

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

## **Department of Highways Professional Services Procurement Bulletin 2025-12 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**

This statewide contract is to provide necessary Traffic Counting Services. 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.

The Consultant shall perform up to 2500 counts statewide per year, approximately 90% of which will be volume counts and 10% of which will be classification counts. There is no guarantee of the quantity of work mentioned in this request for proposals and KYTC is obligated only to the extent of the needed services during the term of the contract.

### **II. PROJECT INFORMATION**

|                   |   |
|-------------------|---|
| Project Manager - | Robert Brown, P.E.  |
| User Division -   | Planning  |
| Approximate Fee - | \$2,000,000 per contract (Estimated Unit Price)                     |
|                   | Work will be assigned via Letter Agreement, not to exceed \$200,000 |
| 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 GOAL**

The Consultant team may include a DBE Participation Plan with their Response to Announcement to help the Department meet the 11.95% DBE goal established by FHWA. The plan would demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. If included, an additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. No additional points will be provided in the Evaluation Factors for the DBE Participation Plan.

## **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.

Major holidays, school holidays, and in-session events shall be monitored so counts are not performed at those times.

The Consultant shall furnish all traffic data collectors. The traffic data collectors shall be capable of collecting data in 15- 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. *All traffic counters will need to have a unique bar code type of identification attached to them for the duration of the contract. If a bar code is not being used, KYTC can provide a bar code sticker. A list of bar codes in use will need to be provided to KYTC.*

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 .prn file, in specified KYTC format. Raw data files (including .PVR files if available) from the data collector, regardless of make and manufacturer of the device, shall be submitted to KYTC.

The Consultant shall provide iPad with GPS capability to locate portable count locations by latitude/longitude, for each field crew. KYTC shall provide an account and training on the RoadRunner application, which the Consultant shall use when collecting data. Each count location must be accompanied by an electronic record "count card" that will be automatically transmitted to Central Office. Data files shall be transmitted at an agreed upon frequency via an agreed upon electronic means.

The Consultant will be responsible for all necessary traffic control.

## **VI. SPECIAL INSTRUCTIONS**

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 \$2,000,000. 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. No Letter Agreement shall exceed \$200,000 without written approval from the State Highway Engineer.

**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 uploaded to the Consultant Portal as an entirely separate file from the Consultant's Response to the Announcement. The Selection Committee members do not have access to these rates and the costs shall not be considered for selection purposes.**

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

Instructions for Response to Announcement can be found at:  
<https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx>

## **VII. 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 are allowed on routes that roads carry less than 400 AADT. The road must be a dead end or provide access to other no outlet roadways.

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 electronic 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 electronic 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 electronic 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 electronic 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 electronic 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 electronic 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 electronic 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 electronic 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 Date: June 10, 2025
- Response Date: July 2, 2025 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: July 7, 2025
- Final Selection: July 23, 2025
- Pre-Design Conference: July 30, 2025
- Notice to Proceed: August 20, 2025

## **X. PROJECT SCHEDULE**

Individual project schedules will be defined by Letter Agreement on a project-by-project basis.

- Assignment of All Projects – Within two (2) years from Notice to Proceed
- Completion of All Services – Within initial contract term or by time extension

## **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. The Consultant demonstrates a comprehensive understanding of safety strategies and the ability to generate meaningful ideas that can measurably enhance the safety of the completed project. This includes both the immediate effectiveness and the long-term safety impacts of the finished facility. (5 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

## **XII. SELECTION COMMITTEE MEMBERS**

1. Robert Brown, P.E., User Division
2. Mikael Pelfrey, P.E., User Division
3. Crystal Mapel, P.E., Secretary's Pool
4. Amanda Desmond, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool