

REQUEST FOR PROPOSALS
2018 Traffic Counts
Thurston Regional Planning Council

PURPOSE OF REQUEST

Thurston Regional Planning Council (TRPC) is requesting proposals for the collection of daily (24 hour) traffic counts to support an update of the regional travel demand model. TRPC's needs are outlined in the following Request for Proposals (RFP).

TIME SCHEDULE

TRPC expects to follow the following timetable, which should result in a selection of a contractor by June 29, 2018.

Issue RFP:..... May 21, 2018
Deadline for Submittal of Proposals:..... June 8, 2018
Contractor Chosen June 15, 2018
Contract Awarded June 29, 2018

INSTRUCTIONS TO PROPOSERS

A. All proposals shall be sent to:

Jared Burbidge
Deputy Director
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A
Olympia, WA 98502
Office: 360.741.2521
Email: burbidgej@trpc.org

- B. All proposals must be received by June 8, 2018, 4:00 p.m. Pacific Standard Time. Electronic and mailed proposals will be accepted. If submitting mailed proposals, please submit three copies.
- C. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of both sides of paper sheets for any proposals is desirable whenever practicable. Proposals should be limited to four double-sided pages.
- D. TRPC will notify the contractor selected by June 15, 2018.
- E. Any questions concerning TRPC's specifications or RFP process shall be directed in writing to Jared Burbidge, Deputy Director, at burbidgej@trpc.org or at (360) 741-2521 between the hours of 8:00 a.m. and 5:00 p.m., Pacific Standard Time, Monday through Friday. Questions must be submitted prior 5 p.m. Pacific Standard Time on June 5th, 2018.
- F. Minority and women-owned firms are encouraged to apply.
- G. Any changes to this RFP during the period of advertisement will be posted on the TRPC website (www.trpc.org).

H. All proposals must include the following information:

1. The names of individuals from those firms who will be working on the project and their areas of responsibility.
2. Specific experience of individuals relative to the proposed project.
3. A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
4. A proposed budget based on the above outline of tasks, products and schedules.
5. A list of three references.

SELECTION CRITERIA

Factor	Weight Given
1. Average price per count	75%
2. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
Total Criterial Weight	100%

Each proposal will be independently evaluated on factors 1 and 2.

TERMS AND CONDITIONS

- A. TRPC reserves the right to request clarification of information submitted, and to request additional information from any contractor or vendor.
- B. TRPC reserves the right to award any contract to the next most qualified contractor or vendor, if the successful contractor or vendor does not execute a contract within thirty (30) days after selection.
- C. Any proposal may be withdrawn up until June 8, 2018 5:00 p.m. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide TRPC the services described in the attached specifications, or until one or more of the proposals have been approved by TRPC, whichever occurs first.
- D. The professional services contract resulting from the acceptance of the proposal by TRPC shall be in a form supplied or approved by TRPC and shall reflect the specifications in this RFP. A draft copy of the contract will be available for review upon request. TRPC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by TRPC.
- E. TRPC shall not be responsible for any costs incurred by the contractor or vendor in preparing, submitting or presenting its proposal.
- F. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. Applicants must demonstrate compliance with Washington State Department of Transportation (WSDOT)'s Disadvantaged Business Enterprise (DBE) Participation Requirements. It should be noted that due to the anticipated funding level for the proposal (less than \$100,000), the project fell below WSDOT's threshold for requiring a DBE goal, or the DBE goal was 0.

SCOPE OF SERVICES

TRPC is requesting proposals for average daily traffic count collection (tube counts) for both the seasonal period and average conditions for various locations within Grays Harbor and Thurston counties. Sample locations in Grays Harbor County are shown in Table 1. TRPC anticipates adding another 50 to 100 locations within the two counties, depending on cost estimates and available budget. Consultants are encouraged to develop proposals for a total of 75 to 125 counts, with approximately 20% in the seasonal period, and the remainder under average conditions. Counts should be for total vehicles. A breakout of truck counts is desirable.

The Consultant shall provide paper printouts and an electronic file copy in Microsoft Excel or other approved alternatives no later than November 30, 2018. Counts shall be reported in 15-minute intervals for the 24-hour period, in both northbound and southbound directions, as shown in Exhibit A – Example.

Prior to commencing work, the consultant shall develop and submit a Small Business Enterprise (SBE) Participation Plan with a stated voluntary goal for SBE participation. For SBE Participation Plan Guidelines, go to:

www.wsdot.wa.gov/publications/fulltext/design/ConsultantSrvs/SBE_Guidelines.pdf

Seasonal Counts: Seasonal traffic counts should be collected Friday – Sunday between July 6, 2018 and August 31, 2018.

Average Conditions: Average traffic counts should be collected Tuesday – Thursday between September 12, 2018 and November 8, 2018 and shall not include the day before or after any holidays.

As a lump sum contract, no reimbursement for additional labor shall be provided above the proposal. Errors in traffic counts requested to be re-done by the Consultant at the direction of TRPC shall not exceed the lump sum contract price.

Table I. Traffic Count Locations

ID	Jurisdiction	Street	Cross-street	Seasonal Count	Fall Count	Total Counts
1	Hoquiam	16th St.	N of B St		Yes	1
2	Hoquiam	Airport Way	W of Adams St		Yes	1
3	Elma	E. Main St. (Monte Elma Rd.)	S of Fairgrounds Rd	Yes	Yes	2
4	Cosmopolis	G St.	W of US-101 (1st St)		Yes	1
5	Cosmopolis	I St.	W of US-101 (1st St)		Yes	1
6	McCleary	Mox Chehalis Rd.	S of McCleary Rd / 3rd St / Main St		Yes	1
7	Elma	N. 11th St.	N of Main St		Yes	1
8	Elma	N. 3rd St.	N of Main St		Yes	1
9	Westport	N. Forrest St.	N of Sprague Ave	Yes	Yes	2
10	Ocean Shores	Ocean Shores Blvd. NW	S of Chance a la Mer	Yes	Yes	2
11	Ocean Shores	Ocean Shores Blvd. SW	N of Marine View Dr	Yes	Yes	2
12	Ocean Shores	Pt. Brown Ave. NE.	S of Chance a la Mer	Yes	Yes	2
13	Ocean Shores	Pt. Brown Ave. SE	N of Tonquin Ave	Yes	Yes	2
14	Elma	S. 3rd St.	S of Eaton St		Yes	1
15	Montesano	S. 3rd St.	N of Marcy Ave		Yes	1
16	Montesano	S. Academy St.	N of Marcy Ave		Yes	1
17	Montesano	S. Main St.	N of Brumfield Ave	Yes	Yes	2
18	Montesano	S. Main St.	N of Marcy Ave		Yes	1
19 +	Various					50-100
TOTAL						75-125

COMPENSATION

- A. Upon selection of the most qualified vendor based on demonstrated competence and qualifications for the type of professional services required, TRPC will negotiate a price which it determines is fair and reasonable. If TRPC is unable to negotiate a satisfactory contract with the vendor selected, negotiations with that vendor will terminate and TRPC may select another vendor.
- B. This project will require the use of a Lump Sum contract from the WSDOT Local Agency Guidelines found through the following link: www.wsdot.wa.gov/NR/rdonlyres/F28974DF-E704-4997-BD08-BB47778E4F90/0/LP_LAPSLumpSum.pdf
- C. Payment by TRPC for the services will only be made after the services have been performed. An itemized billing statement is required to be submitted in the form specified by TRPC and approved by the appropriate TRPC representative, which shall specifically set forth (1) the services performed, (2) the name of the person performing such services, and the (3) hourly labor charge rate for such person or rate per traffic count. Payment shall be made monthly, within thirty (30) days of receipt of such billing statement.
- D. There is a limited amount of funding available for traffic counts within the project budget. The number of count locations is considered a wish list and will be prioritized to fit within the available budget.

POST-CLOSING DISCUSSION

After any of the responses are open, conversations may only take place between TRPC and respondents for the purposes of clarification regarding the selection process. Respondents shall be bound by the information submitted in their proposals and subsequent negotiations.

AWARD

TRPC reserves the right to award the contract to a consultant that they deem to offer the best overall proposal. TRPC is therefore not bound to accept a proposal on the basis of lowest price, and further, TRPC has the discretion and reserves the right to cancel this RFQ, to reject any and all proposals, to waive any and all irregularities, or to re-advertise with either the identical or revised specifications if it is deemed to be in the best interest of TRPC.

ASSIGNMENT

The awarded contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or of any of its rights, title, or interests therein, without the prior written consent of TRPC.

ADDITIONAL LANGUAGE

TRPC reserves the right to introduce additional terms and conditions at the time the final contract is negotiated. Any additional terms or conditions would be limited to ones having the effect of clarifying the RFP language and/or correcting defects, such as omissions or misstatements, which are discovered after the RFP is issued, or that reflect State or Federal Law changes, or as required by funding entities.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of Thurston Regional Planning Council (TRPC) to provide equal opportunity to all persons seeking or having access to its employment, services and activities, free from restriction because of race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or disability.

Applicants with disabilities who need accommodation with the application or the selection process should contact the ADA Coordinator, TRPC, 360-956-7575 or for TDD users, please use the state's toll-free relay service at 800-833-6388, and ask the operator to dial 360-956-7575.

Exhibit A – Example (data to be provided in Excel spreadsheet)

Location:

Date:

Time of Day	DAY 1				DAY 2				DAY 3			
	NB/WB		SB/EB		NB/WB		SB/EB		NB/WB		SB/EB	
	Total Vehicles	Trucks (if possible)	Total Vehicles	Trucks	Total Vehicles	Trucks	Total Vehicles	Trucks	Total Vehicles	Trucks	Total Vehicles	Trucks
12:00 AM	8	1	4	0	8	1	4	0	8	1	4	0
12:15	6	1	9	1	6	1	9	1	6	1	9	1
12:30	1	0	5	1	1	0	5	1	1	0	5	1
12:45	4	0	4	0	4	0	4	0	4	0	4	0
1:00	3	0	2	0	3	0	2	0	3	0	2	0
1:15	3	0	2	0	3	0	2	0	3	0	2	0
1:30	3	0	3	0	3	0	3	0	3	0	3	0
1:45	3	0	1	0	3	0	1	0	3	0	1	0
2:00	1	0	3	0	1	0	3	0	1	0	3	0
2:15	0	0	2	0	0	0	2	0	0	0	2	0
2:30	2	0	5	1	2	0	5	1	2	0	5	1
2:45	2	0	3	0	2	0	3	0	2	0	3	0
3:00	3	0	1	0	3	0	1	0	3	0	1	0
3:15	4	0	4	0	4	0	4	0	4	0	4	0
3:30	4	0	5	1	4	0	5	1	4	0	5	1
3:45	5	1	6	1	5	1	6	1	5	1	6	1
4:00	9	1	2	0	9	1	2	0	9	1	2	0
4:15	11	1	3	0	11	1	3	0	11	1	3	0
4:30	27	3	8	1	27	3	8	1	27	3	8	1
4:45	25	3	7	1	25	3	7	1	25	3	7	1
5:00	28	3	6	1	28	3	6	1	28	3	6	1
5:15	34	3	11	1	34	3	11	1	34	3	11	1
5:30	34	3	19	2	34	3	19	2	34	3	19	2
5:45	44	4	19	2	44	4	19	2	44	4	19	2
6:00	51	5	32	3	51	5	32	3	51	5	32	3
6:15	93	9	38	4	93	9	38	4	93	9	38	4
6:30	91	9	57	6	91	9	57	6	91	9	57	6
6:45	107	11	61	6	107	11	61	6	107	11	61	6
7:00	109	11	70	7	109	11	70	7	109	11	70	7
7:15	167	17	73	7	167	17	73	7	167	17	73	7
7:30	134	13	110	11	134	13	110	11	134	13	110	11
7:45	108	11	101	10	108	11	101	10	108	11	101	10
8:00	96	10	64	6	96	10	64	6	96	10	64	6
8:15	65	7	58	6	65	7	58	6	65	7	58	6
8:30	114	11	66	7	114	11	66	7	114	11	66	7
8:45	87	9	77	8	87	9	77	8	87	9	77	8
9:00	65	7	54	5	65	7	54	5	65	7	54	5
9:15	68	7	45	5	68	7	45	5	68	7	45	5
9:30	64	6	47	5	64	6	47	5	64	6	47	5
9:45	66	7	51	5	66	7	51	5	66	7	51	5
10:00	60	6	45	5	60	6	45	5	60	6	45	5
10:15	65	7	43	4	65	7	43	4	65	7	43	4
10:30	49	5	46	5	49	5	46	5	49	5	46	5
10:45	71	7	58	6	71	7	58	6	71	7	58	6
11:00	59	6	52	5	59	6	52	5	59	6	52	5
11:15	72	7	64	6	72	7	64	6	72	7	64	6
11:30	66	7	76	8	66	7	76	8	66	7	76	8
11:45	57	6	61	6	57	6	61	6	57	6	61	6

Time of Day	DAY 1				DAY 2				DAY 3			
	NB/WB		SB/EB		NB/WB		SB/EB		NB/WB		SB/EB	
	Total Vehicles	Trucks (if possible)	Total Vehicles	Trucks	Total Vehicles	Trucks	Total Vehicles	Trucks	Total Vehicles	Trucks	Total Vehicles	Trucks
12:00 PM	52	5	85	9	52	5	85	9	52	5	85	9
12:15	51	5	62	6	51	5	62	6	51	5	62	6
12:30	64	6	74	7	64	6	74	7	64	6	74	7
12:45	72	7	54	5	72	7	54	5	72	7	54	5
1:00	65	7	52	5	65	7	52	5	65	7	52	5
1:15	82	8	53	5	82	8	53	5	82	8	53	5
1:30	76	8	66	7	76	8	66	7	76	8	66	7
1:45	71	7	64	6	71	7	64	6	71	7	64	6
2:00	73	7	85	9	73	7	85	9	73	7	85	9
2:15	75	8	98	10	75	8	98	10	75	8	98	10
2:30	74	7	99	10	74	7	99	10	74	7	99	10
2:45	105	11	110	11	105	11	110	11	105	11	110	11
3:00	84	8	105	11	84	8	105	11	84	8	105	11
3:15	104	10	127	13	104	10	127	13	104	10	127	13
3:30	94	9	129	13	94	9	129	13	94	9	129	13
3:45	88	9	95	10	88	9	95	10	88	9	95	10
4:00	107	11	141	14	107	11	141	14	107	11	141	14
4:15	105	11	131	13	105	11	131	13	105	11	131	13
4:30	114	11	152	15	114	11	152	15	114	11	152	15
4:45	110	11	148	15	110	11	148	15	110	11	148	15
5:00	120	12	143	14	120	12	143	14	120	12	143	14
5:15	92	9	148	15	92	9	148	15	92	9	148	15
5:30	94	9	127	13	94	9	127	13	94	9	127	13
5:45	88	9	125	13	88	9	125	13	88	9	125	13
6:00	87	9	101	10	87	9	101	10	87	9	101	10
6:15	70	7	77	8	70	7	77	8	70	7	77	8
6:30	57	6	71	7	57	6	71	7	57	6	71	7
6:45	68	7	78	8	68	7	78	8	68	7	78	8
7:00	30	3	52	5	30	3	52	5	30	3	52	5
7:15	43	4	45	5	43	4	45	5	43	4	45	5
7:30	35	4	46	5	35	4	46	5	35	4	46	5
7:45	31	3	34	3	31	3	34	3	31	3	34	3
8:00	42	4	46	5	42	4	46	5	42	4	46	5
8:15	25	3	48	5	25	3	48	5	25	3	48	5
8:30	30	3	31	3	30	3	31	3	30	3	31	3
8:45	30	3	36	4	30	3	36	4	30	3	36	4
9:00	28	3	29	3	28	3	29	3	28	3	29	3
9:15	22	2	31	3	22	2	31	3	22	2	31	3
9:30	25	3	17	2	25	3	17	2	25	3	17	2
9:45	14	1	20	2	14	1	20	2	14	1	20	2
10:00	13	1	18	2	13	1	18	2	13	1	18	2
10:15	13	1	13	1	13	1	13	1	13	1	13	1
10:30	9	1	13	1	9	1	13	1	9	1	13	1
10:45	7	1	10	1	7	1	10	1	7	1	10	1
11:00	12	1	9	1	12	1	9	1	12	1	9	1
11:15	10	1	15	2	10	1	15	2	10	1	15	2
11:30	5	1	10	1	5	1	10	1	5	1	10	1
11:45	3	0	4	0	3	0	4	0	3	0	4	0