOU.
- m. The Lead Agency and its contractors shall clearly identify the funding source(s) for the Project, as well as any funding agency involved with the Project (PAG, RTA, FTA, FHWA, etc.) in all documents and communications materials related to the Project. Communications materials may include, but are not limited to, signs, brochures, press releases, PowerPoint presentations, website information, reports, agenda templates, DVD presentations, and any electronic documents.
- n. The Lead Agency will coordinate with PAG to ensure all activities are regional in nature, available for use by other member agencies, and are not unnecessarily duplicative of other similar programs.

- o. The Lead Agency will comply with self-certification requirements that ADOT or FHWA may require for programmatic or non-infrastructure projects. Official guidelines provided by FHWA, such as the link below updated September 3, 2015, shall be used to ensure the activities outlined in the scope of work are eligible. The use of Federal funds identified in this MOU for items not specifically allowed in official FHWA guidelines, such as advertising, promotional materials or sponsorships, are prohibited.

http://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/funding_opportunities.cfm

6. Responsibilities of PAG.

- a. PAG will annually publish a TIP document making regional projects eligible for state and federal funding.
- b. PAG will aid the Lead Agency in preparation of any TIP amendments that may be necessary for the completion of the Project.
- c. PAG will aggregate regional progress toward completion of the Project and will report to the region's state and federal funding partners.
- d. PAG will process drawdown requests associated with PAG HURF 12.6% funding.

7. Amendment.

- a. This MOU may be modified, amended, altered or changed only by written agreement signed by both parties.
- b. An amendment to this MOU is required if the scope of work for the Project is significantly altered, such as a change to the Project boundaries, a significant alteration to the scope of services to be provided by the Project, or addition or elimination of significant Project features.
- c. An amendment to this MOU is required if the total amount of regional funding programmed on the Project changes more than 10% of the total programmed amount or \$200,000, whichever is smaller. Funding changes less than this threshold do not require an amendment to the MOU, as long as there are no significant changes in scope.

8. Termination. Either party may terminate this MOU for material breach of the MOU by the other party. Prior to any termination under this paragraph, the party allegedly in default shall be given written notice by the other party of the nature of the alleged default. Upon termination, programmed funds will no longer be available for use on said Project. The party said to be in default shall have forty-five days to cure the default. If the default is not cured within that time, the other party may terminate this MOU. Any such termination shall not relieve either party from liabilities or costs already incurred under this MOU.

9. Non-assignment. Neither party to this MOU shall assign its rights or obligations under this MOU to any other party without written permission from the other party to this MOU.

10. Construction of MOU.

- a. Entire agreement. This instrument constitutes the entire agreement between the parties pertaining to the programming of the Project in the TIP. Any exhibits to this MOU are incorporated herein by this reference.
- b. Construction and interpretation. All provisions of this MOU shall be construed to be consistent with the intention of the parties as expressed in the Recitals hereof.
- c. Captions and headings. The headings used in this MOU are for convenience only and are not intended to affect the meaning of any provision of this MOU.
- d. Severability. In the event that any provision of this MOU or the application thereof is declared invalid or void by statute or judicial decision, such action shall have no effect on other provisions and their application, which can be given effect without the invalid or void provision or application, and to this extent the provisions of the MOU are severable. In the event that any provision of this MOU is declared invalid or void, the parties agree to meet promptly upon request of the other party in an attempt to reach an agreement on a substitute provision.
- e. This MOU is subject to the provisions of A.R.S. § 38-511.

11. Ownership of Improvements. If the Project involves construction, except as otherwise provided for by law or under a contract with one or more other jurisdictions, ownership of and title to all Project improvements shall automatically vest in Lead Agency upon completion of the Project.

12. Legal Jurisdiction. Nothing in this MOU shall be construed as either limiting or extending the legal jurisdiction of the Lead Agency or PAG.

13. No Joint Venture It is not intended by this MOU to, and nothing contained in this MOU shall be construed to, create any partnership, joint venture or employment relationship between the parties or create any employer-employee relationship between the Lead Agency and any PAG employees, or between PAG and any Lead Agency employees. Neither party shall be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other party's obligation to withhold Social Security and income taxes for itself or any of its employees.

14. No Third Party Beneficiaries. Nothing in the provisions of this MOU is intended to create duties or obligations to or rights in third parties not parties to this MOU or affect the legal liability of either party to the MOU by imposing any standard of care different from the standard of care imposed by law.

15. Compliance with Laws. The parties shall comply with all applicable federal, state and local laws, rules, regulations, standards and executive orders, without limitation to those designated within this MOU.

- a. Anti-Discrimination. Neither party shall discriminate against any employee or client of either party or any other individual in any way because of that person's age, race, creed,

color, religion, sex, disability or national origin in the course of carrying out the duties pursuant to this MOU. Both parties shall comply with applicable provisions of Executive Order 75-5, as amended by Executive Order 2009-09 of the Governor of Arizona, which are incorporated into this MOU by reference as if set forth in full herein, including the provisions of A.R.S. ' 41-1463.

b. Americans with Disabilities Act. This MOU is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

16. Waiver. Waiver by either party of any breach of any term, covenant or condition herein contained shall not be deemed a waiver of any other term, covenant or condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

17. Force Majeure. A party shall not be in default under this MOU if it does not fulfill any of its obligations under this MOU because it is prevented or delayed in doing so by reason of uncontrollable forces. The term "uncontrollable forces" shall mean, for the purpose of this MOU, any cause beyond the control of the party affected, including but not limited to failure of facilities, breakage or accident to machinery or transmission facilities, weather conditions, flood, earthquake, lightning, fire, epidemic, war, riot, civil disturbance, sabotage, strike, lockout, labor dispute, boycott, material or energy shortage, casualty loss, acts of God, or action or non-action by governmental bodies in approving or failing to act upon applications for approvals or permits which are not due to the negligence or willful action of the parties, order of any government officer or court (excluding orders promulgated by the parties themselves), and declared local, state or national emergency, which, by exercise of due diligence and foresight, such party could not reasonably have been expected to avoid. Either party rendered unable to fulfill any obligations by reason of uncontrollable forces shall exercise due diligence to remove such inability with all reasonable dispatch.

18. Notification. All notices or demands upon any party to this MOU shall be in writing, unless other forms are designated elsewhere, and shall be delivered in person or sent by mail addressed as follows:

Pima Association of Governments:
Nathan Barrett, Senior Transportation Planner
Pima Association of Governments
1 E. Broadway, Suite 401
Tucson, AZ 85701

Pima County:
Priscilla S. Cornelio, P.E. Director
Pima County Transportation
201 N. Stone, 4th Floor
Tucson, AZ 85701

19. Remedies. Either party may pursue any remedies provided by law for the breach of this MOU. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy existing at law or in equity or by virtue of this MOU.

20. Counterparts. This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one or more counterpart may be removed from such counterpart and attached to a single instrument.

In Witness Whereof, Pima County has caused this MOU to be executed by the Chair of its Board of Supervisors, and PAG has caused this MOU to be executed by its Chair of the Regional Council.

PIMA ASSOCIATION OF GOVERNMENTS

Chair, Regional Council Chair

Date

PIMA COUNTY

Chair, Board of Supervisors

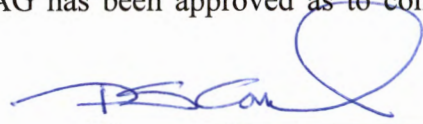
Date

ATTEST:

Date

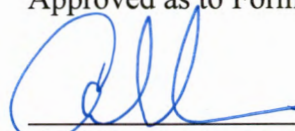
The foregoing MOU between Pima County and PAG has been approved as to content and is hereby recommended by the undersigned.

Mr. Farhad Moghimi, Executive Director



Priscilla S. Cornelio, P.E., Director
Pima County

Approved as to Form:



Deputy County Attorney
For Pima County

ANDREW FLAGG

PAG TIP Memorandum of Understanding: Exhibit A

Base Information

Project Name	Biking for Life Program		
TIP ID	33.13 (Pima County)		
Project Location	County-Wide		
Project Description	<p>The Pima County Biking for Life Program utilizes a comprehensive approach that incorporates all five of the "E's" (Education, Encouragement, Engineering, Enforcement, and Evaluation/Planning) to support safe walking and biking to and from schools. This project provides equipment to implement a "Biking for Life" program that will enable elementary and middle school students to improve their health and learn about the opportunities to make bicycling an important part of their future for transportation, fun activities, and healthy living.</p> <p>The total program cost is \$99,561. The program was set up in two parts when authorized in FY15 for \$47,565 in Federal funds including a portion of the 5.7% local match. This MOU covers the second half of the program which totals \$51,996 in Federal funds including local match. In addition, a separate \$2,000 ADOT administrative fee was assessed.</p> <p>The program includes educational activities, bicycles, bicycle U-locks, toolkits, and repair stands for participating schools and programs. The intent of the program is to expand bicycle safety training into more schools and nonprofit programs within Pima County.</p> <p>Bicycle education activities will be provided by Pima County staff and our school Bicycle Ambassador program. Pima County will work in close partnership with Tucson Medical Center and Safe Kids Pima County in the funding and distribution of bicycle helmets, provided through separate funding. The County will also partner with a local nonprofit named Wheels for Kids which provides bicycles to underprivileged children.</p>		
Lanes Before		Lanes After	
Project Contact	Matt Zoll		
Project Contact	(520) 724-6746	Matthew.Zoll@pima.gov	

Estimated Project Schedule

Phase	Estimated Start Date	Estimated End Date
	1-16	7-18

Estimated Project Budget

Phase	Regional Funding Source	Year	Amount
	TAP	16	\$47,000

Phase	Other Funding Source	Year	Amount
	Local	16	\$4996

Please list any agreements related to the project:

ADOT Letter of Authorization for first half of project:
Project Authorization PPM-o (250; SF040 Safety and Education of Pedestrians and Bicyclists, 9-10-2014)

For Infrastructure Projects: mark all that apply

ADA Enhancements		Landscaping		Signals	
Art		Medians		Signalized Ped Crossing	
Bike Racks		Multiuse Paths		Signing	
Bridge		New Bike Lanes		Sound Walls	
Bus Pullouts		New Sidewalks		Street Lighting	
Culverts		Overpass		Striping	
Curbs		Pavement Preservation		Turn Lanes	
Detection Cameras		Pedestrian Lighting		Underpass	
Drainage Structures		Rubberized Asphalt		Utility Relocation	
Guardrails		Right of Way Purchase		Wildlife Crossing	

Additional Project Features

N/A

For non-infrastructure projects: describe the outcomes and deliverables with project costs associated with each

See following pages.

Describe how the region as a whole will benefit from this project, including any jurisdictions that will be affected or receive benefits from the project.

See following pages. Jurisdictions and others that will receive benefits from the project include unincorporated Pima County, Town of Marana, Town of Oro Valley, Town of Sahuarita, City of South Tucson, City of Tucson, University of Arizona, Saguaro National Park, Tohono O'Odham Nation, Pascua Yaqui Tribe, and the communities of Green Valley, Ajo and Catalina. Also all regional school districts will receive benefits from the program as well as YMCAs, Boys and Girls Clubs, Scouts, and others.

PROJECT SCOPE

The Pima County Bicycle and Pedestrian Program has enjoyed high levels of community support from its inception in 2002. More than 100 schools participate in various aspects of the safety and education program each year, and community partners over the years include Safe Kids Pima County, Tucson Medical Center, the YMCA of Southern Arizona, Activate Tucson, Perimeter Bicycling Association of America, Wheels for Kids, and the city of Tucson.

Currently Pima County is receiving requests for expansion of the bike program to Boys and Girls Clubs throughout the region, Boy Scouts and Girl Scouts, and various schools and education programs. In particular, requests have increased from south side communities which have traditionally been underserved in terms of transportation provisions and safety activities. This program makes a concerted effort to improve safety and health in low-income, underserved communities in the region.

The project includes provision of 204 bicycles, 120 bicycle U-locks, 2,210 youth bicycle helmets, and 3 “incentive packages” which include toolkits, supplies and repair stands for participating schools and programs. The program will be modeled after the existing Pima County elementary and middle school bike education programs, enabling Pima County to extend into new schools and nonprofit education providers. Pima County will retain ownership of the bicycles and incentive packages while they are in use by the education providers. This program will include comprehensive bike safety training following approved curricula. It will work closely with school districts and with other groups promoting safe travel at numerous elementary and middle schools in the region. A two-part curriculum for bicycle safety will be taught in elementary schools and a three-part curriculum will be taught in middle and intermediate schools.

Goals

The goals of the Safe Routes to School Biking for Life Program include:

- Expand the number of students reached throughout Pima County with a bicycle education curriculum
- Improve traffic safety knowledge and skills of elementary and middle school students through training classes
- Reduce traffic crash rates of elementary middle school students by encouraging safer bicycling practices
- Increase parent and school education and involvement in safe bicycle behavior

Objectives

Major objectives of the Pima County Safe Routes to School Biking for Life Program include:

- Provide bicycle safety training equipment to schools and to nonprofit youth programs

- Provide educational classes at elementary and middle schools and nonprofits to cover bicycle laws, safe behavior, and basic riding skills
- Utilize “best practices” learned from local and national Safe Routes to School educational programs to improve traffic knowledge and awareness of youth bicyclists
- Involve parents, siblings, and the school community in bike safety and encouragement events to grow the community of support for elementary and middle school biking activities
- Raise the school communities’ awareness of the benefits of cycling related to improved fitness, health, attentiveness at school, and school attendance

The estimated cost for this program is \$99,561. The cost covers the provision of bicycles, bicycle U-locks, incentive toolkit packages, safety consultants, and staff time. Total funding of \$92,000 is provided in Transportation Alternative Program funds and \$5,561 in local match is provided by Pima County along with a \$2,000 ADOT fee paid by the County. Pima County will also be providing in-kind staff services and will be partnering with community entities to augment the program.

Presented on the following pages are the estimated costs for each of the program elements over the project timeline.

**PIMA COUNTY SAFE ROUTES TO SCHOOL "BIKING FOR LIFE"
PROGRAM
COST ESTIMATE**

NON-INFRASTRUCTURE PROJECTS

Enter values only into GREEN CELLS.

ITEM DESCRIPTION	Unit cost	# of units	TOTAL
Personnel			\$0
Positions and salaries			\$0
Employees and benefits			\$4,774
Travel expenses			\$0
Contractual services			\$0
Equipment			\$0
Elementary Bikes - Vendor 1	\$410	20	\$8,200
Elementary Bikes - Vendor 2	\$250	90	\$22,500
Middle School Bikes - Vendor 1	\$455	29	\$13,195
Middle School Bikes - Vendor 2	\$365	65	\$23,725
Other direct costs:			
Education			\$0
Enforcement			\$0
Encouragement			\$0
Repair stands/toolkits/maint package	\$1,235	3	\$3,705
Misc. repair costs, parts	\$500	3	\$1,500
Bicycle U-locks	\$16	120	\$1,920
Helmets	\$6	2,210	\$13,396
Evaluation			\$0
5% contingency (mandatory)			\$4,646
Other items (list)			
SUBTOTAL - Other items			\$0
SRTS funds you are requesting TOTAL Program			\$97,561

FUNDING SUMMARY

	Phase 1	Phase 2	Total
TAP Funding	\$45,000	\$47,000	\$92,000
Local Match @ 5.7% of Total	\$2,565	\$2,996	\$5,561
<i>FUNDING SUBTOTAL =</i>	<i>\$47,565</i>	<i>\$49,996</i>	<i>\$97,561</i>
ADOT Review Fee (100% Local)	\$0	\$2,000	\$2,000
TOTAL COST =	\$47,565	\$51,996	\$99,561

Proposed Schedule
Pima County Biking for Life Program

Task	Mar	Jul	Aug	Sept	Jan	July	Jan	July	Jan	July
	2015	2015	2015	2015	2016	2016	2017	2017	2018	2018
Submittal of Draft Scoping										
ADOT Review Comments										
Submittal of Final Scoping										
FHWA Approval/Authorization										
Consultant Contract Approval										
Purchase of Bikes and Safety Materials										
Educational Training Classes										