

# **A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT**

## **Department of Highways Professional Services Procurement Bulletin 2020-06 Statewide Traffic Counting Services**

This document constitutes a Request for Proposals for a Professional Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

### **I. PROJECT DESCRIPTION**

One (1) consultant shall be selected to collect vehicular traffic data for the Kentucky Transportation Cabinet (KYTC) Division of Planning used to develop estimates of the amount of vehicular travel, usage, and/or characteristics associated with a system of highways or with a particular location on a highway.

It is estimated that the consultant will be assigned a minimum of 250 counts statewide per year. Work will likely consist of approximately 2/3 volume counts and 1/3 classification counts. There is no guarantee of the quantity of work mentioned in this request for proposals.

### **II. PROJECT INFORMATION**

Project Manager - Robert Brown

User Division - Planning

Approximate Fee - \$500,000 per contract (Upset Limit)

Pay items as listed on attached sheet will be the only method of payment for services provided.

Project Funding - State and Federal Funds

Contract Term - Two Years

### **III. PURPOSE AND NEED**

Collect vehicular traffic data to support Planning, Traffic Operations, Highway Design, Modeling and Air Quality needs, and federal reporting by KYTC.

### **IV. DBE REQUIREMENT**

None

### **V. SCOPE OF WORK**

One (1) consultant will be selected to provide Traffic Data Collection services for the duration of the contract. The data shall be collected per the current editions of the American Association of State Highway Transportation Officials (AASHTO) Guidelines for Traffic Data Programs, Federal

Highway Administration (FHWA) Traffic Monitoring Guide, and the FHWA Manual on Uniform Traffic Control Devices. This may include short-term volume, short-term classification, intersection turning-movement volume, and/or intersection turning movement classification data collection.

All classification counts shall be collected using FHWA Scheme "F" 13 plus 2 bins. Speed data shall be collected in KYTC-defined, 13 bins, unless otherwise directed by KYTC.

Major holidays, school holidays and in-session events shall be monitored so that counts are not performed at those times. KYTC must provide notice to proceed in advance of any count.

## **VI. SPECIAL INSTRUCTIONS**

The Department may retain any of the advertised services to be performed by in-house state forces.

Instructions for Response to Announcement can be found at:

<https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx>

The Consultant shall furnish all traffic data collectors. The traffic data collectors shall be capable of collecting data in 15-minute and 60-minute intervals. Equipment shall be capable of collecting directional and non-directional data according to the FHWA Traffic Monitoring Guide. The Consultant shall be responsible for all testing, certification, repair and maintenance of the equipment and shall show proof of certification of all counters prior to beginning the counts assigned.

Unless otherwise noted, the Consultant shall be responsible for all necessary labor and equipment to complete the count assignments.

Data collected shall be provided in PEEK format produced by PEEK brand automated data recorders:

- Raw data files from the data collector regardless of make and manufacturer of the device

The Consultant shall provide Global Positioning System (GPS) units to locate portable count locations by latitude/longitude. Each data file is to be accompanied by a count card completed by the Consultant. Completed count cards and data files shall be emailed to KYTC personnel. The Consultant will be responsible for all necessary traffic control.

Fees will be categorized as listed in the attached pay items table. Responding Consultants shall fill in the Unit Price column of the pay items table and include this in a sealed envelope clearly marked "Fee Schedule" with their Response to Announcement.

One (1) consultant will be selected to provide these services for a period of two (2) years with no new work assigned after two years from the Notice to Proceed, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$500,000. Once the upset limit is reached or the two year term has expired, services may be re-advertised and no additional Letter Agreements will be executed under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work.

**VII. DRAFT PAY ITEMS**

**KENTUCKY STATEWIDE TRAFFIC DATA COLLECTION**

<b>Item #</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Price</b>
1	Volume estimate	Each	
2	Volume data collection on non-interstate roadway (includes interstate ramps) using Consultant-supplied data collection equipment (1 lane)	Each	
3	Volume data collection on non-interstate roadway (includes interstate ramps) using Consultant-supplied data collection equipment (2 lane)	Each	
4	Volume data collection on non-interstate roadway (includes interstate ramps) using Consultant-supplied data collection equipment (3 lane)	Each	
5	Volume data collection on non-interstate roadway (includes interstate ramps) using Consultant-supplied data collection equipment (4 lane)	Each	
6	Classification data collection on non-interstate roadway (includes interstate ramps) using Consultant-supplied data collection equipment (maximum two lanes per data collector)	Each	
7	Volume or Classification data collection on non-interstate roadway using KYTC's in-pavement sensors	Each	
8	Volume data collection on interstate roadway using Consultant-supplied data collection equipment (1 lane)	Each	
9	Volume data collection on interstate roadway using Consultant-supplied data collection equipment (2 Lanes)	Each	
10	Volume data collection on interstate roadway using Consultant-supplied data collection equipment (3 Lanes)	Each	
11	Volume data collection on interstate roadway using Consultant-supplied data collection equipment (4 Lanes)	Each	
12	Classification data collection on interstate roadway using Consultant-supplied data collection equipment (maximum two lanes per data collector)	Each	
13	Volume or Classification data collection on interstate roadway using KYTC's in-pavement sensors	Each	
14	Intersection Turning Movement Volume data collection	Hour	
15	Intersection Turning Movement Classification data collection	Hour	
16	Manual classification count	Hour	
17	Video Recording	Each	
18	Video Data Processing and Submission	Lane-Hour	

## Pay Items Descriptions

Each pay item shall include the requisite traffic control, as required.

Direct costs for mileage, per diem, and lodging will be negotiated in accordance with the Professional Services policy for field personnel.

Estimates – for route segments the Project Manager determines not feasible to use automated methods. A count card shall accompany the estimated count.

Volume data collection for the specified number of lanes on non-interstate roadway (includes interstate ramps) using Consultant-supplied, data collection equipment – the collection and submission (including count card) of a minimum of 48 hours of volume data on a non-interstate roadway (includes interstate ramps), using consultant-supplied, data collection equipment.

Classification data collection on non-interstate roadway (includes interstate ramps) using Consultant-supplied, data collection equipment (maximum two lanes per data collector) – the collection and submission (including count card) of a minimum of 48 hours of classification data (including speed data) on a non-interstate roadway (includes interstate ramps), using consultant-supplied, data collection equipment.

Volume or Classification data collection on non-interstate roadway (includes interstate ramps) using KYTC's in-pavement sensors – the collection and submission (including count card) of a minimum of 48 hours of volume or classification data (including speed data for classification counts) on a non-interstate roadway (includes interstate ramps), using KYTC's in-pavement sensors.

Volume data collection for the specified number of lanes on interstate roadway using Consultant-supplied data collection equipment – the collection and submission (including count card) of one week of volume data on an interstate roadway, using consultant-supplied, data collection equipment.

Classification data collection on interstate roadway using Consultant-supplied data collection equipment (maximum two lanes per data collector) – the collection and submission (including count card) of one week of classification data (including speed data) on an interstate roadway, using consultant-supplied, data collection equipment.

Volume or Classification data collection on interstate roadway using KYTC's in-pavement sensors – the collection and submission (including count card) of one week of volume or classification data (including speed data for classification counts) on an interstate roadway, using KYTC's in-pavement sensors.

Intersection Turning Movement Volume data collection – the collection and submission of intersection turning movement volume data.

Intersection Turning Movement Classification data collection – the collection and submission of

intersection turning movement classification data.

Manual classification count – the collection and submission (including count card) of manual classification data.

Video Recording – the field deployment and collection of a video recording unit to capture vehicular volume and/or classification data.

Video Data Processing and Submission – the processing and submission (including count card) of vehicular volume and/or classification data from video.

As a quality control measure, the Project Manager may request a recount for any submitted data. If the recount is less than  $\pm 10\%$  of the original count, the Consultant will be paid for both counts (the original count and the recount) at the contract price for the specific count. If the recount is greater than  $\pm 10\%$  of the original count, the Contractor will be paid for the original count but shall bear the entire cost of the recount.

## **VIII. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the Consultant must be prequalified in the following areas by the response due date of this advertisement.

### **[TRANSPORTATION PLANNING](#)**

- Traffic Data Collection

## **IX. PROCUREMENT SCHEDULE**

Dates other than Response Date are tentative and provided for information only.

- Advertisement Posted: December 10, 2019
- Response Date: Wednesday, January 8, 2020 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: January 13, 2020
- Final Selection: January 29, 2020
- Pre-Design Conference: February 5, 2020
- Notice to Proceed: February 26, 2020

## **X. PROJECT SCHEDULE**

Individual project schedules will be defined by upon assignment on a project-by-project basis.

## **XI. EVALUATION FACTORS**

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. Relative experience of consultant personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. (20 Points)
2. Past record of performance on projects similar in type and complexity. (20 Points)

3. Capacity and availability of equipment to comply with correct data format and count schedule. (20 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. Proposed Unit Price Fees. (8 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

The fees, if determined reasonable and acceptable by the committee, will be written into the contract. If the rates are determined to not be acceptable, rates will be negotiated after Consultant selection.

## **XII. SELECTION COMMITTEE MEMBERS**

1. Robert Brown, P.E., User Division
2. Amanda Spencer, P.E., User Division
3. Patrick Perry, P.E., Secretary's Pool
4. Wendy Southworth, P.E., Secretary's Pool
5. Cole Mitcham, P.E., Governor's Pool