



The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110

Portage, MI 49002

269-343-0766

info@KATSmpo.org

# Traffic Data Collection Services Request for Proposals (RFP)

Issue date:	September 1, 2021
Questions Due to KATS:	September 10, 2021
Answers to Questions Received:	September 17, 2021
Proposals Due to KATS:	September 30, 2021

## Questions and Proposals should be directed to:

Kalamazoo Area Transportation Study  
Steven Stepek, AICP, Executive Director  
5220 Lovers Lane, Suite 110  
Kalamazoo, MI 49002

## Submit four hardcopies of the proposal to:

Kalamazoo Area Transportation Study  
5220 Lovers Lane, Suite 110  
Portage, MI 49002

The envelope containing the proposal shall be marked on the outside:

**'Traffic Data Collection Services Proposal'**

*\*All envelopes must be sealed.*

## Traffic Data Collection Services Request for Proposals

Purpose and Intent - This Request for Proposals is to engage a consultant to gather traffic count, classification, speed, turn count data and a second optional part to complete Roadsoft Inventory work for 2022, 2023, and 2024. There will be an option to extend this contract for two additional three-year periods. Data gathering will be conducted within Kalamazoo County and the four Van Buren County townships: Alma, Antwerp, Paw Paw, and Waverly in including cities and villages within them.

Introduction: The Kalamazoo Area Transportation Study (KATS) and its member agencies have agreed to jointly collect the traffic data needed by parties using a blanket contract issued and administered by the KATS. The contract will be for a three year period and has the option for two additional three year extensions, for a total potential period of 9 years.

The consultant will be free to schedule data gathering to be most effective, however 100 percent of the counts and studies taken in the City of Kalamazoo, 15 percent taken in the City of Portage, and 23 percent taken for the Road Commission of Kalamazoo County shall be done during the times when Western Michigan University, Kalamazoo Valley Community College, and the Public Schools are in regular Fall and Winter/Spring sessions. Special counts may be requested, which may have a time frame assigned to them (schools are one example). Optional work that may be entered into with the consultant can be scheduled at the consultant's discretion in consultation with the road agency. Optional counts or studies will be scheduled in consultation between the road agency and the consultant.

Participating Agencies: The public agencies that are participating in this data gathering contract include the Road Commission of Kalamazoo County, and the Cities of Kalamazoo and Portage. Other public agencies, such as the City of Galesburg, the Villages of Mattawan, Vicksburg, Augusta, Climax, Lawton, Paw Paw and Richland, and the Van Buren County Road Commission may be added during the life of the contract.

Proposed Work to be Undertaken: The data expected to be gathered under this contract are listed as guaranteed and optional. The KATS, at its option, reserves the right to award all, some, or none of the optional data gathering listed. The KATS reserves the right to reject all bids. The choice of data gathering equipment is the consultant's except that any traffic counter used must have a data file format supported by the Midwestern Software Solutions (MS2) traffic count program for direct uploading of the data.

Traffic count data — including data from Peek 241, ADR, JAMAR, ITC, Nu-Metric, TimeMark, Diamond, HiStar, Wavetronix, and ECM — can be directly transferred to the MS2 program for reviewing, validating, editing, and processing. The City of Kalamazoo is also willing to rent its counters to the consultant. The consultant will be responsible for negotiating any counter rental directly with the City of

Kalamazoo. Payment for this rental as well as all vehicle, operating supplies, equipment, insurances, permits, and other expenses to the consultant as part of the data gathering and processing work completed under this contract will be included as a portion of the unit prices for the data as part of this contract. **No separate payment will be made for these or any other miscellaneous expenses. Payment will be per the unit price for each successfully completed guaranteed or optional work item.**

**Guaranteed Data Collection Amounts**

The guaranteed traffic data collection amounts per year are listed in the following table.

<b>City of Kalamazoo</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
24 hour count 2 lane road	27	15	17
24 hour count 4 lane road	22	7	10
48 hour count 2 lane road	8	6	6
48 hour count 4 lane road	3	5	5
<b>City of Portage</b>			
24 hour count 2 lane road	36	23	12
24 hour count 4 lane road	13	11	11
24 hour count 5 lane road	1	0	1
24 hour count 6 lane road	0	2	2
24 hour count 7 lane road	1	0	0
48 hour count 2 lane road	6	3	3
48 hour count 4 lane road	2	9	4
48 hour count 5 lane road	1	0	0
<b>Road Commission of Kalamazoo County</b>			
24 hour count 2 lane road	50	36	54
24 hour count 4 lane road	7	8	10
48 hour count 2 lane road	13	13	13
48 hour count 4 lane road	2	2	1
<b>Total Guaranteed Counts</b>			
24 hour count 2 lane road	113	74	83
24 hour count 4 lane road	42	26	31
24 hour count 5 lane road	1	0	1
24 hour count 6 lane road	0	2	2
24 hour count 7 lane road	1	0	0
48 hour count 2 lane road	27	22	22
48 hour count 4 lane road	7	16	10
48 hour count 5 lane road	1	0	0

**NOTE:** Center turn lanes on roadways will not be included in the counts except in the City of Portage and with the exception of intersection turn counts. All 24 and 48 hour counts shall include the 24 or 48 hour periods from midnight to midnight and be summarized by direction, e.g. northbound and southbound for locations counted. The twenty four/forty eight hour counts posted shall be limited to Tuesday,

Wednesday, and Thursdays only unless specifically requested otherwise by KATS. The counts shall be taken in 15 minute increments. The counts shall all gather volume, speed, and vehicle classification data. The volume, speed, and classification data shall be uploaded onto the MS2 website.

Payment: Payment will be made for each successfully uploaded count including speed and classification of the type listed up to the numbers authorized. The consultant shall be provided a list of the guaranteed count locations to be gathered by February 1<sup>st</sup> of that year. In addition, each jurisdiction participating in this contract will provide the consultant a letter/permit authorizing the placement of counting equipment in the rights of way and giving permission for the consultant to gather the traffic data requested as part of this contract.

### **Optional Data for the Contract**

There is an interest in obtaining additional traffic data as an option to this contract. This data is not guaranteed as part of the minimum part of the contract. The following listing is for information and pricing to aid in determining what, if any additional data gathering may be added to this contract at the discretion of KATS and its participating members:

<b>City of Kalamazoo</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
24 hour count 2 lane road	2	2	2
24 hour count 4 lane road	2	2	2
24 hour speed study 2 lane road	3	3	3
24 hour speed study 4 lane road	1	1	1
Intersection Turn Count (6 hour)	3	3	3
<b>City of Portage</b>			
24 hour count 2 lane road	1	1	1
24 hour count 3 lane road	1	1	1
24 hour count 4 lane road	1	1	1
24 hour count 5 lane road	1	1	1
24 hour count 6 lane road	1	1	1
24 hour count 7 lane road	1	1	1
24 hour count 8 lane road	1	1	1
24 hour count 9 lane road	1	1	1
Intersection Turn Count (6 hour)	14	10	11
Intersection Turn Count (Additional count hours)	4	4	4
<b>Road Commission of Kalamazoo County</b>			
24 hour speed study 2 lane road	4	4	4
24 hour speed study 4 lane road	2	2	2
24 hour 2 lane counts in townships/smaller Act 51	274	279	299
Intersection Turn Count (6 hour)	5	5	5
85% speed studies	1	1	1
Corridor floating car speed studies*	3	3	3
<b>Total Potential Optional Counts</b>			
24 hour count 2 lane road	3	3	3
24 hour count 3 lane road	1	1	1
24 hour count 4 lane road	4	4	4
24 hour count 5 lane road	1	1	1
24 hour count 6 lane road	1	1	1
24 hour count 7 lane road	1	1	1
24 hour count 8 lane road	1	1	1
24 hour count 9 lane road	1	1	1
24 hour speed study 2 lane road	7	7	7
24 hour speed study 4 lane road	3	3	3
24 hour 2 lane counts in townships/smaller Act 51	274	279	299
Intersection Turn Count (6 hour)	22	18	19
Intersection Turn Count (Additional count hours)	4	4	4
85% speed studies	1	1	1
Corridor floating car speed studies*	3	3	3

\*Average corridor length is 4 miles, each study to cover a.m. peak, p.m. peak, and off peak times

Optional work items are not guaranteed and will be authorized by KATS prior to work being performed under the contract. The table above is only an estimate of what optional work may be requested. The actual amount of work authorized may be from zero to more than that listed for any optional item above.

Optional work shall be undertaken only upon prior approval by KATS. All 24 and 48 hour counts shall include the 24 hours from midnight to midnight and be summarized by direction, (e.g. northbound and southbound) for locations preauthorized by KATS to be counted. The counts shall be taken in 15 minute increments. All counts, except for speed studies, shall include volume, speed, and vehicle classification data. The counts, speed, and classification data shall be uploaded onto the MS2 website. Twenty four hour speed studies may be completed using lane traffic data collectors, radar equipment or other equipment. Eighty fifth percentile speed studies will be conducted for the length of time needed for the recommended 100 unit sample size. Payment will be made for each successfully uploaded count and speed study of the type listed up to the numbers authorized. The midnight to midnight 24/48 hour counts posted shall be limited to Tuesday, Wednesday, or Thursdays only unless specifically requested otherwise by KATS.

Intersection Turn counts shall be recorded in 15 minute intervals and shall be conducted for a 6 hour period (7 – 9 a.m., 11 a.m. – 1 p.m., and 4 – 6 p.m.) Payment will be made for each successful 6 hour turn count completed with the data file given to KATS as an Excel file. If the consultant is asked to complete an intersection turn count covering more than the 6 hours specified above, then payment will be made for one turn count plus each additional hour counted as authorized.

The consultant shall be provided a list of the optional data gathering authorized from KATS during the contract. In addition, each jurisdiction participating in this contract will provide the consultant a letter/permit authorizing the placement of counting equipment in the rights of way and giving permission for the consultant to gather the traffic data requested as part of this contract.

### **Other Optional Work:**

The selected consultant may be requested to enter selected data into the RoadSoft Asset management system for each requesting entity. Thus, the consultants and their assigned teams members must be conversant with the RoadSoft system and must provide reference data verifying their familiarity and experience with RoadSoft. Data to be potentially entered into RoadSoft include, but not limited to the following:

**24 Hour Traffic Volume Data:** The consultant will be paid a unit cost to enter 24 hour traffic volume data into Roadsoft as requested and authorized. This cost to enter volume data into Roadsoft will be an addition to the cost for gathering the count.

**Entering point pavement markings into the Roadsoft inventory system.** The Roadsoft download for the laptop data collector shall be provided by the road agency asking for the inventory work. Payment shall

be made per entered point pavement marking. The completed inventory will be successfully uploaded to the agencies system before payment is made.

**Longitudinal (lane) pavement markings.** The Roadsoft download for the laptop data collector shall be provided by the road agency asking for the inventory work. Payment shall be made at a base rate per centerline mile for a single marking, double yellow markings count as one marking. Other lane markings over the one in the base rate will be paid for by the marking length time an 'additional longitudinal marking fee'. A one mile long two lane road with a centerline and two edge markings would be paid for as one mile at the base rate and two miles at the additional longitudinal marking fee. This payment will include the inventory and entry of all longitudinal lane markings in the section of road surveyed including turn lane bays at intersections. The completed inventory will be successfully uploaded to the agency's system before payment is made. Retroreflectivity measurements are not part of this inventory work.

**Traffic signal inventory data.** The Roadsoft download for the laptop data collector shall be provided by the road agency asking for the inventory work. Payment shall be made for each major signal component entered. For the purposes of this contract a major signal component shall be:

- A. all overhead traffic signal heads at the intersection. Two four way suspended traffic signal heads at an intersection together is one major signal component,
- B. all pedestal or pole mounted traffic signal heads at the intersection,
- C. all pedestrian signal heads at an intersection,
- D. all pedestals at an intersection,
- E. all pedestrian actuation buttons at an intersection,
- F. all audible pedestrian equipment at an intersection,
- G. traffic signal controllers including interconnection and or communication equipment,
- H. all overhead advance traffic signal heads,
- I. all pedestal or pole mounted advance traffic signal heads,
- J. all pole arms.

The intersection area shall be the area included from right of way to right of way on the streets entering the intersection. Mid block pedestrian crossings or traffic signal locations shall be treated as intersections for inventory purposes. The completed inventory will be successfully uploaded to the agency's system before payment is made.

**Traffic Sign data.** The Roadsoft download into the laptop data collector shall be provided by the road agency asking for the inventory work. Payment shall be made for each curb mile of inventoried street. On boulevards or streets with islands if accurate island sign location data is required by the agency, then the section with an island will be paid for by curb mile inventoried. If general location data is acceptable, then the contractor shall only be required to drive the street once in each direction and the segment will be considered a simple two way road. The traffic sign inventory data collected shall be limited to:

1. Location to the nearest 5 feet
2. Type and make of support, i.e. U channel galvanized, Telephone pole wood

3. Type of sign including Michigan Manual of Uniform Traffic Control Devices sign code
4. Size of the sign, and
5. Type of sign sheeting for the legend and the background.

If an agency wants additional inventory items gathered, then a special unit cost for the additional work will need to be developed separate from this Request for Proposals.

The completed inventory will be successfully uploaded to the agencies system before payment is made. Retroreflectivity measurements are not part of this inventory work.

KATS reserves the right to have the consultant do none of, some of, all of, or more than the optional Roadsoft inventory work listed above. As with the studies, the consultant will be provided written authorization from the jurisdiction giving permission for the work authorized for that jurisdiction by KATS.

## **INSURANCE REQUIREMENT**

The consultant must obtain insurance that satisfies the requirements of the participating members of this contract. At a minimum these include the Kalamazoo Area Transportation Study, the City of Kalamazoo, the City of Portage, and the Road Commission of Kalamazoo County. The following insurance requirements should satisfy the permit requirements of these entities

### **INSURANCE REQUIREMENTS**

**General Liability** \$ 2,000,000 each occurrence (Recommended)

\$ 1,000,000 each occurrence (Minimum)

**In addition, the General Liability insurance shall be endorsed to add the following as “Additional Insured Parties” on the policy. The endorsement should include the wording that includes:**

“The Kalamazoo Area Transportation Study, the City of Kalamazoo, the City of Portage, and the Board of County Road Commissioners of the County of Kalamazoo, the Road Commission of Kalamazoo County and their officers, agents, and employees, are named as additional insured parties as their interest may appear.”

### **Automobile Liability - Bodily Injury and Property Damage**

\$ 2,000,000 each occurrence (Recommended)

\$ 1,000,000 each occurrence CSL (Minimum)

\$ 500,000 BI per person

**Umbrella or Excess Liability** - \$2,000,000

## **WORKERS' COMPENSATION INSURANCE REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS (As applicable)**

**Workers' Compensation Insurance – Part I** Statutory Limits

**Employers Liability Insurance – Part II** \$500,000 Each Accident

\$500,000 Disease - Each Employee

\$500,000 Disease - Policy Limit

## **Indemnification**



In addition to any liability or obligation of the Permit Holder that may otherwise exist, Permit Holder shall, to the fullest extent permitted by law, indemnify and hold harmless The Kalamazoo Area Transportation Study, the City of Kalamazoo, the City of Portage, and the Board of County Road Commissioners of the County of Kalamazoo, the Road Commission of Kalamazoo County and their officers, agents, and employees, from and against any and all claims, actions, proceedings, liabilities, losses, and damages thereof, and any and all costs and expenses, including legal fees, associated therewith which may sustain by reason of claims for or allegations of the negligence or violation of the terms and conditions of the consultant, its officers, agents, or employees, arising out of the work which is the subject of this contract, or arising out of work not authorized by this contract.

**Protective Equipment:**

The consultant's personnel in the field shall use personal protective vests, hard hats, and other clothing, shoes, and equipment as required by the Michigan Manual of Uniform Traffic Control Devices and the Michigan Occupational Safety and Health Administration for workers in the right of way. The consultant's vehicles shall have at a minimum a yellow 360 degree flashing light mounted on the vehicle roof which shall be active while the vehicle is stopped or moving slowly in the roadway.

**Schedule for Data Gathering:**

Data gathering shall be scheduled at the consultant's discretion for operational efficiency. However approximately 100 percent of the counts and studies taken in the City of Kalamazoo, 15 percent taken in the City of Portage, and 23 percent taken for the Road Commission of Kalamazoo County shall be obtained while Western Michigan University, Kalamazoo Valley Community College, and Public Schools are in regular Fall and Winter/Spring sessions. Any optional inventory work that may be entered into with the consultant can be scheduled at the consultant's discretion in consultation with the road agency. Optional count or studies will be scheduled in consultation between the road agency and the consultant.

**Invoice:**

The consultant shall invoice KATS for work completed. KATS will pay from the invoice for work that is satisfactorily completed, uploaded to the Midwest Software Solutions site, and a data file given to KATS if applicable.

**Qualifications:**

The consultant shall provide a brief (limit 3 pages) description of their prior experience in completing this type of work.

**Subcontractors:**

KATS will only consider allowing a subcontractor to complete the Roadsoft Inventory Optional work. All other counts, speed studies, intersection turn counts, corridor speed studies, etc. contained in this Request for Proposals shall be done by the prime consultant. KATS does not intend to split this contract.

**Project Manager:**

The project manager for KATS will be:

Steven Stepek, AICP, Executive Director  
Kalamazoo Area Transportation Study

**Anticipated Award: October 27, 2021**

## Bid Sheet:

	2022	2023	2024	2022 Unit \$	2023 Unit \$	2023 Unit \$	2022 Total \$	2023 Total \$	2024 Total \$
<b>Total Guaranteed Counts</b>									
24 hour count 2 lane road	113	74	83						
24 hour count 4 lane road	42	26	31						
24 hour count 5 lane road	1	0	1						
24 hour count 6 lane road	0	2	2						
24 hour count 7 lane road	1	0	0						
48 hour count 2 lane road	27	22	22						
48 hour count 4 lane road	7	16	10						
48 hour count 5 lane road	1	0	0						

	2022	2023	2024	2022 Unit \$	2023 Unit \$	2024 Unit \$	2022 Total \$	2023 Total \$	2024 Total \$
<b>Estimated Optional Counts</b>									
24 hour count 2 lane road	16	45	4						
24 hour count 3 lane road	1	1	1						
24 hour count 4 lane road	10	3	3						
24 hour count 5 lane road	1	1	1						
24 hour count 6 lane road	1	1	1						
24 hour count 7 lane road	1	1	1						
48 hour count 2 lane road	9	5	5						
48 hour count 4 lane road	4	3	2						
24 hour speed study 2 lane	7	7	7						
24 hour speed study 4 lane	3	3	3						
24 hour 2 lane counts in twps	270	275	295						
Intersection Turn Count	22	19	20						
Small City and Village 24 hr	4	4	4						
85% speed studies	1	1	1						
Corridor floating car speed	3	3	3						

*(Average corridor length is 4 miles, a.m. peak, p.m. peak and off peak periods).*

Entering point pavement marking into Roadsoft	\$	/point marking
Entering longitudinal pavement marking into Roadsoft	\$	/Base rate marking mile
Entering longitudinal pavement marking into Roadsoft	\$	/additional fee marking mile
Entering traffic signal inventory data into Roadsoft	\$	/major signal component
Entering sign data into Roadsoft	\$	/direction/curb mile
Entering 24 hour volume into Roadsoft	\$	/count