

**INVITATION TO QUALIFY FOR**  
**TRAFFIC ENGINEERING DATA COUNT SERVICES**

**ISSUING OFFICE**

**DEPARTMENT OF TRANSPORTATION**

**ITQ NUMBER**

**3514T02**

**DATE OF ISSUANCE**

**SEPTEMBER 8, 2015**

**INVITATION TO QUALIFY (ITQ)**  
**TRAFFIC ENGINEERING DATA COUNT**

**CONTRACT # 3514T02**

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## INVITATION TO QUALIFY (ITQ)

Commonwealth of Pennsylvania  
Department of Transportation

### TRAFFIC ENGINEERING DATA COUNT SERVICES

#### CALENDAR OF EVENTS

Activity	Responsibility	Due By Date
Submit questions regarding this ITQ to the Issuing Officer no later than 3:00 PM on:  <b>Contact Person for all ITQ questions:</b> Dave Weaver at <a href="mailto:djweaver@pa.gov">djweaver@pa.gov</a>	Potential Contractors	Tuesday September 15, 2015
Responses to questions shall be posted to the DGS website at: <a href="http://www.emarketplace.state.pa.us/">http://www.emarketplace.state.pa.us/</a>	Issuing Office	Friday September 25, 2015
<u>Initial Enrollment Period:</u> Sealed applications must be received by the Issuing Office no later than 3:00 PM at:  Pennsylvania Department of Transportation Bureau of Office Services Attn: Dave Weaver, Issuing Officer 400 North Street, 5th Floor Harrisburg, PA 17120	Potential Contractors	Thursday December 24, 2015
Open Enrollment:  Applications shall continue to be accepted at the address above until 3:00 PM on <b>9/6/2019</b> .	Potential Contractors	Friday September 6, 2019

## DEFINITIONS

For the purposes of this ITQ, the following definitions shall apply:

- ◆ **Contract:** Any Contract executed as a result of this ITQ.
- ◆ **Initial Enrollment Period:** Applications submitted for qualification between ITQ release date and December 24, 2015. All completed applications received during the initial enrollment period shall be processed as a batch prior to processing applications received during the Open Enrollment.
- ◆ **Issuing Office:** PennDOT Office issuing the ITQ.
- ◆ **Issuing Officer:** The person authorized to administer this Contract for PennDOT and to make written determinations with respect to the Contract.
- ◆ **Open Enrollment:** This refers to the period beginning the day after the due date for Initial Enrollment through September 6, 2019, where Contractors can submit their Applications for qualification under this ITQ.
- ◆ **Request For Quote (RFQ):** A document that describes the required services and provides interested Qualified Contractors with sufficient information to enable them to prepare and submit quotes. At PennDOT's discretion, RFQs may be issued through mail, facsimile or electronic mail.
- ◆ **Purchasing Office:** The PennDOT organization issuing the RFQ for service covered under this ITQ as well as the ensuing Purchase Order.
- ◆ **Purchasing Office Contact Person:** Person in the PennDOT organization referenced in the RFQ process and on Purchase Order.

## PART I

### STATEMENT OF WORK

- A. **Scope:** The purpose of this ITQ, and any resulting contract, is to furnish all labor, equipment and materials to provide traffic data collection services within the Pennsylvania Department of Transportation's (PennDOT) eleven (11) Engineering Districts. The Contractor's primary duty will be to provide accurate and timely traffic volume and vehicle classification information to PennDOT for internal decision making, reporting to the Federal Highway Administration, and dissemination by PennDOT to the public. Traffic data procured under this ITQ will be a key component to PennDOT's traffic monitoring system and will be used to produce Annual Average Daily Traffic (AADT) estimates for the counted traffic location.

Traffic Count Data found in **Exhibit S – Sample Plans and Schedules** represents the historical contract volume, class and total counts broken down by PennDOT Engineering District from 2004 through 2013. **Exhibit D – Location of Service Sheet** provides the Contractors with a map of PennDOT's Engineering Districts, inclusive of Counties within the District and the location of each Engineering District Office. The physical address and telephone number of each PennDOT Engineering District can be found in **Exhibit O - Engineering District Office Contact Information**.

- B. **Background:** The PennDOT Traffic Services Section has the responsibility for producing annual average daily traffic (AADT) estimates. This is accomplished through a short term traffic data collection consisting of over 44,000 site locations across the Commonwealth. Traffic count information is critical in transportation decision-making related to highway funding, traffic engineering, highway design, planning, programming, and air quality analysis. PennDOT requires this data on vehicle counts for maintaining the road systems within the Commonwealth. The selected Contractor will conduct counts using equipment which collects axle-based traffic counts and is compatible with the Internet Traffic Data Upload System (iTDUS).

PennDOT has an established program for collecting traffic data at approximately 44,000 sites statewide. The sites are on various collection cycles: annually, or every three (3) or five (5) years, depending on priority of the highway system.

Traffic counts are typically conducted from March through November each calendar year due to weather constraints, but may be conducted outside of those parameters at PennDOT's request. Refer to **Exhibit S – Sample Plans and Schedules** for PennDOT Traffic Counting Specifications which includes the timeframe and collection requirements of the traffic counts.

PennDOT's Traffic Counter Training video is available on the Bureau of Planning and Research's Traffic Partners Page at:

<http://www.dot.state.pa.us/Internet/Bureaus/pdPlanRes.nsf/infoBPRTrafficPlanningPartners>.

C. **Requirements:**

1. **Technical Expertise:** PennDOT is seeking a Contractor with technical expertise to manage all aspects of the field collection of traffic count data. The Contractor will schedule the study, coordinate with PennDOT, select study locations (within given PennDOT parameters), safely conduct a traffic study, collect the data, remove all study material and equipment, review the data, and submit the data along with required supporting documentation to the Purchasing Office Contact Person. The Contractor must have a good understanding of all equipment related to the collection of traffic counts, including but not limited to, counter equipment. The Contractor will have the expertise to establish safety procedures that meet all requirements and to monitor contract activity to ensure procedures are followed.

The Contractor will be responsible for all equipment, labor, supervision, documentation, and the technical expertise to safely conduct required traffic studies, collect traffic data, and submit the data and other contract deliverables to the Purchasing Office Contact Person in the proper format as well as meet all other contract requirements.

The Contractor will furnish all traffic data collectors capable of using pneumatic tubes. An inventory list of all traffic data collectors being used under this Contract will be provided to PennDOT. The traffic data collectors will be capable of collecting data in 15 minute and 60 minute intervals, and uploading the count data to a computer. Equipment will be capable of collecting directional and non-directional data according the FHWA Traffic Monitoring Guide. The Contractor will be responsible for all testing, certification, repair and maintenance of the equipment and will show proof of certification of all counters on an annual basis prior to March 1<sup>st</sup>. PennDOT reserves the right to request new or alternate traffic data collectors if newer technology becomes available. New or alternate traffic data collectors must be approved by the PennDOT Project Manager prior to use.

2. **Personnel:** All personnel provided by the Contractor will be knowledgeable in the requirements of this Contract and their individual responsibilities and work functions necessary to satisfy those requirements. The Contractor will provide a list of personnel along with their job duties and qualification to the Issuing Officer. Any changes in duties of existing personnel or addition of new personnel must be coordinated with the Issuing Officer.
3. **References:** The Contractor will provide a minimum of three (3) distinct references for traffic count service contracts in which the potential Contractor provided services within the last three (3) years. Refer to **Part IV** for additional information concerning references.

4. **Pricing:** The Contractor will provide pricing for all price tiers and all roadway configurations for each Engineering District or Districts in which they seek qualification. Manual count pricing must be submitted as a fixed fee (“per person, per hour”) rate. Quotes shall include all costs (including, but not limited to, travel expenses, benefits, overhead, profit, waste and unacceptable counts). All pricing will be binding for the full Contract term. Refer to **Part IV** for additional application requirements concerning pricing submission.
5. **Data Acceptance:** In no instance will any payment be made for services that have not been accepted and are not in accordance with the quotes submitted in response to RFQs. “Accepted” means that the PennDOT has validated the accuracy of the Count Data for that location based on historical data and directional variation factors. Contractors will be notified in writing via e-mail of acceptance of each count within thirty (30) days of receipt of counts.

Counts which are under long-term construction (e.g. the length of the count season) and noted on the Detailed Site Location Report as part of RFQ’s, will not be counted against the Contractor. The number of counts will be removed from the original total and a new total will be provided.

If the Contractor should conclude that data collection at any traffic monitoring site is not possible or presents unacceptable risk, the Contractor will notify PennDOT in writing. Notification must be sent via e-mail to the Traffic Analyst as part of the Traffic Count Data Submission Package. Refer to **Exhibit S – Sample Plans and Schedules**. Counts for roadways which are deemed not safe, or not possible, by the Contractor to set the count(s), shall be noted on the Detailed Site Location Worksheet. PennDOT will verify and if appropriate will remove from the original total and will not count against a Contractor. Please note that road surface type is not an acceptable reason for not being able to set a count.

6. **Equipment:** Contractors will use only those counters compatible with the iTDUS system formats. If you have problems or questions you may contact the PennDOT Bureau of Planning and Research at (717) 787-5796.

All traffic counts must be set where flow to traffic is not restricted and could affect the data. Listed below are some examples of where the traffic count should not be set. Each instance should be noted under “comments” in the Detailed Site Location Report, (see **Exhibit S**):

- Construction (Short or Long Term);
- Detour Route;
- Traffic Backup.

Also note that the traffic counts should not be set where street parking will affect the data due to parking on top of the tube(s).

7. **Safety:** As a priority, all counting operations are to be conducted with the safety of the crew and motoring public in mind in accordance with the Traffic Engineering Manual - Pub 46 (03-14) Sections 6.12 Workers' Attire and 6.13 Specialized Operations found in **Exhibit Q - TCSAP Information Packet**. The Contractor will follow all PennDOT safety requirements and recommendations found in Exhibit Q.

The information packet contains:

- A copy of the "Traffic Engineering Manual - Pub 46 (03-14) Sections 6.12 Workers' Attire and 6.13 Specialized Operations";
- A copy of the "TCSAP Acknowledgement Form";
- A copy of the "TCSAP Field Review Checklist".

The packet contents may be reproduced or printed as needed from the Bureau of Planning and Research Traffic Partners webpage at: [http://www.dot.state.pa.us/Internet/bureaus/pdPlanRes.nsf/infoBPRSafety\\_TCSAP](http://www.dot.state.pa.us/Internet/bureaus/pdPlanRes.nsf/infoBPRSafety_TCSAP).

The Traffic Counting Safety and Assistance Program (TCSAP) has been developed by PennDOT's Bureau of Planning and Research (BPR) to:

- Verify compliance with the "Traffic Engineering Manual - Pub 46 (03-14) Sections 6.12 Workers' Attire and 6.13 Specialized Operations";
- Improve the safety of the traffic data collection and traffic monitoring site installation/maintenance staff, and the traveling public;
- Ensure the collection of accurate traffic data;
- Provide assistance to our traffic counting partners.

It is the responsibility of each Contractor engaged in traffic counting operations as described in the "Traffic Engineering Manual - Pub 46 (03-14) Sections 6.12 Workers' Attire and 6.13 Specialized Operations", to provide a copy of the policy to each employee that will be performing the traffic counting operations. The employee will review the policy and complete the "TCSAP Acknowledgement Form" affirming their agreement to abide by the requirements set forth in the publication. A copy of the acknowledgement form containing the original signature of the employee must be returned to PennDOT at the address listed below prior to the effective date of a fully executed Purchase Order:

Pennsylvania Department of Transportation  
Bureau of Planning and Research  
P.O. Box 3555  
Harrisburg, PA 17105-3555

The completed acknowledgment form should contain the most direct phone number available for contacting the employee which will be used to schedule the TCSAP Field Reviews.



TCSAP Field Reviews will be conducted randomly by the BPR staff and scheduled using the contact phone number provided on the “TCSAP Acknowledgement Form”. During these field reviews, the BPR staff will observe the safety procedures used by the Contractor’s traffic counting technicians as well as the traffic counting equipment installation practices. The BPR staff will record their findings on the “TCSAP Field Review Checklist”.

After making observations, the BPR staff will discuss any safety or equipment installation deficiencies with the Contractor’s traffic counting technicians on site. Both the traffic counting technicians and the BPR representative will sign the checklist acknowledging the findings of the TCSAP Field Review.

When meeting with the Contractor, the BPR staff will observe compliance with the “Traffic Engineering Manual - Pub 46 (03-14) Sections 6.12 Workers’ Attire and 6.13 Specialized Operations” requirements and complete the “TCSAP Field Review Checklist” accordingly. A copy of the completed “TCSAP Field Review Checklist” will be forwarded to the Director/President of the Contractor for review.

## PART II

### ITQ PROCESS

PennDOT invites you to respond to an Invitation to Qualify (ITQ) for Traffic Engineering Data Count Services as explained in this document.

- A. Purpose:** The purpose of this Invitation to Qualify (ITQ) and resulting multiple-award contracts, is to qualify responsible and responsive Contractors for Traffic Engineering Data Count Services for various locations within PennDOT’s Engineering Districts in the Commonwealth of Pennsylvania.

This ITQ shall result in a Contract that is the first step in a two-step procurement process. Only those Contractors that respond to this ITQ and that PennDOT determines to be qualified (“Qualified Contractors”) shall be eligible to participate in the second step, the Request for Quote (RFQ) Process (see **Part III**).

- B. Issuing Office:** The Bureau of Office Services (“Issuing Office”) has issued this ITQ on behalf of PennDOT. The sole point of contact in PennDOT for this ITQ shall be Dave Weaver, the Issuing Officer for this ITQ. Please refer all inquiries to the PennDOT Issuing Officer via e-mail at [PDRFPQuestions@pa.gov](mailto:PDRFPQuestions@pa.gov) or such other person as designated by PennDOT in writing.

- C. Initial Enrollment Submission Due Date:** The initial enrollment submission deadline for this ITQ is listed in the Calendar of Events. It is in the best interest of all Contractors to submit the required information by the initial enrollment date in order to qualify for the full Contract period.

Application submission must be delivered to the Issuing Officer at the address listed in Calendar of Events. It is the responsibility of each Contractor to ensure that its application is received at the submission receipt location on or before the submission due date and time regardless of the medium used.

Each company providing a reference should complete the Client Reference Survey INDEPENDENTLY from the Contractor and return to the Contractor in a sealed envelope. Contractors shall submit the sealed envelopes containing the completed Client Reference Surveys with the qualification application.

- D. Open Enrollment For Applications:** Applications shall continue to be accepted after the initial enrollment submission due date, however these applications shall be held until the initial applications have been processed. The Open Enrollment period shall end on September 6, 2019 at 3:00 PM EST.

- E. Criteria for Qualification:** All interested Contractors must complete and submit a Qualification Application. Refer to **Part IV** for instructions. All applications will be reviewed to ensure that all mandatory requirements have been met. A Contractor will be

deemed “qualified” based upon submitted documentation. PennDOT reserves the right to verify any and all information submitted by the Contractor. PennDOT reserves the right to approve/disapprove all personnel assigned work under this Contract. A Contractor’s executed Contract will indicate that the Contractor is qualified. Each qualified Contractor will receive an executed Contract.

- F. Incurring Costs:** PennDOT is not liable for any costs or expenses incurred in the preparation and submission of the applications.
- G. Rejection of Responses:** PennDOT reserves the right to reject any and all responses to the ITQ and either re-advertise or cancel the project.
- H. Modification to the ITQ:** If it becomes necessary to revise any part of this ITQ, the Issuing Office shall post an addendum to the DGS website at <http://www.emarketplace.state.pa.us>. It is the Contractor’s responsibility to periodically check the website for any new information or addenda to the ITQ.
- I. Disclosure of Application Contents:** All material submitted with the application shall be considered the property of the Commonwealth of Pennsylvania and may be returned only at the Issuing Office’s option. PennDOT shall have the right to make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.

After the award of a Contract pursuant to this ITQ, all applications are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law (refer to **Exhibit A - Standard Contract Terms and Conditions STD-274), Paragraph 32**).

- J. Questions and Answers:** If a Contractor has any questions regarding this ITQ, the Contractor must submit the question(s) via email (with the subject line “ITQ #3514T02 Question”) to the Issuing Officer named in Part II, (B). Questions must be submitted no later than the date indicated in the Calendar of Events. The Issuing Officer shall post as an addendum to this ITQ the answers to the questions on the DGS website by the date stated on the Calendar of Events. Each Contractor shall be responsible to monitor the DGS website for new or revised ITQ information.

### PART III

#### REQUEST FOR QUOTE (RFQ) PROCESS

The second step in the procurement process involves the issuance of Requests for Quotes (RFQ) to Qualified Contractors.

All Contractors who meet the requirements for qualification under this ITQ shall be placed on a Qualified Contractors list in each of the Districts where they indicated an interest in performing work. PennDOT Purchasing Offices shall send Request for Quotes (RFQs) to Contractors listed on their Districts Qualified Contractors list. (Refer to **Exhibit L - Request for Quote - Sample**).

Qualified Contractors should respond to each RFQ, even if only checking the box on the RFQ to indicate that they shall not be submitting a quote. The RFQ must be signed in ink by the authorized signatory; it shall be rejected if signed in pencil and/or by a non-authorized individual.

It is the responsibility of each Qualified Contractor to ensure that its quote is received at the location specified on the RFQ prior to the date and time set for the opening of quotes, regardless of medium used. No quote shall be considered if it arrives at the location specified on the RFQ after the date and time set for opening of the quotes.

In the event PennDOT's offices are officially closed on the date scheduled for the opening of the quotes; due to inclement weather, natural disaster, or other cause, the quote opening date shall be automatically postponed until the next Commonwealth business day, unless the Qualified Contractors are otherwise notified by PennDOT. The quote opening time shall remain the same.

If a quote is submitted with conditions or exceptions, or not in conformance with the terms and conditions referenced in the ITQ or the RFQ, it shall be rejected. The quote shall also be rejected if the services offered by the Qualified Contractor are not in conformance with the specifications as determined by PennDOT.

A. **Contractor's Representation and Authorization:** By submitting its quote, each Qualified Contractor understands, represents and acknowledges that:

- i. All of the Contractor's information and representations in the quote are material and important, and the Purchasing Office may rely upon the contents of the quote in awarding the contract(s). The Commonwealth shall treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the quote submission, punishable pursuant to 18 Pa. C.S. § 4904.
- ii. The Contractor has arrived at the price(s) and amounts in its quote independently and without consultation, communication, or agreement with any other Contractor or potential Contractor.

- iii. The Contractor has not disclosed the price(s), the amount of the quote, nor the approximate price(s) or amount(s) of its quote to any other firm or person who is a Contractor or potential Contractor for this RFQ, and the Contractor shall not disclose any of these items on or before the quote submission deadline specified in the RFQ.
- iv. The Contractor has not attempted, nor shall it attempt, to induce any firm or person to refrain from submitting a quote on this RFQ, or to submit a quote higher than this quote, or to submit any intentionally high or noncompetitive quote or other form of complementary quote.
- v. The Contractor makes its quote in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive quote.
- vi. To the best knowledge of the person signing the quote for the Contractor, the Contractor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to quoting or proposing on any public contract, except as the contractor has disclosed in its quote.
- vii. To the best of the knowledge of the person signing the quote for the Contractor and except as the Contractor has otherwise disclosed in its quote, the Contractor has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Contractor that is owed to the Commonwealth.
- viii. The Contractor is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Contractor cannot so certify, then it shall submit along with its quote a written explanation of why it cannot make such certification.
- ix. The Contractor has not made, under separate contract with the Purchasing Office, any recommendations to the Purchasing Office concerning the need for the services described in its quote or the specifications for the services described in the quote.
- x. Each Contractor, by submitting its quote, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Contractor's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.

- xi. Until the Selected Contractor receives a fully executed and approved written Purchaser Order from the Purchasing Office, there is no legal and valid Purchase Order, in law or in equity, and the contractor shall not begin to perform.
- B. **Clarification and Additional Information:** After the receipt of quotes, PennDOT shall have the right to contact Contractors for the purpose of seeking:
  - i. Clarification of the quote which confirms PennDOT's understanding of statements or information in the quote or;
  - ii. Additional information on the services offered; provided the Request for Quote does not require the rejection of the quote for failure to include such information.
- C. **Quote Conformance:** Quote responses for each individual type of count cannot exceed the quotes established in the Contractor's original Cost Submittal (**Exhibit E**) at the time of contract execution.
- D. **Rejection of Quotes:** PennDOT reserves the right to reject any and all quotes and reissue the solicitation; to waive technical defects or any informality in quotes; and, to accept or reject any part of any quotes if the best interests of PennDOT are thereby served.
- E. **Quote Modification and Withdrawal:**
  - i. **Prior to Quote Opening.** Quotes may be modified or withdrawn by written notice, or in person, by a Bidder or the bidder's representative if the requestor's identity is made known and a receipt for the quote is signed.
  - ii. **After Quote Opening.** A bidder is entitled to withdraw an erroneous quote after quote opening provided:
    - 1. The bidder requests relief.
    - 2. The bidder presents credible evidence with the request that the reason for the lower quote price was a clerical mistake as opposed to a judgment mistake and was actually due to an unintentional arithmetical error or an unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the quote.
    - 3. The request for relief and supporting evidence must be received by the Purchasing Office Contract Person within three (3) business days after quote opening, but before award of the contract.
    - 4. The Purchasing Office Contract Person shall not permit a quote withdrawal if the quote withdrawal would result in the award of the contract on another quote of

the same bidder, its partner, or a corporation or business venture owned by or in which the bidder has a substantial interest.

5. If a bidder is permitted to withdraw its quote, the bidder cannot supply any material or labor or perform any subcontract or other work agreement for the awarded contractor, without the written approval of the Issuing Officer.
  6. If a request for withdrawal is denied by the Commonwealth, and the bidder refuses to enter into a contract or to perform under the contract, the bidder or its surety shall be liable to the Commonwealth for damages.
- F. **Firm Quote:** Except as provided above, a quote may not be modified, withdrawn, or cancelled by any Contractor for a period of sixty (60) days following the time and date designated for quote opening.
- G. **General Tasks:** Qualified Contractors shall be required to complete the following tasks:
1. **Traffic Count Data Package Submission:** Information regarding the traffic data to be collected is part of the Count Packet included with each RFQ. Refer to **Exhibit S – Sample Plans and Schedules** for an example Count Packet. Each count packet includes:
    - Memo of items in the count packet;
    - Site Location Reports;
    - Site Location Reports - Field Version;
    - Location Maps by County;
    - Instructional Guidelines;
    - PennDOT Traffic Counting Specifications;
    - Weekly Schedule;
    - Right of Way Document;
    - Local Federal Aid Route Location Report;
    - Regional Traffic Analyst Map; and
    - Traffic Counting Safety and Assistance Program Information Packet.

Each week the Contractor will submit information regarding traffic data. The Contractor is required to submit a completed Traffic Count Data Submission Package to the Traffic Analyst by the timeframe designated beside each item in the RFQ. Refer to **Exhibit N - Regional Traffic Analyst Map** for the appropriate Traffic Analyst by District. The Traffic Count Data Submission Package shall include the following three (3) components:

- a) **Weekly Schedules:** A weekly schedule, broken out by day, in the order of counts to be collected for the week. If the Contractor has more than one (1) traffic collection crew setting counts at the same time each crew shall be required to submit a weekly schedule. The schedule shall be submitted to the

Traffic Analyst no later than 12:00 PM EST the Friday prior (e.g., all traffic counts collected the week of July 28, 2015 will be submitted through the iTDUS website no later than Thursday, August 7, 2015). If there are changes to the schedule the Traffic Analyst shall to be notified of the changes by 7:00 AM EST the following day. A sample Weekly Schedule can be found in **Exhibit S – Sample Plans and Schedules**. The weekly schedule must include the following:

- Traffic Monitoring Site Number in order of completion for each day;
- Names of the staff setting counts; and
- Daily work hours of when counts will be set.

Failure to provide a daily schedule could result in counts not being accepted.

b) **Detailed Site Location Report:** A Detailed Site Location Report will be required prior to submitting the raw data files into the iTDUS website that week. A sample Detailed Site Location Report can be found in **Exhibit S – Sample Plans and Schedules**. The information required on the report will include the following items:

- Week of Data Set;
- Set By;
- Traffic Monitoring Site Number;
- Latitude and Longitude; and
- Comments (Including but not limited to: New Latitude and Longitude coordinates, Long or Short Term Construction, Detour Route, Too Dangerous).

As part of the traffic count submission, PennDOT requires global position system (GPS) coordinates at each short term count location. The following guidelines apply to the collection and submission of the GPS coordinates to the appropriate Traffic Analyst:

- A GPS receiver will be used to collect the GPS coordinates. It will be placed no further than 10 feet from the traffic counter setup process.
- The receiver will use latitude and longitude as the units to mark and record the GPS location.
- The receiver will use a 12 channel parallel receiver that simultaneously tracks multiple satellites.
- Latitude and longitude will be set to display as decimal degrees only. Coordinates will be displayed a minimum of six (6) decimal places, i.e. latitude 40.639487. Accuracy of the position will be within 20 feet of the target position. Never collect data from a handheld unit inside a vehicle without an external antenna.



- GPS receiver antenna will be placed on top of the vehicle or data will be collected from a handheld receiver outside the vehicle. Never collect data from a handheld unit inside a vehicle without an external antenna. Never collect data by placing a handheld receiver in the windshield of vehicle.

Failure to provide GPS coordinates will result in counts not being accepted.

- c) **Photographs:** Digital photographs including timestamp will be taken at traffic count locations and submitted. The photographs will be submitted simultaneously with the traffic data as part of the Traffic Count Data Submission Package described above. Contractors are required to take a minimum of five (5) photographs as described below. Contractor's may take as many photographs as necessary, but are only required to provide the following:

- 1) Photo showing the upstream (Primary Direction; Northbound or Eastbound) road conditions.
- 2) Photo showing the downstream (Secondary Direction; Southbound or Westbound) road conditions.
  - Divided roadways may require additional photos to capture each primary and secondary direction setups.
- 3) Photos clearly showing the spacing between road tube sensors the day of the setup.
- 4) Photos clearly showing the spacing between road tube sensors the day of picking up the count.
- 5) Photo showing the traffic counter and ID tag.

A naming convention that includes the site number will be used for all photographs. Examples of the standard to be used are: 35261 NB, 35261 SB, 35261 EB, 35261 WB, 35261 CS, 35261 CR. "NB" will be used for viewing the northbound direction from the setup. "SB" will be used for viewing the southbound direction from the setup. "EB" will be used for viewing the eastbound direction from the setup. "WB" will be used for viewing the westbound direction from the setup. "CS" will be used for the view showing the counter setup. "CR" will be used for the view showing the counter prior to retrieval. If all sensors cannot be shown in the same picture, extra photographs will be required and named as follows: 35261 CS 1 and 35261 CS 2.

Manual Counts - Photographs will be taken of each location where the count is being collected and sent in as part of the Traffic Count Data Submission Package.

Failure to provide photographs will result in counts not being accepted.

2. **Initiation of Traffic Counts:** Traffic Counts will be conducted using the following three (3) methods as outlined in the RFQ:

- a) **Machine Volume Axle Counts:** Volume is usually expressed as Annual Average Daily Traffic (AADT), which represents traffic volume over an average 24-hour period. Axle counts are collected using a traffic counting device in association with a single pneumatic tube stretched across the roadway.

Axle based counts are to include lanes and all directions of traffic. For non-divided roads, both directions will be counted together. On parallel (divided) roads, a separate volume count must be taken for each direction. On bifurcated roads (one-way), a volume count must be collected for the specific direction only. For non-divided and divided roads all directions must be counted in the same time period.

All counts must be uploaded in a format identical to the output for PennDOT's internet Traffic Data Upload System (iTDUS), specifically the Volume Count Record Layout. This format is detailed in **Exhibit T – iTDUS Volume Layout**. The iTDUS website is at <https://www.dot7.state.pa.us/iTDUS>. The data extracted from any counter before processing, otherwise known as raw data files, may be requested or required at any time. If you have problems or questions you may contact the PennDOT Bureau of Planning and Research at (717) 787-5796.

- b) **Machine Classification Axle Counts:** One method of data collection used for the count program is vehicle classification. Vehicles are classified into 13 classes ranging from cars to trucks in accordance with the Federal Highway Administration axle-based vehicle classification scheme. Two (2) pneumatic tubes are used in conjunction with a traffic counting device to count and classify vehicles by type based on axle configuration. This is detailed in **Exhibit P - FHWA Vehicle Classification Scheme**.

Machine axle-based counts are to include all lanes. The count data will be submitted by lane and direction. On bifurcated roads (one-way), a machine classification count must be collected for the specific direction only. All lanes and all directions for non- divided and divided roads must be collected on the same day.

All counts must be uploaded in a format identical to the output for PennDOT's internet Traffic Data Upload System (iTDUS), specifically the Machine Vehicle Classification Layout. This format is detailed in **Exhibit U – iTDUS Class Layout**. The iTDUS website is at <https://www.dot7.state.pa.us/iTDUS>. The data extracted from any counter before processing, otherwise known as raw data files, may be requested at any time. If you have problems or questions you may contact the PennDOT's Bureau of Planning and Research at (717) 787-5796.

- c) **Manual Counts:** Manual counts are taken on sections of roadways that are not accessible to automated data collection equipment or have safety limitations. Observers classify vehicles by type based on axle configuration.

Manual counts may include, but are not limited to, turning movements, volume, and vehicle classification counts. All manual count data must be entered and submitted to the Traffic Analyst using **Exhibit R - Manual Classification Form**.

PennDOT may request a quote for the number of people required to take a particular count or counts. Invoices must be itemized as cost per person, per hour.

Unless otherwise specified in the RFQ, manual counts must include all lanes and all directions of traffic.

3. **Raw Data Submission via iTDUS:** Short term traffic counts will be submitted through the iTDUS website within seven (7) days of completion. All information to be included during data submission will follow the Traffic Count Data Submission Package referenced above. Contractors must initiate data submission no later than Thursday the following week of data collection. (e.g., all traffic counts collected the week of July 28, 2015 will be submitted through the iTDUS website no later than Thursday, August 7, 2015). The Contractor is not responsible for analyzing or editing the raw traffic data. The Contractor should preview the data for discrepancies including but not limited to, missing data and/or missing hours.

The following items, including but not limited to, will be specified in each Purchase Order resulting from a RFQ:

- 1) Type and number of counts by roadway configuration (e.g., 1 Lane With Barrier Volume – 54 counts, 2 Lane Without Barrier Machine Class - 242 counts);
  - 2) Duration of the counts (e.g. 8, 24, and 48 hours);
  - 3) Scheduling requirements (e.g. particular day, holiday exclusions, weekend exclusions, delivery date);
  - 4) Locations (e.g. site location report, site location report (field version), reference map(s));
  - 5) Any special data format needs not specified herein (limited to Microsoft Suite of products); and
  - 6) Vehicle bin period requirements (e.g., number of vehicle classes, turns).
4. **Annual Plan:** Within two (2) weeks of receiving a Purchase Order, the Contractor will provide the PennDOT Project Manager with an annual plan detailing when each area is to be counted, by month, during the year. The Annual Plan will also include the breakdown of the number of counts scheduled to be completed each month.

The Contractor must initiate data collection, which means, setting the awarded traffic counts within seven (7) calendar days of the delivery date of the Purchase Order. All counts designated to be collected on an annual cycle must be submitted within four (4) weeks of the delivery date of the Purchase Order.

To limit problems with data, format, or Contractor procedures, PennDOT will review each Contractor's counter inventory prior to submittal of counts. If it is determined that format issues will occur, the Contractor will be required to provide the proper data format prior to any data submittal.

The Contractor will be responsible for any damage to vehicles or property caused by any equipment the Contractor has installed.

The Contractor will demonstrate that they are making satisfactory progress (by submitting completed and acceptable counts) towards completing the total annual requirement. The Contractor will not be considered to have made satisfactory progress unless a minimum of 25% of the total number of counts are successfully completed within 4.5 weeks of the validity date located under the delivery data of the Purchase Order, and 50% of the total number of counts are successfully completed within 9 weeks of the validity date located under the delivery data of the Purchase Order. The Contractor will complete 100% of all required program counts by the Thursday prior to the Thanksgiving holiday, unless approved by the Purchasing Office Contact Person.

5. **Monthly Schedule:** Contractors shall submit a monthly schedule, showing the number of sites broken out by week and county, including the number of crew(s) and personnel assigned to each District. The schedule shall be submitted to the Traffic Analyst no later than 12:00 PM EST on the last business day of the month prior to collecting the counts. If there are changes to the schedule the Traffic Analyst will need to be notified by the end of the week when the changes occurred. A sample Monthly Schedule has been provided in **Exhibit S – Sample Plans and Schedules**. The monthly schedule must include the following:

- Week;
- Personnel Name (Phone Number);
- County; and
- Number of sites being collected.

Failure to provide a monthly schedule could result in counts not being accepted.

6. **Monthly Summary:** Contractors shall submit a monthly summary at the end of each month. The schedule shall be submitted to the Traffic Analyst no later than five (5) business days after the last day of the month in which the data was collected. A sample has been provided in **Exhibit R – Sample Plans and Schedules**. The monthly summary must include the following:

- Total number of sites scheduled by District;
- Detailed list of sites completed by District;
- Detailed list of sites not completed with a reason why site(s) were not collected; and
- Percentage of work completed for District to date.

Failure to provide a monthly summary could result in counts not being accepted.

- H. **Award Notification:** Unless all quotes are rejected, and except as otherwise provided by law, award shall be based upon a best value determination.

Best Value Selection

“Best value” refers to the process of selecting the quote which provides the greatest value to PennDOT based on evaluating and comparing all pertinent criteria, including cost, so that the overall combination which best suits PennDOT’s needs is selected. Best value criteria may include, but is not limited to:

1. Technical expertise;
2. Personnel;
3. References;
4. Data Acceptance;
5. Equipment;
6. Cost - This includes not only consideration of the contractors’ pricing for all price tiers and all roadway configurations for each Engineering District, but also the amount of hours proposed for the particular project and overall proposed project cost.
7. Other—Any other factor not included in the above criteria determined especially relevant for a specific project. The factor(s) must be identified in the RFQ.

An RFQ issued under this ITQ contract may provide that cost will be the only evaluating factor. If cost is the only evaluating factor, cost will be listed as the criteria for best value within the RFQ.

In cases of discrepancies in RFQ bid items, the hourly rates shall be binding unless the hourly rates are obviously in error and the total cost is obviously correct, in which case the erroneous hourly rates shall be corrected.

The Purchasing Office Contact Person shall issue the awarded Contractor (“Selected Contractor”) a Purchase Order which shall serve as the Notice to Proceed. **Each approved Purchase Order shall be deemed to incorporate the terms and conditions set forth in this ITQ Contract, in addition to specific requirements identified on the Request for Quote.** The Selected Contractor must not begin work until receipt of and the validity start date listed on the Purchase Order. A sample of a Purchase Order is attached as **Exhibit M - Purchase Order - Sample.**

- I. **Confirmation of Services and Invoicing**

Within 30 days of receipt of the selected Contractor's counts, PennDOT will provide the selected Contractor with a list of accepted and rejected counts. The selected Contractor must submit a completed Confirmation of Service (**Exhibit J – Confirmation of Service OS-501 Form**) verifying the information provided by PennDOT's Project Manager.

- i. The selected Contractor must attach any written correspondence, including email from the PennDOT Project Manager indicating which counts have been accepted.
- ii. The selected Contractor must show any credits owed to PennDOT on the OS-501.
- iii. The OS-501 must be itemized with adequate detail and match the line item on the Purchase Order.

The selected Contractor will email the completed OS-501 form to the PennDOT Project Manager or designee for verification. PennDOT's Project Manager will review for accuracy and determine if the OS-501 is approved or if it requires revisions.

The fully signed OS-501 is PennDOT's approval for the selected Contractor to create an invoice that contains the information on the OS-501 and mail the invoice to the "Bill To" address as shown on the fully executed Purchase Order. All changes on a submitted invoice must be directly related to work performed on all identified counts.

Additional information regarding invoice requirements may be found at:

[http://www.budget.state.pa.us/portal/server.pt/community/vendor\\_services/10661/procurement\\_vendor\\_information/560980](http://www.budget.state.pa.us/portal/server.pt/community/vendor_services/10661/procurement_vendor_information/560980)

## PART IV

### APPLICATION REQUIREMENTS

#### Mandatory Requirements:

- A. Contractors must have a 6-digit Supplier Number to do business with the Commonwealth. The vendor registration form and vendor information is available via the internet at [www.vendorregistration.state.pa.us](http://www.vendorregistration.state.pa.us).
- B. Contractor's application package **must** include the following to be considered responsive and responsible:
  - i. Completed ITQ Signature Page with an ORIGINAL SIGNATURE of an official authorized to bind the company to its provisions and the provisions of this ITQ. If signature authority has been delegated, a copy of the delegation, signed by the required principal delegating that authority to the specified individual, must be provided prior to the execution of the contract.
  - ii. Completed **Exhibit E – Cost Submittal** which includes both 24 and 48 hour traffic count pricing for each District qualification request. The Cost Submittal includes a pricing format for each of the eleven (11) PennDOT Engineering Districts per the following:
    - 1. District (Corresponding tab – 24 and 48 hour counts);
    - 2. Type of count (volume, class, or manual);
    - 3. Number of counts (tiers delineated on price sheets);
    - 4. Roadway configuration (number of lanes; with or without physical barrier).
  - iii. Completed **Exhibit F - Location of Service Sheet** indicating one or more District's in which the Contractor is interested in providing Traffic Engineering Data Count Services.
  - iv. Include a 1-4 page summary highlighting the Contractor's organizational technical expertise in managing all aspects of the field collection of traffic count data. The summary should include, but is not limited to, expertise associated with safely conducting a traffic study, collecting data, removal of all study material and equipment, review of the data, and the submission of documentation.
  - v. Provide names and attach résumés (limited to one (1) one-sided, 8-1/2" x 11" sheet per résumé) of all personnel anticipated to provide Traffic Engineering Data Count Services.
  - vi. Provide a minimum of three (3) distinct Client Reference Surveys for Traffic Engineering Data Count Service contracts in which the potential Contractor

provided services within the last five (5) years. Client Reference Surveys must be completed on the forms provided in **Exhibit H – Client Reference Survey**. With the exception of the reference’s signature that **must** be in ink, all other required information must be printed legibly in ink or typed.

Client Reference Surveys must be completed independently of the potential Contractor and returned to the potential Contractor in a separate sealed envelope. The potential Contractor shall include the sealed envelopes in their application packet submission.

**If a Contractor cannot provide at least three (3) distinct Client Reference Survey references, it must include a 1-2 page explanation/justification for not providing this information.**

Contractor’s must initial and date any errors made while completing information. Any modifications to this ITQ other than information specifically required by PennDOT may be interpreted as a Contractor proposing additional or conflicting terms and conditions to the ITQ Application (which may cause the ITQ Application to be rejected by the PennDOT).

**A copy of all documents should be made for your records.**

- C. **Evaluation of Applications:** A Contractor’s noncompliance with any of the mandatory requirements above shall result in the Contractor being considered non-responsive and the submission may be disqualified.

Applications considered responsive shall then be evaluated to determine Contractor’s qualifications to perform the service based on the documentation submitted as listed above in **Part IV, Section B**.

- D. **Award of Contract:** All Contractors that are found responsive and responsible shall be deemed “qualified”, receive a signed Contract, and be eligible to receive Request for Quotes. **This does not guarantee that the Contractor’s services shall be used.**

If a Contractor is deemed “not qualified”, PennDOT shall notify the Contractor in writing.



PENNSYLVANIA DEPARTMENT OF TRANSPORTATION  
 ITQ # 3514T02, "Traffic Engineering Data Count"  
 (Complete in INK or TYPE only – DO NOT use pencil)  
**CONTRACTOR MUST COMPLETE ALL APPLICABLE AREAS**

<p align="center"><b>COMPANY NAME AND ADDRESS</b></p> <p>If SOLE PROPRIETOR is doing business as (d/b/a) another name, see instructions in Exhibit "A" attached.</p>	FOR COMMONWEALTH USE ONLY	
	CONTRACTOR'S CONTACT PERSON	
	PHONE NUMBER ( ) ( )	FAX NUMBER ( ) ( )
	FEDERAL IDENTIFICATION OR SOCIAL SECURITY NO.	
<p>Are you a Disadvantaged Business Enterprise certified by PENNDOT?  <input type="checkbox"/> Yes <input type="checkbox"/> No                  (If yes, Certification Number _____)</p> <p>Are you an SDB certified with the State of Pennsylvania?  <input type="checkbox"/> Yes <input type="checkbox"/> No                  (If yes, Certification Number _____)</p>	<p><b>REQUIRED E-MAIL ADDRESS</b> (It is mandatory for Contractors to have an active e-mail address and the capability to conduct e-business. A Contractor will not be qualified for work if the Contractor fails to meet this requirement):</p> <p>.....  <b>VENDOR NUMBER</b> (All vendors must register with the Commonwealth at <a href="http://www.vendorregistration.state.pa.us">www.vendorregistration.state.pa.us</a>):</p>	
<p>Contractor acknowledges any and all handwritten information by initialing/dating here. The Contractor's authorized signatory must initial and date where indicated at right. </p>	INITIAL	DATE
<p>In compliance with the Invitation to Qualify (ITQ) and subject to Exhibit A "Special Terms and Conditions", Exhibit B, "Contract Terms and Conditions (STD 274)" and any documents attached to the ITQ or incorporated by reference, the undersigned offers and agrees, if this application is accepted, to furnish any and all services upon which it receives orders. The undersigned acknowledges that the representations made in this application are material and important and shall be relied upon by the Commonwealth in awarding the Contract(s) for which the application is submitted. Any misstatement in this application is, and shall be treated as, fraudulent concealment from the Commonwealth of the facts relating to the submission of this application.</p>		
<b>CONTRACTOR'S SIGNATURE, DATE AND TITLE (REQUIRED IN INK)</b>		
<p><b>CORPORATION:</b>                  CHAIRMAN, PRESIDENT, VICE PRESIDENT, SR. VICE PRESIDENT, EXEC. VICE PRESIDENT, ASST. VICE PRESIDENT, CEO, OR COO</p>	X _____	_____ DATE
<p><b>SOLE PROPRIETORSHIP:</b>                  OWNER ONLY:</p>	X _____	_____ DATE
<p><b>PARTNERSHIP:</b>                  ONE GENERAL PARTNER ONLY:</p>	X _____	_____ DATE
<p><b>LIMITED LIABILITY COMPANY</b>                  MEMBER OR MANAGER</p>	X _____	_____ DATE
<b>COMMONWEALTH USE ONLY:</b>		
<p>1. AGENCY HEAD OR DESIGNEE</p> <p>X _____ SIGNATURE</p> <p>_____ DATE</p>	<p>2. PENNDOT OFFICE OF CHIEF COUNSEL (Approved as to Legality and Form)</p> <p>X _____ SIGNATURE</p> <p>_____ DATE</p>	
<p>3. OFFICE OF THE COMPTROLLER (Approved as to Fiscal Responsibility, Budgetary Appropriateness and Availability of Funds)</p> <p>X _____ SIGNATURE</p> <p>_____ DATE</p>	<p>4. GENERAL COUNSEL (Approved as to Legality and Form)</p> <p>X _____ SIGNATURE</p> <p>_____ DATE</p>	
<p>5. ATTORNEY GENERAL (Approved as to Legality and Form)</p> <p>X _____ SIGNATURE</p> <p>_____ DATE</p>	<p>Contract Execution Date:</p>	