



**Services for Regional Traffic Count Data Collection (FY19-FY22)
Request for Proposal**

FREQUENTLY ASKED QUESTIONS

(As of November 19, 2018)

Questions regarding the CAG RFP to render Services for Regional Traffic Count Data Collection that have been submitted to date are within this FAQ. CAG will be making every attempt to update this FAQ sheet as new questions come in. It will be the responsibility of the individual or group to check the FAQ for updates. As a reminder, questions submitted after 8:00 AM on Monday, December 3, 2018 will not be answered.

Please go to (<http://www.cagaz.org/employment.html>) for updates.

- 1. AS the RFP was released in the afternoon prior to a national holiday and has a turnaround time of only two weeks, would CAG consider extending the due date, perhaps to Friday 12/7?**

CAG will consider an extension if no proposals were submitted by December 5, 2018. I understand it's a real short turn around but time was being considered to make sure there is enough time for contract negotiations to occur due to the upcoming Holiday Season that tends to have less individuals in the office. Time was also being considered to make sure there is enough time to schedule the first set of "Growth Counts" in Mid-January 2019.

- 2. SOW Task 1.1 states – "Preliminary rosters and schedules for the identified traffic counts during this project will be based on Exhibit A and will be circulated to CAG transportation staff and TTAC, if necessary, for review and comment on an annual basis. New additions to the Exhibit A spreadsheet will be supplemented by mapped pin locations (with SiteID labels for naming the traffic count result upload files)" Will this happen prior to the count collection beginning or will this be happening while counts are being collected?**

Upon preparing for the next Calendar Year's counts, there is always a slight possibility that a change may occur. The Counts to be done within Exhibit A have already been circulated, reviewed, and commented on. For the last three years of this RFP, it's just basically the 17 "Growth Counts", in which no other counts are expected to be done as CAG is trying to get on a six-year cycle. So, if any reviews are to occur it would occur prior to October so that the CONSULTANT and CAG can adjust for the upcoming year.

- 3. Growth sites have a specific week and day noted. How is the week # determined based on the calendar and is the day the start day for the 7-days?**

The given week number matches 7-day counts already conducted in prior year(s). The day is indeed the projected start day for a 7-day count. The week number is determined by the web link provided. <https://www.epochconverter.com/weeks/2019>. For subsequent years, change the year value in the URL and use the same week number as the prior year.

- 4. SOW Task 2 – If in a remote site and technician is unable to utilize “location services” due to the lack of cell service, there will be no lat/long coordinates on the photo. (You probably have this question already in your list.)**

If location services are not available due to cell service, it is required to provide the photograph anyway – even without latitude and longitude embedded in the photo header information. It is important that the photos be named in accordance with the SiteId to streamline the availability of the photo on MS2. The use of location services is a quality check to ensure the photo geographically matches the site.

- 5. Proposal Content, Item 7-Project Budget. Are we to only use Exhibit B for this section of the proposal?**

Exhibit B is there for CAG to compare different proposals more easily. However, feel free, in addition to Exhibit B, to create something that makes more sense on your part to show us your cost breakout if you believe we are not capturing something that should be captured.

- 6. Bidders List – We do not plan on using any sub consultants for this project and our firm is a certified DBE (through AZCUP). In the past, for ADOT submittals, ADOT has instructed us to include our own firm on the Bidders List, as a Bidders List cannot be submitted without adding at least one firm. Are we to follow ADOT’s instructions for the Bidders List even though this is a CAG project?**

The DBE requirements have always been confusing and to be quite honest different perspectives of how to process have been circulated. However, CAG recently had another RFP out for other services in which CAG didn’t expect any bidder’s to be on the list. CAG would ask that you still submit for the list even though there will be no one on it and add it to your submittal. CAG understands that this is simply an email that comes from the ADOT BECO office that will simply state “This project has no subcontracting opportunities, so no bids were submitted.” If you have any further questions, please contact the BECO office.

- 7. Will Independent Count Program locations be available in a timely manner to allow for scheduling efficiency?**

The Independent Count Programs, if any, will be assessed by CAG during the project and ADOT will be informed of the existence of any such independent count of the previous 12-month period. There is no requirement upon the CONSULTANT – except to be aware that some counting might occur by CAG agencies, and CAG staff might alter future counts in accordance with such independently collected results.

- 8. Since the requirements specify accuracy of +/- 5% one can assume you are very interested in accuracy. Will you be requiring .ec0 files so counts cannot be fabricated to fill in any missing times?**

Yes, the specification requires that data files from the traffic counting equipment be provided as part of the deliverables. Some equipment data files can be directly uploaded to MS2. For ec0 files,

which cannot be directly read by MS2, the CONSULTANT should provide both the ec0 file and the companion converted file that can be read by MS2.

9. Please clarify Task 3.2

The CONSULTANT is expected to upload results to MS2 points that already exist. The CONSULTANT can request access to MS2 immediately – in the event that the CONSULTANT has no current knowledge of MS2 and wants to get familiar in order to prepare a bid.

10. How many meetings will the Consultant be expected to attend, and where will these meetings be held?

None. In the past, under a different structure, the CONSULTANT only attended 1-2 CAG Transportation Technical Advisory Committee meetings to discuss the contract, etc. However, as CAG is restructuring how we handle traffic counts, CAG doesn't expect any meetings that need to be attended by the CONSULTANT. The CONSULTANT would be welcome to attend TTAC meetings to convey the program as the CONSULTANT deems necessary. The location of TTAC meetings changes from meeting to meeting. There will be teleconference calls between CAG Staff and the CONSULTANT throughout the scope of the contract and to discuss any potential adjustments throughout the years, but CAG doesn't consider those meetings to be attended as it can be handled over the phone.

11. Under Compensation, 'each subsequent year's prices will be assumed to be adjusted by COLA (or similar index) each year'. Does this mean on the first year's budget is to be submitted, as each subsequent budget will automatically be increased by the chosen index?

No. CAG is looking for a budget for all four (4) years of this RFP, since we are assuming that you'll be factoring in COLA for years 2020, 2021, & 2022. Since the subsequent years are only the 17 "Growth Counts," any adjustments needed to cover costs are more manageable for potential contract adjustments.