

REQUEST FOR PROPOSALS

2022 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).

BACKGROUND

Thurston Regional Planning Council (TRPC) is a 23-member intergovernmental board made up of local governmental jurisdictions within Thurston County, plus the Confederated Tribes of the Chehalis Reservation and the Nisqually Indian Tribe. The council was established in 1967 under RCW 36.70.060, which authorized creation of regional planning councils. TRPC's mission is to "Provide visionary, collaborative leadership on regional plans, policies, and issues for the benefit of all Thurston region residents."

As the federally designated Metropolitan Planning Organization (MPO) and the Washington State designated Regional Transportation Planning Organization (RTPO) for Thurston County, TRPC is responsible for coordinated transportation planning in the Thurston Region.

This project will be funded through federal funds, and all applicable state and federal laws must be followed. Proposers must be familiar and comply with Washington State Department of Transportation's Local Agency Guidelines Manual.

SCOPE OF SERVICES

TRPC is requesting proposals for average daily traffic count collection (tube counts) for average conditions for various locations within Thurston and Grays Harbor counties. TRPC anticipates collecting approximately 150 counts, depending on cost estimates and available budget. Counts should be for total vehicles. A breakout of truck counts is desirable.

The contractor shall provide paper printouts and electronic files that can be directly imported into MS2.

Average Conditions: Average traffic counts should be collected Tuesday – Thursday in April and May 2022 and shall not include the day before or after any holidays.

TIME SCHEDULE

TRPC expects to follow the following timetable, which should result in a selection of a contractor by the end of ~~February-March~~ 2022, with data collection in the spring (April/May) 2022

Issue RFP:.....	January 25, 2022
Deadline for Submittal of Proposals:.....	February 18, 2022 <u>March 4, 2022</u>
Contractor Chosen	February 25, 2022 <u>March 15, 2022</u>
Contract Awarded	March 15, 2022 <u>March 31, 2022</u>

SELECTION CRITERIA

A selection committee comprised of staff from TRPC and partners will review and recommend a firm based on the RFPs.

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%

SUBMITTAL REQUIREMENTS AND INSTRUCTIONS TO PROPOSERS

A. 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. Disadvantaged Business Enterprise (DBE) Participation: Applicants must demonstrate compliance with Washington State's Department of Transportation's (WSDOT) DBE Participation Requirements. WSDOT did not set a mandatory DBE goal for this project.
6. A list of three references.

B. Instructions to Proposers

- Submittals must be limited to ten (10) double-sided pages (20 total pages), plus a cover page.
- Please send an electronic copy of the proposal in PDF format to Veena Tabbutt, tabbutv@trpc.org. Paper copies will not be required or accepted due to limited office access.
- All responses must be received by **February 18 March 4, 2022 at 4:00 p.m. PDT**.
- Responses should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of the request. Colored displays, promotional materials, etc. are not allowed.
- Any questions concerning the RFP's specifications or process shall be directed in writing to Veena Tabbutt, Deputy Director, at tabbutv@trpc.org before **February 16 March 2, 2022 at 4:00 p.m. PDT**. Responses to questions and/or any changes to this RFP during the period of advertisement will be posted on the TRPC website (www.trpc.org).

C. Any changes to this RFP during the advertisement period will be posted online at www.trpc.org.

COMPENSATION

- A. Upon selection of the most qualified contractor based on demonstrated competence and qualifications for the type of professional services required, and development of a detailed scope of work, TRPC will negotiate a price which it determines is fair and reasonable. If TRPC is unable to negotiate a satisfactory contract with the contractor selected, negotiations with that contractor will terminate and TRPC may select another contractor.
- B. This project will require the use of a contract from the WSDOT Local Agency Guidelines: <https://wsdot.wa.gov/LocalPrograms/LAG/CAI.htm>
- 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. Payment shall be made monthly, within thirty (30) days of receipt of such billing statement.
- D. Errors in traffic counts requested to be re-done by the contractor at the direction of TRPC shall not exceed the negotiated contract price, which is anticipated to be approximately \$30,000.

TERMS AND CONDITIONS

- A. TRPC reserves the right to reject any and all RFPs, and to waive minor irregularities in any RFP.
- B. TRPC reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. TRPC reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute a contract within thirty (30) days after selection.
- D. Any RFP may be withdrawn up until the date and time set forth in the Project Timeline for opening of RFP. Any RFP 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 RFP have been approved by TRPC, whichever occurs first.
- E. As noted in the RFP's Compensation section, this project will require the use of a contract from the WSDOT Local Agency Guidelines: <https://wsdot.wa.gov/LocalPrograms/LAG/CAI.htm>.
- F. 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.
- G. 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.
- H. 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.

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 contractor 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 RFP, 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

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

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
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
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