



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 8/17/20

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Grantor: Central Federal Lands Highway Division (CFLHD) - Arizona Federal Lands Access Program (FLAP)

**\*Project Title/Description:**

Title: Sabino Canyon Park Road; Carter Canyon Road to USFS Gate (4SCPRD)

**\*Purpose:**

A Memorandum of Agreement and Funds Transfer Agreement is necessary for the scoping phase of the project. The scoping effort requires \$10,000 dollars (5.7%) in matching funds from Pima County. Once the scoping effort is complete, the project will be included in CFLHD's programming for design and construction. The anticipated year for construction of the project is FY 24, subject to available CFLHD funding in that year. A separate reimbursable agreement will be necessary for the design and construction phase for which Pima County will be responsible for 5.7% (\$313,500) of the total cost currently estimated at \$5,500,000 dollars. Administering Department: Transportation.

**\*Procurement Method:**

Not Applicable

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

The goal of the project is to improve access to USFS lands by rehabilitating and paving 0.4 miles of Sabino Canyon Park Road, constructing a new 75 stall parking lot and 21 on-street parking stalls, a kiosk, 5' wide shared-use path and potentially public restrooms.

**\*Public Benefit:**

The improvements will mitigate congestion and improve safety on Sabino Canyon Park Road by providing much needed additional parking for visitors seeking recreational activities on USFS lands below Summerhaven.

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

The performance will be measured by successful delivery of the project improvements under consideration.

**\*Retroactive:**

Yes. The performance period began on July 13, 2020 which is the date of the Memorandum of Agreement. Pima County was notified of receiving the grant on July 13, 2020. August 17, 2020 was the earliest BOS meeting date possible for approval of the MOA and Funds Transfer Agreement. If the MOA and Funds Transfer agreement are not approved the project will not go forward.

G.M. Approved 7/31/2020 *[Signature]*  
Revised 5/2018

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☐ Expense Amount: \$\* \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

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

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?**

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 22-73.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ \_\_\_\_\_

Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_

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

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

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

☒ Award ☐ Amendment

Document Type: GTAW Department Code: TR Grant Number (i.e., 15-123): 21\*009

Effective Date: 7/13/2020 Termination Date: 9/1/2021 Amendment Number: N/A

☒ Match Amount: \$ 10,000 ☐ Revenue Amount: \$ \_\_\_\_\_

**\*All Funding Source(s) required:** Federal Lands Access Program (FLAP)  
CFLHD

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

**\*Match funding from other sources?** ☒ Yes ☐ No If Yes \$ 10,000 % 5.7

**\*Funding Source:** HURF Funding

**\*If Federal funds are received, is funding coming directly from the**

**Federal government or passed through other organization(s)?**

Directly from Federal government

Contact: Stephen Wilson (Administrative Contact: Michelle Guardado, 724-2663)

Department: Transportation Telephone: 724-5912

Department Director Signature/Date: Anast. G. Lewis 7/29/2020

Deputy County Administrator Signature/Date: [Signature] 7/29/2020

County Administrator Signature/Date: C.R. [Signature] 7/29/2020  
(Required for Board Agenda/Addendum Items)

**FEDERAL HIGHWAY ADMINISTRATION  
FEDERAL LANDS HIGHWAY**

**FUNDS TRANSFER AGREEMENT**

FHWA Agreement No.: 6982AF-20-K- 500041  
AZ FLAP PIM FR510(1) Sabino Canyon Park Road  
JULY 13, 2020

**Agency providing funding:** Pima County

**Agreement amount:** \$10,000.00

**Period of Performance:** From date of signature below to September 1, 2021

**Agency receiving funding:** Central Federal Lands Highway Division (CFLHD)

This Funds Transfer Agreement (FTA) is to confirm that Pima County has committed to provide, through electronic funds transfer, \$10,000.00 to CFLHD for AZ FLAP PIM FR510(1) Sabino Canyon Park Road to meet the matching requirements and all conditions set forth in the Memorandum of Agreement (MOA) dated July 13, 2020 and any future modifications to the MOA.

FUNDS TRANSFER SUMMARY					
Phase	Amount	Due	Received	Modification #	Comment
Scoping	\$10,000.00	10/1/2020			
Total:	\$10,000.00				

AGENCY FINANCIAL AND CONTACT INFORMATION		
	Pima County	Central Federal Lands Highway Division
DUNS #	074-477-969	126-129-936
Financial Contact Information		
Name	Candy Moore	Suzanne Schmidt
Phone	(520) 724-7783	(720) 963-3356
E-mail	<a href="mailto:candy.moore@pima.gov">candy.moore@pima.gov</a>	<a href="mailto:Suzanne.schmidt@dot.gov">Suzanne.schmidt@dot.gov</a>
Address	130 W. Congress, 4 <sup>th</sup> Floor Tucson, AZ 85701	12300 W. Dakota Ave. Lakewood, CO 80228
Project Contact Information		
Name	Stephen Wilson	Dustin Robbins
Phone	(520) 724-5912	(720) 963-3586
E-mail	<a href="mailto:stephen.wilson@pima.gov">stephen.wilson@pima.gov</a>	<a href="mailto:dustin.robbins@dot.gov">dustin.robbins@dot.gov</a>

Regardless of the estimated costs stated in the MOA, Pima County will provide 5.70% of the total Federal Lands Access Program cost required for the project, or \$10,000.00, whichever is greater, through the scoping effort.

CFLHD shall not incur costs which result in matching funds exceeding the maximum cost stated in this Agreement without authorization by the Requesting Agency in the form of written modification to this Agreement.

**FEDERAL HIGHWAY ADMINISTRATION  
FEDERAL LANDS HIGHWAY**

**FUNDS TRANSFER AGREEMENT**

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JULY 13, 2020

Date	Contracting Officer	Date
Chairman, Pima County Board of Supervisors	Central Federal Lands Highway Division	

CFLHD requests that these payments be made through the US Treasury's website <https://pay.gov>. Pay.gov can be used to make secure electronic payments to any Federal Government Agencies via credit card or direct debit. Payment shall be submitted referencing the FHWA Agreement Number.

**Option 1 (Preferred Method)**

Plastic card or Automatic Clearing House  
Payment (ACH Direct Debit)

- Go to Treasury's website – <https://pay.gov>
- Search for Agency Name (Transportation Department)
- Select the appropriate Transportation Agency (Federal Highway Administration)
- Follow the form instructions to make your payment. Note, if making an ACH payment from your bank account, please select ACH Direct Debit as the payment type.

**Option 2**

Mail check payment to the following address for  
Paper Check Conversion (PCC) processing:

Make Check Payable To:  
DOT FHWA

Mailing Address:  
Enterprise Service Center  
Federal Aviation Administration  
ATTN: AMZ-324/HQ Room 181  
6500 S. MacArthur Blvd.  
Oklahoma City, OK 73169

**Notice to customers making payment by check:**

- Please notify [cfl.finance@dot.gov](mailto:cfl.finance@dot.gov) if mailing a check.
- When you provide a check as payment you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.
- When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment and you will not receive your check back from your financial institution.

Privacy Act- A Privacy Act Statement required by 5 U.S.C. § 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available from our internet site at:

[https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/rvnColl\\_otcnet.htm](https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/otcNet/rvnColl_otcnet.htm)

or call toll free: at 1-866-945-7920 to obtain a copy by mail. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.

FEDERAL HIGHWAY ADMINISTRATION  
FEDERAL LANDS HIGHWAY

**FUNDS TRANSFER AGREEMENT**

FHWA Agreement No.: 6982AF-20-K- 500041  
AZ FLAP PIM FR510(1) Sabino Canyon Park Road  
JULY 13, 2020

**PIMA COUNTY**

ATTEST

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

Approved as to Form

  
\_\_\_\_\_  
Deputy County Attorney

7/27/2020  
\_\_\_\_\_  
Date

**FEDERAL LANDS ACCESS PROGRAM**  
**PROJECT MEMORANDUM OF AGREEMENT**  
**JULY 13, 2020**

**Project:** AZ FLAP PIM FR510(1) Sabino Canyon Park Road

**Limits:** From Carter Canyon Road to the USFS gate

**State:** Arizona

**County:** Pima

**Owner of Federal Lands to which the Project Provides Access:** United States Forest Service

**Entity with Title or Maintenance Responsibility for Facility:** Pima County

**Type of Work:**

Preliminary Engineering: Scoping

This Agreement does not obligate (commit to) the expenditure of Federal funds nor does it commit the parties to complete the project. Rather, this Agreement sets forth the respective responsibilities as the project proceeds through the project development process.

**Parties to this Agreement:** Federal Highway Administration-Central Federal Lands Highway Division (FHWA-CFLHD); Pima County; United States Forest Service (USFS)

The Program Decision Committee approved this project for scoping on:

June 24, 2020

Date

**AGREED:**

\_\_\_\_\_  
Chairman, Pima County Board of Supervisors; Additional signatures p.6

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kerwin Dewberry  
Forest Supervisor, Coronado National Forest  
USFS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chris Longley  
Acting Chief of Business Operations  
FHWA-CFLHD

\_\_\_\_\_  
Date

**FEDERAL LANDS ACCESS PROGRAM**  
**PROJECT MEMORANDUM OF AGREEMENT**  
**JULY 13, 2020**

**A. PURPOSE OF THIS AGREEMENT**

This Agreement documents the intent of the parties and sets forth the anticipated responsibilities of each party in the development, construction, and future maintenance of the subject project. The purpose of the Agreement is to identify and assign responsibilities for the environmental analysis, design, right-of-way, utilities, acquisition and construction as appropriate for this programmed project, and to ensure maintenance of the facility for public use if improvements are made. The parties understand that any final decision as to design or construction will not be made until after the environmental analysis required under the National Environmental Policy Act (NEPA) is completed (this does not prevent the parties from assigning proposed design criteria to be studied in the NEPA process.) Any decision to proceed with the design and construction of the project will depend on the availability of appropriations at the time of obligation and other factors, such as issues raised during the NEPA process, a natural disaster that changes the need for the project, a change in Congressional direction, or other relevant factors.

**B. AUTHORITY**

This Agreement is entered into between the signatory parties pursuant to the provisions of 23 U.S.C. 204.

**C. PROJECT BACKGROUND/SCOPE**

**Purpose:** The purpose of this project is to improve multimodal access to the Coronado National Forest on Sabino Canyon Park Road from Carter Canyon Road to the USFS gate.

**Scope:** The scope of this project includes:

- Rehabilitating and paving 0.4 miles of Sabino Canyon Park Road.
- Construct a new 75 stall parking lot, 21 on-street parking stalls, a kiosk, a 5' shared use path, and potentially public restrooms.
- Improve surface drainage.
- Construct new sidewalk and utility connections.
- Update signage.

**D. PROJECT BUDGET**

Item	Estimated Cost	Comments
Scoping	\$60,000	
<b>Total</b>	<b>\$60,000</b>	

The estimated total project cost, including engineering and escalation of construction costs to the program year, is \$5,500,000. At this time, the project budget is limited to \$60,000 for scoping efforts. This scoping effort will develop refined costs and scope of work for review by the project partners and the Programming Decision Committee for final project selection.

**FEDERAL LANDS ACCESS PROGRAM**  
**PROJECT MEMORANDUM OF AGREEMENT**  
**JULY 13, 2020**

**E. ROLES AND RESPONSIBILITIES**

Responsible Party	Product/Service/Role	Comments
FHWA-CFLHD	<ul style="list-style-type: none"> <li>Preliminary engineering towards the development of a Scoping Summary and Project Development Plan (PDP)</li> </ul>	
Pima County	<ul style="list-style-type: none"> <li>Attend reviews and meetings</li> <li>Provide in a timely manner available data as requested by FHWA</li> </ul>	
USFS	<ul style="list-style-type: none"> <li>Attend reviews and meetings</li> <li>Provide in a timely manner available data as requested by FHWA</li> </ul>	

**F. ROLES AND RESPONSIBILITIES—SCHEDULE**

Responsible Lead	Product/Service/Role	Schedule Finish	Comments
FHWA-CFLHD	Scoping	2021	Project Delivery Plan Development

**G. FUNDING**

Funding Source	Estimated Funding	Comments
Federal Lands Access Program	\$50,000	
Pima County	\$10,000	
<b>Total</b>	<b>\$60,000</b>	

The estimated total project cost, including engineering and escalation of construction costs to the program year, is \$5,500,000. The Federal Lands Access Program will provide \$5,200,000. Pima County will provide \$252,000 in cash funds and \$48,000 in utility relocation costs, to meet the 5.70% match requirement. At this time, the project funding is limited to \$60,000 for scoping efforts. This scoping effort will develop refined costs and scope of work for review by the project partners and the Programming Decision Committee for final project selection.

If during implementation of the project it is determined that the total project cost exceeds \$60,000, the Central Federal Lands Highway Division, Pima County, and the USFS will either mutually agree to



**FEDERAL LANDS ACCESS PROGRAM**  
**PROJECT MEMORANDUM OF AGREEMENT**  
**JULY 13, 2020**

reduce the scope of the project, or execute a modification to this agreement to change funding amounts.

**H. MATCHING SHARE REQUIREMENTS**

The Pima County will provide \$10,000 to meet match requirements.

Matching or cost sharing requirements will be satisfied following the obligation of funds to the project as detailed above in Section G.

**I. PROJECT TEAM MEMBERS—POINTS OF CONTACT**

The following table provides the points of contact for this project. They are to be the first persons to deal with any issues or questions that arise over the implementation of each party's role and responsibility for this agreement.

Name/Title	Organization	Phone Number/Email
Stephen Wilson	Pima County	(520) 724-5912 stephen.wilson@pima.gov
Walter Keyes	USFS	(520) 396-0416 walter.keyes@usda.gov
Dustin Robbins FHWA Project Manager	FHWA-CFLHD	(720) 963-3586 dustin.robbins@dot.gov

**J. CHANGES/AMENDMENTS/ADDENDUMS**

The agreement may be modified, amended, or have addendums added by mutual agreement of all parties. The change, amendment, or addendum must be in writing and executed by all of the parties.

The types of changes envisioned include, but are not limited to, changes that significantly impact scope, schedule, or budget; changes to the local match, either in type or responsibility; changes that alter the level of effort or responsibilities of a party. The parties commit to consider suggested changes in good faith. Failure to reach agreement on changes may be cause for termination of this agreement.

A change in the composition of the project team members does not require the agreement to be amended.

It is the responsibility of the project team members to recognize when changes are needed and to make timely notification to their management in order to avoid project delivery delays.

**K. ISSUE RESOLUTION PROCEDURES MATRIX**

Issues should be resolved at the lowest level possible. The issue should be clearly defined in writing and understood by all parties. Escalating to the next level can be requested by any party. When an issue is resolved, the decision will be communicated to all levels below.

**FEDERAL LANDS ACCESS PROGRAM**  
**PROJECT MEMORANDUM OF AGREEMENT**  
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<b>FHWA</b>	<b>Pima County</b>	<b>USFS</b>	<b>Time</b>
Dustin Robbins Project Manager	Stephen Wilson Civil Engineering Manager	Walter Keyes Road Manager	30 days
Wendy Longley Project Management Branch Chief	Robert Johnson Division Manager, Analysis and Programming	Charles J Woodard District Ranger	60 days
Curtis Scott, Chief of Engineering	Ana Olivares Director, Department of Transportation	Kerwin Dewberry Forest Supervisor	90 days

**L. TERMINATION**

This agreement may be terminated by mutual written consent of all parties. This agreement may also be terminated if either the NEPA process or funding availability requires a change and the parties are not able to agree to the change. Any termination of this agreement shall not prejudice any rights or obligations accrued to the parties prior to termination. If Federal Access funds have been expended prior to termination, the party responsible for the match agrees to provide a match in the applicable percentage of the total amount expended on the project prior to the termination. This contract is subject to cancellation under A.R.S. § 38-511.

**FEDERAL LANDS ACCESS PROGRAM**  
**PROJECT MEMORANDUM OF AGREEMENT**  
**JULY 13, 2020**

**PIMA COUNTY**

ATTEST

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

Approved as to Form

  
\_\_\_\_\_  
Deputy County Attorney

7/27/2020  
\_\_\_\_\_  
Date