

**REQUEST FOR PROPOSALS  
TRAFFIC COUNT PROGRAM  
January 2018**

**INTRODUCTION**

Notice is hereby given that the Syracuse Metropolitan Transportation Council (SMTC), the designated Metropolitan Planning Organization (MPO) in New York State for Onondaga County and small portions of Oswego and Madison Counties, is seeking to retain a consultant firm, or team of firms, to undertake a Traffic Count Program within the MPO area. The contract is for two years with an optional additional year if SMTC chooses to extend the contract. The purpose of the SMTC traffic count program is to complete approximately 70-100 total turning movement counts and/or automatic traffic recorder (ATR) counts per year to fulfill any and all of SMTC's Unified Planning Work Program (UPWP) needs. The majority of counts will be gathered on City of Syracuse or Onondaga County owned roadways.

Pricing will be expected to follow the pricing strategy outlined in the contract. In some instance the SMTC may request a batch of 30 or more specific counts for a project but overall reserves the right to have any number of counts completed at any given time. An acceptable notice/lead time will always be given for a count request. Counts in the end may be used in modeling and/or in other SMTC planning studies as well as put to use by its member agencies.

The SMTC seeks proposals from qualified firms, teams of firms, or individuals for this effort. As this traffic count program is a federally funded effort, the chosen entity, when completing counts will be asked to conform to New York State Department of Transportation (NYSDOT) standards and data collection methods outlined in NYSDOT's Engineering Bulletin 15-021 entitled "Traffic Monitoring Standards for Short Count Data Collection" dated June 2015, hereinafter referred to as "NYSDOT Traffic Monitoring Standards." See "NYSDOT Traffic Monitoring Standards" located at <https://www.dot.ny.gov/divisions/engineering/technical-services/highway-data-services>.

The SMTC retains the right to request different formatting options as provided on SMTC's website on the Request for Proposals/Qualifications page at (<http://www.smtcmpo.org/RFPs.asp>).

**INSTRUCTIONS**

**1. GENERAL**

- 1.1. RFP Certification: Pursuant to the provisions of New York State Municipal Law, the SMTC finds the use of competitive sealed bidding is not required in procuring this service. Therefore, this professional service will be procured through the RFP process.
- 1.2. Designated Staff for Contacts: This RFP includes and imposes certain restrictions on communications between the SMTC and anyone contacting the SMTC with respect to the RFP. No one may contact the SMTC or any of its officers, directors or employees, other than the specifically designated staff, with respect to the RFP during the period starting with the issuance of the RFP through final award and approval of the contract (called the "Restricted Period"). The following are the "Designated Staff" for this RFP and all contacts with respect to this procurement must be made in writing only to the Designated Staff.

James D'Agostino, Director  
Syracuse Metropolitan Transportation Council  
126 North Salina Street  
Suite 100  
Syracuse, NY 13202

- 1.3. RFP Amendment and Cancellation: The SMTC reserves the right to amend this RFP in writing at any time. The SMTC also reserves the right to cancel or reissue the RFP at its sole discretion. Consultants shall respond to the final RFP and any exhibits, attachments, and amendments. Official changes to this RFP will be shared with all consultants that receive notification from the SMTC regarding availability of the RFP on the New York State Contract Reporter. The SMTC is not responsible for sharing such changes with any firm that did not receive notification directly from the SMTC.
- 1.4. Schedule of Events: The schedule of events set out herein represents the SMTC's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be sent out as an official, written addendum prior to the closing date of this RFP. After the close of the RFP, the SMTC reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, contract award and the contract term on an as-needed basis with or without notice.

Release date:	1/31/18
Final date for submission of questions and EOIs:	2/07/18
Addendum answering all questions issued by the SMTC:	2/14/18
Proposal submission deadline:	2/21/18
Expected award date:	March 2018
Expected contract start date:	4/01/18
Anticipated contract length:	24 months

1.5. Submission of Proposals:

- 1.5.1. All proposals, (one (1) original, five (5) hard copies and one (1) electronic copy), will be received by James D'Agostino, Director, SMTC, 126 N. Salina St., Suite 100, Syracuse, NY 13202 until 2/21/18, 4:00 p.m. EST. Note: Packages not containing the required number of copies will be rejected.
- 1.5.2. No proposal will be considered that is not accompanied by price sheets, including hourly billing rates per title, and signed by an authorized official of the firm.
- 1.5.3. Proposals must be received on or before the time and date specified. Proposals received after the time specified will not be considered and will be returned unopened.
- 1.5.4. Proposal information is restricted and not publicly available until after the award of the Contract by the SMTC.

1.6. Modifications or Withdrawal of Proposal: A proposal that is in the possession of the SMTC may be altered by a letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the deadline. FAX, telephone or verbal alterations will not be accepted. A proposal that is in the possession of the SMTC may be withdrawn by the consultant up to the time of the deadline.

1.7. Award and Contract Information:

1.7.1. The SMTC hereby notifies all consultants that Minority/Women-Owned Business Enterprises (MBE) and Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of age, race, color, sex, creed, national origin, or disability. The SMTC has an annual DBE goal of 10% for professional services. If the consultant chooses to include a DBE component, the DBE firm needs to be identified at the time the Proposal is submitted. Firms electing to subcontract work in response to this solicitation, but which are unable to utilize certified DBE firms will be required to document their good faith efforts to involve certified DBE firms as subcontractors and the reasons why such involvement was not attainable. Only those DBE firms that are certified with the New York State Department of Transportation as DBE Firms qualify under this provision.

To obtain a listing of certified DBE firms or information about the New York State Department of Transportation's DBE Certification Program, contact:

New York State Department of Transportation  
Office of Civil Rights  
50 Wolf Road, Sixth Floor  
Albany, NY 12232  
Phone: (518) 457-1129  
Fax: (518) 485-5517  
Web: <https://www.dot.ny.gov/main/business-center/civil-rights>.

1.7.2. The consultant also agrees that should this firm be awarded a Contract that the firm will not discriminate against any person who performs work hereunder because of age, race, color, sex, creed, national origin, or disability.

1.7.3. The consultant expressly warrants to the SMTC that it has the ability and expertise to perform its responsibilities hereunder and in so doing shall use the highest standards of professional workmanship.

1.7.4. The SMTC reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the SMTC to do so.

1.7.5. The successful consultant will be required to enter into and sign a formal Contract with the SMTC's host agency, the Central New York Regional Planning and Development Board (CNYRPDB). The Contract will have control over any language contained within this RFP that conflicts with the signed and fully executed Contract.

1.7.6. The successful consultant shall comply with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act (1973).

1.8. Conflict of Interest: Please refer to Schedule A, Section 1.9 of the Consultant Agreement for Professional Services Template.

1.9. Assignability rights: Please refer to Schedule A, Section 1.10 of the Consultant Agreement for Professional Services Template.

1.10. Preparation of Proposal:

1.10.1. Consultants are expected to examine special provisions, specifications, schedules and instructions included in this request. Failure to do so will be at the consultant's risk.

## 2. PROPOSAL SUBMITTAL

2.1. Original Proposal: The complete proposal must be submitted in a sealed package with one (1) original, five (5) hard copies and one (1) electronic copy, prior to the submission date and time. All proposals shall be marked **Traffic Count Program**. Consultants shall include all documents necessary to support their proposal in the sealed package. Consultants shall be responsible for the delivery of proposals during business hours to the address indicated in section 1.5. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time. The SMTC reserves the right to reject any and all proposals, for any reason, and reserves the right to re-solicit proposals in the event no response to the RFP is acceptable to the SMTC.

2.2. All proposals must include the following:

2.2.1. *Firm Identification*: A description of the consultant firm, including its size, organizational structure, number of full-time and part-time employees, area(s) of practice, and number of years in the business of conducting the described services.

2.2.2. *Project Understanding*: A description of the consultant's understanding of the project and proposed approach to the scope of services.

2.2.3. *Scope of Services*: A detailed description of the proposed plan for completing the Scope of Work. Submittals should be explicit in terms of the consultant's responsibilities and the presumed responsibilities of the SMTC.

2.2.4. *Proposed Staffing Plan*: A description of the personnel, including resumes, who will be working on this project. Note that changes to this team at any point in the project must be approved by the SMTC.

2.2.5. *Rate Schedule*: The consultant should include monetary rates for a variety of types and combinations of traffic counts beyond typical weekday 7-9 AM and 4-6 PM turning movement counts, including costs for counts itemized directionally by personal vehicle, bicycle, pedestrian, heavy vehicle, and bus. The types and combinations should include, but are not limited to:

- Saturday turning movement counts (one mid-day 2-hour block);
- Simultaneous corridor turning movement counts (list the maximum number of simultaneous intersections that can be counted);
- Pedestrian and/or bicyclists counts (both intersection and/or mid-block);
- Turning movement counts with and without bicycle, pedestrian, and school buses;
- Locations that require multiple people to complete the turning movement count;

- Any other type of count that varies from the traditional weekday AM/PM peak turning movement counts;
- Turning movement counts that occur during special events (i.e. off-peak hours);
- If an accident occurs or construction impacts traffic flow and, therefore, the count must be rescheduled;
- 3 day vs. 7 day ATRs; (volume only)
- 3 day vs. 7 day ATRs; (volume, class, speed, gap)
- SMTC requesting a re-count (usually due to volumes that do not match historical trends, **not** because of an equipment malfunction/construction/accident).

At the request of SMTC, all turning movement and ATR raw count data should be processed by the consultant and formatted as described in section 6.1.5. Lastly, it is requested that applicants include pricing for “processed” data (files made into another file format and/or into PDFs) vs. “unprocessed” data (raw files directly from the counter).

- 2.2.6. *Qualifications:* A description of the consultant’s qualifications for this project, including the firm’s background, resources (financial and personnel), and capabilities in areas relevant to this project. History of the firm’s experience on similar projects is required. Staff assigned to the project must be knowledgeable regarding: (1) conducting traffic counts in New York State under the requirements of the “NYSDOT Traffic Monitoring Standards” and (2) delivering a product that meets the standards in this RFP. The SMTC suggests that the consultant specifically describe previous experience with similar projects.
- 2.2.7. *References:* Include a list of, at minimum, the three (3) most recent clients for whom the consultant has provided similar services. The list should include the name, address, telephone number, and e-mail of the client contact persons. Also identify the type and date of work performed.
- 2.2.8. *Examples of Previous Counts:* The consultant is required to include real examples of both ATR and turning movement counts conducted for recent clients identified in the proposal. Acceptable examples must be formatted similarly to the examples-provided in this RFP by the SMTC and as further described in section 6.1.5.

All proposals are due by 4:00 p.m. EST on **February 21, 2018.**

### **3. QUESTIONS AND EXPRESSIONS OF INTEREST**

- 3.1. All questions and Expressions of Interest (EOI) regarding the RFP must be submitted in writing via postal mail to the “Designated Staff” identified in Section 1.2 of this RFP by 2/07/18. All questions and answers shall be sent to any consultant submitting an EOI.

### **4. REIMBURSEMENT/GIFTS**

- 4.1. Denial of Reimbursement: The SMTC will not reimburse consultants for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- 4.2. Gratuity Prohibition: Consultants shall not offer any gratuities, favors, or anything of monetary value to any official, employee or agent of the SMTC for the purpose of influencing consideration of this proposal.

## 5. GENERAL PROVISIONS

- 5.1. Proprietary Information: All RFP materials are subject to a Freedom of Information Request from other consultants and the general public. Some of the information requested may be proprietary and covered under an exemption to the Freedom of Information Laws (FOIL). If any request is received regarding this RFP, you will be allowed to submit justification to exempt any section you have marked as proprietary. All other sections will be released, pending approval by the SMTC. The SMTC will not accept any request by a potential consultant to declare the whole RFP response as proprietary, or to declare any pricing pages as proprietary.
- 5.2. Effective Dates of Proposal: All terms, conditions and costs quoted in the consultant's response will be binding on the consultant for 180 days from the effective date of the proposal.
- 5.3. Interview: After reviewing proposals, the SMTC may develop a short list of consultants. These short-listed firms may be required to interview in Syracuse at the consultant's expense.

## 6. SCOPE OF SERVICE

### 6.1. Tasks:

#### 6.1.1. *Task 1: Review, Prepare, and Provide a Schedule*

At the beginning of a count request cycle, the SMTC will provide a list of type and locations to be counted along with its choice of a final product option (see: <http://www.smtcmpo.org/RFPs.asp>). The selected consultant shall then provide a schedule to the SMTC, detailing the timeframe for counting each of the locations.

The Consultant will be required in large part to follow the NYSDOT's Traffic Monitoring Work Week Calendar when counting. Ideally no ATR counts will occur December to March. Turning movement counts may occur in inclement weather (snow, rainstorms etc.), but their acceptability is at the discretion of the SMTC. If weather prohibits a count from being taken, the count will then be rescheduled at the earliest convenience of the consultant and the SMTC. If construction or an accident occurs during a turning movement count, the interrupted 2-hour timeframe for that count will be re-done at a later date.

In general, holidays, as well as Monday and Friday, turning movement counts or ATR counts will not occur unless specifically requested. Unless specifically requested, counts will also not occur within 36-hours before or after any major weekend holiday or extended weekend formed by a Federal, State or local holiday.

#### 6.1.2. *Task 2: Obtain Work Permits*

The selected consultant is responsible for obtaining all necessary work permits from various municipal entities before performing ATR or turning movement counts undertaken as part of the SMTC traffic count program.

#### 6.1.3. *Task 3: Conduct Counts at Identified Locations*

The counts taken must conform, unless otherwise noted by SMTC, to NYSDOT standards for data collection and safety measures while performing all tasks. A number of the ATR counts to be conducted will typically require vehicle classification, speed and gap in addition to volumes. The typical duration of the preferred ATR count will be 3 day (weekday) with the occasional 7 day (weekend & weekday) count request. All turning movement counts should include Federal Classification system for counting heavy vehicles (school buses to be included).

Additionally, when performing a turning movement count at signalized intersections, the total number of right turns shall include right turn on red (RTOR). RTOR shall also be counted individually. Thereby counting RTOR vehicles twice. Certain locations may require counts just for pedestrians and/or bicyclists. Consultant will identify and apply seasonal and axle adjustment factors to ATR counts as provided by NYSDOT Main Office. All counts shall be taken by direction unless this is not feasible. Written approval from the SMTC is required for these cases.

#### 6.1.4. *Task 4: Provide a Geographic Reference for All Locations*

The Consultant is asked to provide the coordinates of all ATR counts. Beyond the required field log for an ATR count, the SMTC requests a separate spreadsheet that, at minimum, provides the following information: The SMTC provided site code, Route/Road Number, and Road Name, the “From” and “To”, the counter placement, the beginning and end date of the count, the northing/easting or latitude/longitude coordinates (as referenced above), the AADT by direction, the % Heavy Vehicle by direction, and average speed by direction.

#### 6.1.5. *Task 5: Provide Count Data to SMTC*

The consultant should be able to provide count data per the standards set forth in NYSDOT Traffic Monitoring Standards. This includes the required “.vol”, “.spd” and “.axl” file extensions as well as site photos.

The electronic format of processed data outputs (i.e., software summary sheets, PDFs, etc.) is required to conform to one of the examples found on the SMTC website on the Request for Proposals/Qualifications page (<http://www.smtcmpo.org/RFPs.asp>). The Consultant is responsible for determining how to present the requested data in the required format, if requested. Any software packages or techniques may be utilized, provided that the resulting format conforms to the examples. No payment will be made for counts that do not conform to these examples. Data per NYSDOT Traffic Monitoring Standards, the additional spreadsheet, counts formatted per one of the examples, if requested, and an invoice shall be submitted to the SMTC one month after the completion of the counts.

Once the data has been submitted for a turning movement and/or an ATR count, it will be reviewed. If upon reviewing the data package, the SMTC determines that a recount is necessary due to data errors, the consultant will be responsible for re-counting at their expense or payment will be withheld.

## 6.2. Deliverables:

- A general count schedule informing the SMTC of when the requested counts will occur (a more detailed schedule will be required as the SMTC assigns locations).
- A price listing per count, including all variations itemized in the Rate Schedule (see Section 2.2.5, Rate Schedule, above).
- “Unprocessed” - raw count data.
- “Processed” count data in agreed-upon format compatible with one of the examples provided, if requested.
- Field log as described in NYSDOT Traffic Monitoring Standards.
- Site photos.

- Vol, Axl, and Spd files.
- A separate spreadsheet that at minimum provides the following information: The SMTC provided site code, Route/Road Number, and Road Name, the “From” and “To”, the counter placement, the beginning and end date of the count, the northing/easting or latitude/longitude coordinates (as referenced above), the AADT by direction, the % Heavy Vehicle by direction, and average speed by direction. The SMTC reserves the right to request additional information to this spreadsheet if readily available.

The SMTC reserves the right to reject counts and performed work of an ATR count if found that it does not meet NYSDOT Traffic Monitoring Standards.

### 6.3. Term of Contract and Schedule:

The first year of this program is expected to begin in April 2018. At various times throughout the contract period, the SMTC will request counts. This may occur several times in any contractual year but a majority of the ATR counts will be requested while schools are in session. Ideally the consultant will be required to complete and invoice 30 or more counts per month. The contract is for two years with an option for an additional year. The option will be based upon an agreed to rate schedule.

The general protocol for completing a traffic count after the contract is signed will be: (1) The SMTC will issue a request for counts to the selected consultant, (2) Consultant has 5 days to submit price per task (as noted in the original contract) and schedule, (3) The SMTC will review the consultant’s price and schedule and will then issue a notice to proceed. (4) Consultant will have one month to complete count, provide data to SMTC and invoice for those counts completed.

## 7. **EVALUATION METHODOLOGY**

7.1. The SMTC and relevant member agencies will evaluate the proposals based on a number of evaluation criteria. The following criteria are listed in order of ranked priority:

- Experience and Qualification of the Consultant completing similar efforts
  - Recent relevant experience (number and quality of similar scoped studies)
  - The extent to which the firm has personnel to perform the scope of work
  - Experience of recent clients for similar services
- Qualifications of the Project Team
  - The quality and experience of the proposed staff, including subconsultants, with the proper balance of relevant skills
- Proposals will be evaluated for their demonstrated understanding of the requirements of this RFP. This will include:
  - Project understanding
  - Clarity of the proposal
  - Proposed scope of work and approach.

Additionally, proposed fees will be taken under consideration. As noted in section 5.3, SMTC may develop a short list of consultants and require these consultants to attend an interview and provide a brief demonstration in Syracuse at the consultant’s expense.

## **8. PROTEST PROCEDURES**

- 8.1. Pre-Proposal Evaluation Protests: Protests regarding the content of this RFP must be in writing and received by the SMTC five (5) business days after publication of the RFP in the New York State Contract Reporter or they will not be considered. Within five (5) business days of receipt of the pre-proposal evaluation protest, the SMTC Director will render one of the following determinations listed in Section 8.3.
- 8.2. Post-Proposal Evaluation Protests: Protests of the decision of the SMTC by a consultant must be in writing and received by the SMTC within five (5) business days after the Notice of Award and/or letters of notification were received by proposers. Within five (5) business days of receipt of the protest, the SMTC will render one of the determinations listed in Section 8.3.
- 8.3. Ruling on Protests: Within five (5) business days, the SMTC Director shall render one of the following determinations:
- Protest is overruled;
  - Protest is substantiated and instructions will be issued to remedy issues related to the protest;  
or
  - Procurement activity is suspended until written notification by the SMTC Director.
- 8.4. Protests at the U. S. Department of Transportation: Reviews of protests by the U.S. Department of Transportation will be limited to the SMTC's failure to have or follow its protest procedures, or its failure to review a complaint or protest or violations of Federal law or regulation. An appeal to the U.S. Department of Transportation must be received by the cognizant U.S. Department of Transportation division, regional or Headquarters Office within five (5) working days of the date the protester knew or should have known of the violation. Specific filing procedures are set forth in the Federal Transit Administration Circular 4220.1F Third Party Contracting Requirements.

## **9. CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES TEMPLATE**

- 9.1. This project is being progressed with funding from the U.S. Department of Transportation administered by New York State. The final contract, as specified in Section 1.7.5, will be developed by the CNYRPDB. A template for CNYRPDB's standard Professional Services Agreement is available on the SMTC website on the Request for Proposals/Qualifications page (<http://www.smtcmpo.org/RFPs.asp>). By submitting a Proposal in response to this RFP, if selected, you agree to proceed to execute a contract that follows this template including all terms and conditions therein and all New York State and Federal clauses or requirements.