

# A REQUEST FOR PROPOSALS FOR PERSONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2013-06 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**

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

Perform up to 1500 counts statewide per year, approximately 2/3 of which will be volume counts and 1/3 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 – Jadie Tomlinson, P.E.

User Division – Planning

Approximate Fee – <\$500,000 (Upset Limit) Pay items as listed on attached sheet will be the only method of payment for services provided by the consultant. 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 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 and/or classification machine data collection and manual turning-movement, volume, and/or 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 as not to count at those times.

## **VI. SPECIAL INSTRUCTIONS**

The Consultant shall furnish all traffic data collectors capable of using pneumatic tubes, loops and piezoelectric sensors. The traffic data collectors shall be capable of collecting data in 15-minute and 60-minute intervals, and uploading the count data to a computer. Equipment shall be capable of collecting directional and non directional volume 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.

The Consultant shall be responsible for all necessary labor and equipment to complete the count assignments. On items specified, the consultant shall supply pneumatic road tube.

Data collected shall be provided in the PEEK format produced by PEEK brand automated data recorders. Data shall be provided to KYTC in the following formats:

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

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 this announcement.

The contract period will be two (2) years with an upset limit of \$500,000. 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/Professional-Services/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 low volume (dead end)  | Each        |                   |
| 2             | Volume data collection on non-interstate roadway using Consultant-supplied, pneumatic tubes (2 Lanes)                                      | Each        |                   |
| 3             | Volume data collection on non-interstate roadway using Consultant-supplied, pneumatic tubes (3 Lanes)                                      | Each        |                   |
| 4             | Volume data collection on non-interstate roadway using Consultant-supplied, pneumatic tubes (4 Lanes)                                      | Each        |                   |
| 5             | Classification data collection on non-interstate roadway using Consultant-supplied, pneumatic tubes (maximum two lanes per data collector) | Each        |                   |
| 6             | Volume or Classification data collection on non-interstate roadway using KYTC's in-pavement sensors  | Each        |                   |
| 7             | Volume data collection on interstate roadway using Consultant-supplied, pneumatic tubes (2 Lanes)  | Each        |                   |
| 8             | Volume data collection on interstate roadway using Consultant-supplied, pneumatic tubes (3 Lanes)  | Each        |                   |
| 9             | Volume data collection on interstate roadway using Consultant-supplied, pneumatic tubes (4 Lanes)  | Each        |                   |
| 10            | Classification data collection on interstate roadway using Consultant-supplied, pneumatic tubes (maximum two lanes per data collector)     | Each        |                   |
| 11            | Volume or Classification data collection on interstate roadway using KYTC's, in-pavement sensors   | Each        |                   |
| 12            | Intersection Turning Movement Volume data collection (maximum of 4 hours)  | Each        |                   |
| 13            | Intersection Turning Movement Classification data collection (maximum of 4 hours)  | Each        |                   |
| 14            | Manual classification count (maximum of 4 hours)   | Each        |                   |

Pay Items Descriptions

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

Estimates - for route segments the Project Manager determines not feasible to use automated methods. Estimates may be done on dead-end segments with an estimated ADT of less than 200 for HPMS stations and less than 400 for all other stations. A count card shall accompany the estimated count.

Volume data collection for the specified number of lanes on non-interstate roadway using Consultant-supplied, pneumatic tubes - the collection and submission (including count card) of

48 hours of volume data on a non-interstate roadway, using consultant-supplied, pneumatic road tube.

Classification data collection on non-interstate roadway using Consultant-supplied, pneumatic tubes (maximum two lanes per data collector) - the collection and submission (including count card) of 48 hours of classification data (including speed data) on a non-interstate roadway, using consultant-supplied, pneumatic road tube.

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

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

Classification data collection on interstate roadway using Consultant-supplied, pneumatic tubes (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, pneumatic road tube.

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 (maximum of 4 hours) - the collection and submission of a maximum of 4 hours of turning movement volume data.

Intersection Turning Movement Classification data collection (maximum of 4 hours) - the collection and submission of a maximum of 4 hours of turning movement classification data.

Manual classification count (maximum of 4 hours) - the collection and submission (including count card) of a maximum of 4 hours of manual classification data.

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 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 • January 9, 2013 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • January 14, 2013

SECOND SELECTION COMMITTEE • January ~~29~~<sup>30</sup>, 2013

CONTRACT SCOPING CONFERENCE • February 6, 2012

NOTICE TO PROCEED • May 1, 2013

## **X. PROJECT SCHEDULE**

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

## **XI. EVALUATION FACTORS**

The selection committee will initially review, score, and rank the consultants based upon the first five Evaluation Factors listed below. After the final three Consultants have been determined, the selection committee will open the submitted sealed envelopes marked "Fee Schedule" (from only the three highest-ranked Consultants), score each Consultant on Evaluation Factor number six, and include this in their final 1-2-3 ranking.

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)
6. Proposed Unit Price Fees. This factor will only be considered for the final ranking of the top 3 firms. (8 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.

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, P.E., User Division
2. Keith Dotson, User Division
3. Diana Radcliffe, P.E., Secretary's Pool
4. John Moore, P.E., Secretary's Pool
5. James Rogers, Governor's Pool