



Small Purchase

FORWARD PINELLAS TRAFFIC COUNT COLLECTION AND PROCESSING

#19-03

Information on Forward Pinellas procurements, including the Internal Control Structure Policy Manual and Forward Pinellas Procurement Manual, is available online at www.forwardpinellas.org. Per procurement procedures, a minimum of three price or rate quotations from qualified sources are required for small purchases.

IDENTIFICATION OF NEED

In its role as the metropolitan planning organization and planning council for Pinellas County, Forward Pinellas has historically employed internal staff to collect traffic count data on roadway segments throughout Pinellas County. With staff retirements, the agency no longer has the in-house resources to collect, review and maintain these data. The agency is seeking quotes from qualified vendors capable of providing professional services to collect, process and perform quality assurance of traffic count data consistent with the tasks listed below.

This traffic count collection and processing project will last for approximately 11 months, from the agreement start date (anticipated in July/August 2019) through June 30, 2020. The need for future counts will be evaluated at a later date, based on an evaluation of this project.

SCOPE OF SERVICES

Task 1 – Collection of Traffic Counts

Consultant will collect 48 hour traffic counts at 120 different count stations annually. This will include 120 count stations in calendar year 2019 and 60 count stations in 2020, until expiration of the agreement. These counts will include 15-minute interval data for each count station. The schedule to collect these counts will be determined by Forward Pinellas staff, in consultation with local governments and the consultant. The locations of the counts will be based on the historical locations to ensure continuity of data, and will be determined by Forward Pinellas staff, in consultation with the consultant. Additional count stations may be added at the request of Forward Pinellas and will be billed by the Consultant at a per-unit cost.

Task 2 – Traffic Count Processing

Consultant will perform quality review and process the data collected from each traffic count station to be utilized in a Level of Service database, maintained by Forward Pinellas consultants and used by internal staff and agency partners. The data will be provided to the database consultant in a mutually-agreed upon format supported by the database for level of service and volume/capacity processing, as well as for displaying actual count numbers for internal and external agency use.

Task 3 – Meetings

Quarterly coordination meetings with Forward Pinellas staff will be included as a part of this effort, including on-going support. Meetings will be held via teleconference whenever possible. Forward Pinellas staff will be responsible for any inter-agency coordination meetings with local government partners. Consultant presentations to any advisory committees or the Board are not anticipated and should not be included as a part of this contract.

DELIVERABLES

- 1.) 48-hour traffic count data at 120 locations throughout Pinellas County each year (120 in 2019 and 60 through June 30, 2020); additional counts as needed on per –unit basis
- 2.) 15-minute interval data for each count station
- 3.) Counts to be provided in suitable electronic format for database import and analysis (e.g. text or Excel files)

PROPOSAL REQUIREMENTS

All proposals should include the following information, at a minimum:

- Primary point of contact’s name, title, phone number, address and email address
- Cost broken down by task
- Project approach and qualifications (no more than three pages)
- Disadvantaged Business Enterprise (DBE) status

TIMEFRAME AND SCHEDULE

The work associated with this scope will cover traffic counts from the agreement start date (anticipated in July/August 2019) through June 30, 2020.

Proposals will be due to the designated Forward Pinellas contact by July 1, 2019 at 5 p.m. The proposals received will be ranked by the Forward Pinellas Executive Director in an order deemed to be in the best interest of Forward Pinellas and the public as a whole, taking into account the financial, legal and practical ability to perform the desired services listed above. The Forward Pinellas Board will consider this recommendation at their meeting on July 10, 2019 meeting. Following Forward Pinellas Board approval, the Executive Director will negotiate an agreement with the top ranking firm.

The selected firm will be required to agree to with the following:

- **Notification of Crime Conviction:** Each applicant shall notify Forward Pinellas within 30 days after a conviction of a contract crime applicable to it or any officers, directors, executive, shareholders active in management, employees, or agents of its affiliates. Under Section 337.164, F.S., the privilege of conducting business with Forward Pinellas shall be denied to applicants so convicted until such applicant is properly reinstated pursuant to Section 337.165, F.S., and Rule 14-75, F.A.C.
- **Federal Debarment:** By submitting a quote, the firm certifies that no principal (which includes officers, directors, or executives) is presently debarred, suspended, proposed for debarment,

declared ineligible or voluntarily excluded from participation on this transaction by any federal department or agency.

- **Equal Opportunity and Disadvantaged Business Enterprise Program Statement:** Forward Pinellas, as the metropolitan planning organization for Pinellas County, does not discriminate on any basis, as required by 49 USC 5332 (which prohibits discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity), Title VI of the Civil Rights Act of 1964, as amended 42 USC 2000d to 2000d-4, and Title 49 CFR, Part 21. Forward Pinellas ensures, in accordance with 49 CFR Part 26, that certified Florida Department of Transportation DBE participants have an equal opportunity to receive and participate in FDOT assisted contracts. More information on the MPO's DBE Program may be found on the Forward Pinellas website.
- **Lobbying:** Lobbying of Forward Pinellas employees and elected officials regarding this procurement by any member of a proposer's staff, or those people who are members of, or employed by, any legal entity affiliated with an organization that is responding to the procurement is strictly prohibited. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. Such actions shall cause your proposal, or the proposal you are supporting, to be rejected.
- **Truth in Negotiations:** The firm certifies to the truth-in-negotiation and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original contract amount and any additions thereto shall be adjusted to exclude any significant sums where Forward Pinellas determines that costs were increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs.

CONTACT AND SUBMITTAL INFORMATION

All correspondence concerning this procurement must be submitted to:

Sarah Caper, AICP
Principal Planner
310 Court Street
Clearwater, Florida 33756
(727) 464-5695
scaper@forwardpinellas.org

CONTRACT AWARD

A contract will be entered into between Forward Pinellas and the selected Consultant to perform the work outlined herein. All deliverables, requirements, timeframes, and specified contract terms referenced herein are material aspects of the proposal that will be incorporated into said contract. As such, the Consultant must be able to meet all such requirements upon submitting a quote.