



REQUEST FOR PROPOSAL

Traffic Data Collection Services

Pedestrian and Bicycle Data Collection Program

Released: June 23, 2022

Due Date: July 21, 2022

Morgantown Monongalia Metropolitan Planning Organization

243 High Street Room 026, Morgantown, WV 26505

[www. Plantgether.org](http://www.Plantgether.org)

Request for Qualification Summary Page

1. RELEASING DATE June 23, 2022	2. DUE DATE July 21, 2022	3. INTERVIEW PERIOD N/A
4. TASK NAME Pedestrian and Bicycle Data Collection Program		
5. JOB TITLE N/A	7. CONTACT INFORMATION Bill Austin, AICP, Executive Director	
6. CONTRACT AGENCY NAME AND ADDRESS Morgantown Monongalia Metropolitan Planning Organization 243 High Street Room 026 Morgantown, WV 26505	Phone: 304-291-9571 Email: baustin@planttogether.org 243 High Street Room 026 Morgantown, WV 26505	
8. PARTNERING AGENCIES City of Morgantown, WV	9. FUNDING SOURCE FHWA, WV DOT, Monongalia County, City of Morgantown	
10. SUPPLEMENTARY NOTES The MPO will use informal competitive bidding for this purchase. Informal competitive bidding is for supplies and contractual services which are less than \$25,000, but more than \$1,000.		
11. SCOPE OF WORK ABSTRACT The services to be performed consist of collecting and processing pedestrian and bicycle traffic data at various locations for the MPO's Pedestrian and Bicycle Data Collection Program. Testing Period (1-2 year) will include 4 locations. Full Data Collection Period (reoccurring) will include 10-15 locations. The data will be used to 1) monitor pedestrian and bicycle traffic; 2) identify potential safety issues for pedestrian and bicycle travel; 3) provide data to bicycle and bicycle infrastructure improvement; and 4) develop pedestrian and bicycle seasonable factors.		
12. UPWP FFY 2022-2023	13. PLANNING HORIZON n/a	14. SCALE Regional

1. Overview

The Morgantown Monongalia County Metropolitan Planning Organization (MMMPO) located in Morgantown, West Virginia is requesting responses from qualified firms for professional services in collecting pedestrian and bicycle traffic data for the MPO's Pedestrian and Bicycle Data Collection Program. The purpose of this program is to 1) monitor pedestrian and bicycle traffic; 2) identify potential safety issues for pedestrian and bicycle travel; 3) provide data to bicycle and bicycle infrastructure improvement; and 4) develop pedestrian and bicycle seasonable factors.

2. Scope of Work

Testing Period (1-2 year)

During the testing period, the service provider is asked to implement 24/7 pedestrian and bicycle traffic count at 4 locations, using appropriate device and technology in collecting and processing the data.

Full Data Collection Period (reoccurring)

In addition to the testing period contract, MMMPO reserves the unilateral option to expend the contract for a full data collection period. During the full data collection period, the service provider is asked to implement 24/7 pedestrian and bicycle traffic count at 10-15 locations (including the 4 locations in the testing periods), using appropriate device and technology in collecting and processing the data.

Should the service provider wish to propose a more innovative data collection approach, such information, including its pricing, can be included in the submittals and specifically labeled as an "alternative proposal".

3. Submittals

All submittals should include at least three parts as following:

Part A – Overview

A brief overview of the firm qualifications and experience to perform this type of work.

Part B – Service

A description of technology that will be used for the work, including its advantages and limits.

A description of how the work will be implemented, such as equipment purchase and installation, data transmission, processing, and analysis.

A description of supplementary service that is compatible to the work.

A description of workflow about how the service/product will be used by the MMPO staff.

A description of any other aspects of service that the MMMPO should know.

A sample of data outcome per the provided service.

Part C – Pricing

Include all estimated cost with breakdown on device, installation, maintenance, subscription, and data processing, if applicable.

The pricing should

- Distinguish the core service and the supplementary service that is optional.
- Distinguish one-time cost and reoccurring cost, if applicable.

Part D – Customer Reference

Provide contact of 2-3 customers who used similar service provided by the company.

Special notes:

- If applicable, specify the format of raw data that will be available and how they can be used by the MMMPO for further analysis. This includes visual data, GIS data, and any string/integer data.
- If applicable, ancillary services, such as detecting near-miss, user profiling, motor-vehicle counting, can be included in the proposal as options.
- Location types include intersection, road segment, and bridge entrance. Availability of Wi-Fi or ethernet connection should not be assumed. Local entities may provide assistance to install the equipment. Provide pricing options to show the difference between the installation cost with and without local assistance.
- If applicable, address the equipment safety and maintenance during implementation timeframe, especially preventing potential theft and vandalism.
- If applicable, address the possibility of relocating equipment during implementation timeframe.
- Specify if user training is available and any cost associated with the training.

All qualifications submitted in response to this request must be received by Morgantown Monongalia Metropolitan Planning Organization (MMMPO) not later than 4:00 p.m., July, 21, 2022. The MMMPO reserve the right to reject any or all proposal.

4. Evaluation Criteria

Category	Description	Maximum Score
Capability	The quality and relevance of similar services that have been completed by service provider.	15
Service	The appropriateness of proposed technology for the work, and the overall value for the proposed service.	30
Management	The service providers' ability to effectively implement and manage the work.	20
Pricing	The cost-effective of proposed service.	20
Customer Reference	The MLTA may contact references at any point during the process to aid in selecting the most qualified firms.	15

Selection Process

The MPO will use an informal competitive bidding for the selection process. An informal competitive bid is defined as obtaining the cost of desired goods or services from several sources of supply and awarding the purchase to the lowest eligible and responsible bidder without the formalities of public notice, newspaper advertising and sealed bids.