



# BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 5/20/2025

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

The State of Arizona, acting by and through its Department of Transportation

**\*Project Title/Description:**

Intergovernmental Agreement between the State of Arizona and Pima County for Ina Road, La Canada Dr to Oracle Rd

**\*Purpose:**

Scoping services to review a Highway Safety Improvement Program (HSIP) application to install a multi-use path on Ina Road from La Canada Drive to Oracle Road. Scoping includes the determination for environmental and right of way requirements. The project cost shown in Exhibit A is estimated at \$40,000 which includes federal aid and match. Pima County is obligated to pay Total Estimated Local Agency Funds of \$2,280. The State will administer the scoping and final design. Construction will be addressed in a separate agreement.

**\*Procurement Method:**

This IGA is a non-Procurement contract and not subject to Procurement rules.

**\*Program Goals/Predicted Outcomes:**

Complete the scoping phase.

**\*Public Benefit:**

The project will improve safety for pedestrians.

**\*Metrics Available to Measure Performance:**

Number of bicycle riders and pedestrians that use the path once completed.

**\*Retroactive:**

No.

TO: COB, 5-5-2025 (1)  
Vers: 1.0  
Pgs: 9  
GMI approves  
146WLB  
5/2/2025

MAY05'25AM1006 PD

**THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED**

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

Document Type: PO Department Code: TR Contract Number (i.e., 15-123): PO2500012994  
 Commencement Date: 5/20/2025 Termination Date: 5/19/2027 Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☒ Expense Amount \$ 2280 \* ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:** Highway User Revenue Fund (HURF)

Funding from General Fund? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☒ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? No

Were insurance or indemnity clauses modified? ☒ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☒ No

If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
 Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_  
 Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_  
 Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense ☐ Revenue ☐ Increase ☐ Decrease

Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ Amount This Amendment: \$ \_\_\_\_\_

**\*Funding Source(s) required:** \_\_\_\_\_

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_  
 Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_  
☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

**\*All Funding Source(s) required:** \_\_\_\_\_

**\*Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Match funding from other sources?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Mike Hendrix (Admin Contact: Michelle Guardado)

Department: Transportation

Telephone: 724-6392

Department Director Signature: \_\_\_\_\_

Date: 5/2/2025

Deputy County Administrator Signature: \_\_\_\_\_

Date: 5/2/2025

County Administrator Signature: \_\_\_\_\_

Date: 5/2/2025

ADOT CAR No.: IGA 25-0010987-1  
AG Contract No.: P0012025000329  
Project Location/Name: Ina Rd, La  
Canada Dr to Oracle Rd  
Type of Work: Scoping  
Federal-aid No.: HSIP-PPM-0(277)T  
ADOT Project No.: T0680 03L  
TIP/STIP No.:  
CFDA No.: 20.205 - Highway Planning and  
Construction  
Budget Source Item No.: 104901

**INTERGOVERNMENTAL AGREEMENT**

BETWEEN  
THE STATE OF ARIZONA  
AND  
PIMA COUNTY

**THIS AGREEMENT** ("Agreement") is entered into this date \_\_\_\_\_, pursuant to the Arizona Revised Statutes ("A.R.S.") §§ 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State" or "ADOT") and PIMA COUNTY, acting by and through its CHAIRMAN and BOARD OF SUPERVISORS (the "County" or "Local Agency"). The State and the Local Agency are each individually referred to as a "Party" and are collectively referred to as the "Parties."

**I. RECITALS**

1. The State is empowered by A.R.S. § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.
2. The Local Agency is empowered by A.R.S. § 11-251 to enter into this Agreement and has by resolution, if required, a copy of which is attached and made a part of, resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the Local Agency.
3. The work proposed under this Agreement consists of scoping services to review a Highway Safety Improvement Program (HSIP) application to install a multi-use path on Ina Road from La Canada Drive to Oracle Road, (the "Project" or the "Scoping"). Scoping also includes the determination for environmental and right of way preliminary requirements. The Project cost, shown in Exhibit A, is estimated at \$40,000, which includes federal aid and the Local Agency's match. The State will administer the Scoping. Final design and construction will be addressed in a separate agreement as applicable.
4. The interest of the State in this Project is the acquisition of federal funds for the use and benefit of the Local Agency and authorization of such federal funds for the Project pursuant to federal law and regulations. The State shall be the designated agent for the Local Agency

for the Project, if the Project is approved by Federal Highway Administration (FHWA) and funds for the Project are available.

5. The foregoing Recitals and Exhibit A shall be incorporated into this Agreement.

**In consideration of the mutual terms expressed herein, the Parties agree as follows:**

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## **II. SCOPE OF WORK**

1. The Parties agree:
  - a. The final Project amount may exceed the initial estimate(s) identified in Exhibit A, and in such case, the Local Agency is responsible for, and agrees to pay, any and all actual costs exceeding the initial estimate. If the final Project amount is less than the initial estimate, the difference between the final Project amount and the initial estimate will be de-obligated or otherwise released from the Project. The Local Agency acknowledges it remains responsible for actual costs and agrees to pay according to the terms of this Agreement.
2. The State will:
  - a. Execute this Agreement, and if the Project is approved by FHWA and funds for the Project are available, be the Local Agency's designated agent for the Project.
  - b. After this Agreement is executed, and prior to performing or authorizing any work, invoice the Local Agency for the Local Agency's share of the Scoping costs, estimated at \$2,280. If Scoping costs exceed the estimate prior to completion of the Project, invoice the Local Agency for Project costs exceeding Scoping. After the Project costs are finalized, invoice or reimburse the Local Agency for the difference between actual costs and the amount the Local Agency has paid for Scoping.
  - c. After receipt of the Local Agency's estimated share of the Project costs, submit all required documentation pertaining to the Project to FHWA with the recommendation that the maximum federal funds programmed for this Project be approved for Scoping. Should costs exceed the maximum federal funds available it is understood and agreed that the Local Agency will be responsible for any overage.
  - d. Review Project plans, cost estimates, and other such documents required for the Project; provide comments to the Local Agency as appropriate. Review and approve documents required by FHWA to qualify the Project for and to receive federal funds.
3. The Local Agency will:
  - a. Designate the State as the Local Agency's authorized agent for the Project.
  - b. Within 30 days of receipt of an invoice from the State, pay the Local Agency's share of Scoping costs, estimated at \$2,280. Be responsible and pay for the difference between

the estimated and actual Scoping costs of the Project within 30 days of receipt of an invoice.

- c. Prepare and provide all documents pertaining to the Project.
- d. Be responsible for all costs incurred in performing and accomplishing the work as set forth under this Agreement, that are not covered by federal funding. Should costs be deemed ineligible or exceed the maximum federal funds available, it is understood and agreed that the Local Agency is responsible for these costs; payment for these costs shall be made within 30 days of receipt of an invoice from the State.
- e. Automatically grant to the State, by execution of this Agreement, its agents and/or contractors, without cost, the temporary right to enter the Local Agency's rights of way, as required, to conduct any and all scoping related activities for the Project, on, to and over said Local Agency's rights of way. This temporary right will expire with completion of the Project.
- f. Be obligated to incur any expenditure should unforeseen conditions or circumstances increase Project costs. Be responsible for the cost of any Local Agency requested changes to the scope of work of the Project, such changes will require State and FHWA approval.

### **III. MISCELLANEOUS PROVISIONS**

- 1. Effective Date. This Agreement shall become effective upon signing and dating of all Parties.
- 2. Amendments. Any change or modification to the Project will only occur with the mutual written consent of both Parties.
- 3. Duration. The terms, conditions and provisions of this Agreement shall remain in full force and effect until completion of the Project and all related deposits and/or reimbursements are made.
- 4. Cancellation. This Agreement may be canceled at any time, so long as the canceling Party provides at least 30 days' written notice to the other Party. It is understood and agreed that, in the event the Local Agency terminates this Agreement, the Local Agency shall be responsible for all costs incurred by the State up to the time of termination. It is further understood and agreed that in the event the Local Agency terminates this Agreement, the State shall in no way be obligated to complete or maintain the Project.
- 5. Indemnification. The Local Agency shall indemnify, defend, and hold harmless the State, any of its departments, agencies, boards, commissions, officers or employees (collectively referred to in this paragraph as the "State") from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including reasonable attorneys' fees and/or litigation expenses (collectively referred to in this paragraph as the "Claims"), which may be brought or made against or incurred by the State on account of loss of or damage to any property or for injuries to or death of any person, to the extent caused by, arising out of, or contributed to, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of the Local Agency, its employees, officers, directors,

agents, representatives, or contractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement. The Local Agency's obligations under this paragraph shall not extend to any Claims to the extent caused by the negligence of the State, except the obligation does apply to any negligence of the Local Agency which may be legally imputed to the State by virtue of the State's ownership or possession of land. The Local Agency's obligations under this paragraph shall survive the termination of this Agreement.

6. Third-Party Indemnification. The State shall include Section 107.13 of the 2021 version of the Arizona Department of Transportation Standard Specifications for Road and Bridge Construction, incorporated into this Agreement by reference, in the State's contract with any and all contractors, of which the Local Agency shall be specifically named as a third-party beneficiary. This provision may not be amended without the approval of the Local Agency.
7. Programmed Federal Funds. The cost of scoping work under this Agreement is to be covered by the federal funds programmed for this Project, up to the maximum available. The Local Agency acknowledges that actual Project costs may exceed the maximum available amount of federal funds, or that certain costs may not be accepted by FHWA as eligible for federal funds. Therefore, the Local Agency agrees to pay the difference between actual costs of the Project and the federal funds received.
8. Termination of Federal Funding. Should the federal funding related to this Project be terminated or reduced by the federal government, or Congress rescinds, fails to renew, or otherwise reduces apportionments or obligation authority, the State shall in no way be obligated for funding or liable for any past, current or future expenses under this Agreement.
9. Indirect Costs. The cost of the Project under this Agreement includes indirect costs approved by FHWA, as applicable.
10. Federal Funding Accountability and Transparency Act. The Parties warrant compliance with the Federal Funding Accountability and Transparency Act of 2006 and associated 2008 Amendments (the "Act"). Additionally, in a timely manner, the Local Agency will provide information that is requested by the State to enable the State to comply with the requirements of the Act, as may be applicable.
11. Governing Law. This Agreement shall be governed by and construed in accordance with Arizona laws.
12. Conflicts of Interest. This Agreement may be canceled in accordance with A.R.S. § 38-511.
13. Inspection and Audit. The Local Agency shall retain all books, accounts, reports, files and other records relating to this Agreement which shall be subject at all reasonable times to inspection and audit by the State for five years after completion of the Project. Such records shall be produced by the Local Agency, electronically or at the State office as set forth in this Agreement, at the request of ADOT.
14. Title VI. The Local Agency acknowledges and will comply with Title VI of the Civil Rights Act Of 1964.



15. Non-Discrimination. This Agreement 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. The Parties to this Agreement shall comply with Executive Order Number 2009-09, as amended by Executive Order 2023-01, issued by the Governor of the State of Arizona and incorporated in this Agreement by reference regarding "Non-Discrimination."
16. Non-Availability of Funds. Every obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the fulfillment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments as a result of termination under this paragraph.
17. Arbitration. In the event of any controversy, which may arise out of this Agreement, the Parties agree to abide by arbitration as is set forth for public works contracts if required by A.R.S. § 12-1518.
18. E-Verify. The Parties shall comply with the applicable requirements of A.R.S. § 41-4401.
19. Contractor Certifications. The Parties shall certify that all contractors comply with the applicable requirements of A.R.S. §§ 35-393.01 and 35-394.
20. Other Applicable Laws. The Parties shall comply with all applicable laws, rules, regulations and ordinances, as may be amended.
21. Notices. All notices or demands upon any Party to this Agreement shall be in writing and shall be delivered electronically, in person, or sent by mail, addressed as follows:

**For Agreement Administration:**

Arizona Department of Transportation  
 Joint Project Agreement Group  
 205 S. 17<sup>th</sup> Avenue, Mail Drop 637E  
 Phoenix, AZ 85007  
[JPABranch@azdot.gov](mailto:JPABranch@azdot.gov)

Pima County  
 Attn: Mike Hendrix  
 201 N. Stone Avenue, 4<sup>th</sup> Floor  
 Tucson, AZ 85701  
 520.724.6410  
[mike.hendrix@pima.gov](mailto:mike.hendrix@pima.gov)

**For Project Administration:**

Arizona Department of Transportation  
 Traffic Safety Section  
 1615 W Jackson Street, Mail Drop 065R  
 Phoenix, AZ 85007  
[azhsip@azdot.gov](mailto:azhsip@azdot.gov)

Pima County  
 Attn: Mike Hendrix  
 201 N. Stone Avenue, 4<sup>th</sup> Floor  
 Tucson, AZ 85701  
 520.724.6410  
[mike.hendrix@pima.gov](mailto:mike.hendrix@pima.gov)

**For Financial Administration:**

Arizona Department of Transportation  
Traffic Safety Section  
1615 W Jackson Street, Mail Drop 065R  
Phoenix, AZ 85007  
[azhsip@azdot.gov](mailto:azhsip@azdot.gov)

Pima County  
Attn: Mike Hendrix  
201 N. Stone Avenue, 4<sup>th</sup> Floor  
Tucson, AZ 85701  
520.724.6410  
[mike.hendrix@pima.gov](mailto:mike.hendrix@pima.gov)

22. Revisions to Contacts. Any revisions to the names and addresses above may be updated administratively by either Party with written notice to the other Party.
  23. Legal Counsel Approval. In accordance with A.R.S. § 11-952 (D), the written determination of each Party's legal counsel providing that the Parties are authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form is set forth below.
  24. Electronic Signatures. This Agreement may be signed in an electronic format including DocuSign.
- 

**Remainder of this page is intentionally left blank.**

**(Signatures begin on the next page)**



**IN WITNESS WHEREOF**, the Parties have executed this Agreement to be effective upon the signing and dating of all Parties.

**PIMA COUNTY**


By \_\_\_\_\_ Date \_\_\_\_\_  
**REX SCOTT**  
Chairman, Board of Supervisors

ATTEST:

By \_\_\_\_\_ Date \_\_\_\_\_  
**MELISSA MANRIQUEZ**  
Clerk of the Board

I have reviewed the above referenced Intergovernmental Agreement between the State of Arizona, acting by and through its Department of Transportation, and Pima County, an agreement among public agencies which, has been reviewed pursuant to A.R.S. §§ 11-951 through 11-954 and A.R.S. § 11-251 and declare this Agreement to be in proper form and within the powers and authority granted to the County under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement.  
Approved as to Form:

By  \_\_\_\_\_ Date 4/30/25  
**CINDY NGUYEN**  
Deputy County Attorney

**ARIZONA DEPARTMENT OF TRANSPORTATION**

By \_\_\_\_\_ Date \_\_\_\_\_  
**AUDRA MERRICK, PE**  
Infrastructure Delivery and Operations Division  
Division Director

By \_\_\_\_\_ Date \_\_\_\_\_  
**MATT MOUL, PE**  
Multimodal Planning Division  
Division Director

This Agreement between public agencies, the State of Arizona and Pima County, has been reviewed pursuant to A.R.S. §§ 11-951 through 11-954 and A.R.S. § 28-401, by the undersigned Assistant Attorney General who has determined that it is in the proper form and is within the powers and authority granted to the State of Arizona. No opinion is expressed as to the authority of the remaining Parties, other than the State or its agencies, to enter into said Agreement.

By \_\_\_\_\_ Date \_\_\_\_\_  
Assistant Attorney General

**EXHIBIT A**  
**Cost Estimate**

**T0680 03L**

The Project costs are estimated as follows:

**Scoping:**

Federal-aid funds @ 94.3%	\$ 37,720
Local Agency's match @ 5.7%	2,280
	<hr/>
<b>Subtotal – Scoping</b>	<b>\$ 40,000</b>
<b>Estimated TOTAL Project Cost</b>	<b>\$ 40,000</b>
<b>Total Estimated Local Agency Funds</b>	<b>\$ 2,280</b>
<b>Total Federal Funds</b>	<b>\$ 37,720</b>