

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2011-06 Statewide Planning – Traffic Counting

This document constitutes a Request for Proposals for Personal 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

Project Description – Collect traffic data for the Kentucky Transportation Cabinet (KYTC) Division of Planning used to develop estimates of the amount of person or vehicular travel, vehicle usage or vehicle characteristics associated with the system of highways or with a particular location on a highway. Perform up to 4500 counts statewide per year, approximately 2/3 of which will be volume counts and 1/3 of which will be classification counts.

II. PROJECT INFORMATION

Project Manager – Jadie Tomlinson, PE

User Division – Planning

Approximate Fee – <\$1,000,000 (Upset Limit) Pay items as listed on attached sheet will be the only method of payment for services provided by the consultant. Rates will be negotiated after Consultant selection. Projects will be assigned by letters of agreement.

Project Funding – State and Federal Funds

III. PURPOSE AND NEED

Collect traffic data information 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 consultant will be selected to provide Traffic Data Collection and Traffic Control services for the duration of the contract. The data shall be collected as 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 will include short-term volume and classification machine counts, manual volume and classification counts, and manual turning counts. All classification counts shall be collected using FHWA Scheme “F” 13 plus 2 bins. All short term counts shall be a minimum of 48 hours in duration except for manual counts which

will be a maximum of 12 hours in duration. Speeds shall be collected in 13 bins (or KYTC-defined during classification counts).

Major holidays, school holidays and in-session events shall be monitored so as not to count at those times.

VI. SPECIAL INSTRUCTIONS

The Consultant shall furnish all traffic counters which use pneumatic tubes, loops and piezoelectric sensors. The traffic counters shall be capable of collecting data in 15 minutes and sixty minute intervals, and uploading the count data to a computer. 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. The Consultant shall be responsible for all necessary labor and equipment to complete the count assignments.

Equipment shall be capable of collecting directional and non directional volume data according to the FHWA Traffic Monitoring Guide.

Data collected shall be provided in the PEEK format produced by PEEK brand of automated data recorders model ADR 1000.

Data shall be provided to KYTC in the following formats:

- Peek's Daily, Monthly, and index formats
- ADR binary file (if Peek ADR Traffic Data Recorders are used)

The Consultant shall provide Global Positioning System (GPS) units to locate portable count locations by latitude/longitude.

The Division of Planning's validation program will be furnished to the selected consultant for quality control. This program shall be used for each count prior to forwarding to KYTC.

Completed count cards and data files to be mailed and emailed to respective KYTC personnel.

The Consultant will be responsible for all necessary traffic control.

Fees will be categorized as listed in the attached pay items table.

The contract period will be two (2) years with an upset limit of \$1,000,000. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contract will not be modified to increase the upset limit or extend for time to assign new work.

Instructions for Response to Announcement can be found at:

http://transportation.ky.gov/progperform/instructions_for_response_to_kentucky_transportation_cabinet_6-9-09.pdf

VII. PAY ITEMS

**KENTUCKY STATEWIDE TRAFFIC DATA COLLECTION
PAY ITEMS**

Item #	Description	Unit
1	Volume estimate low volume (dead end)	Each
2	Volume Monitoring Site (urban or rural, using road tubes or loops as specified by Cabinet)	Each
3	Volume Monitoring – 4 Lane Interstate	Each
4	Volume Monitoring – 6 Lane Interstate	Each
5	Volume Monitoring – 8+ Lane Interstate	Each
6	Classification Monitoring Site (urban or rural, using road tubes, or loops, piezoelectric sensors or other sensors as specified by Cabinet)	Each
7	Classification Monitoring – 4 Lane Interstate	Each
8	Classification Monitoring – 6 Lane Interstate	Each
9	Classification Monitoring – 8+ Lane Interstate	Each
10	Intersection Turning Movement and Approach Count (volume and classification) up to 8 hours	Each
11	Manual classification count (up to 6 hours)	Each
12	Intersection manual turning movement counts - Peak (6 hours)	Each
13	Intersection manual turning movement counts -12 hour (6 a.m. to 6 p.m. or 7 a.m. to 7 p.m.) Per 12 hours	Each
14	Statistician Rate	Hour
15	Data Analyst Rate	Hour
16	Electronic Systems Technician Rate	Hour
17	Traffic Count Technician Rate	Hour
18	Miscellaneous	Negotiated as required

VIII. PREQUALIFICATION REQUIREMENTS

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

TRANSPORTATION PLANNING/CORRIDOR PLANNING

- Traffic Data Collection

IX. PROCUREMENT SCHEDULE

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

RESPONSE DATE • Wednesday, January 19, 2011 4:30 p.m. E.S.T. (Frankfort time)

SELECTION COMMITTEE • February 9, 2011

PRE-DESIGN CONFERENCE • February 23, 2011

TENTATIVE DEADLINE FOR CONSULTANT FEE PROPOSAL • March 2, 2011

CONTRACT NEGOTIATIONS • March 16, 2011

NOTICE TO PROCEED • May 1, 2011

X. PROJECT SCHEDULE

Individual project schedules will be by letter agreement on a project by project basis.

XI. EVALUATION FACTORS

1. Demonstrated experience of Consultant personnel with traffic data collection for KYTC and/or federal, local or other state governmental agencies. (20 points)
2. Capacity and availability of equipment to comply with correct data format and count schedule. (20 points)
3. Past record of performance on project of similar type and complexity. Consultant shall list relevant references, names, and phone numbers. (20 points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 points)
5. Consultant's offices where work is to be performed. (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

XII. SELECTION COMMITTEE MEMBERS

1. Jadie Tomlinson, PE, User Division
2. Keith Damron, PE, User Division
3. Steve Farmer, PE, Secretary's Pool
4. Marvin Wolfe, PE, Secretary's Pool
5. Howard Cruse, PE, Governor's Pool