



## Request for Proposals (RFP)

### **Permanent Traffic Counters for Martha's Vineyard Commission (MVC)**

From: Dan Doyle, Regional Planner, Martha's Vineyard Commission

Subject: MVC #2018-03 Request for Proposals – Permanent Traffic Counters

#### **PROCUREMENT SCHEDULE *(subject to change)***

RFP Release:	July 30, 2018
Optional Pre-Response Conference call:	August 9, 11 AM*
Deadline for questions by 10:00 AM:	August 13, 2018
RFP's due at MVC Office by 5:00 PM:	August 27, 2018
Award and Notice to Proceed:	September 17, 2018

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Part I Legal Notice of Project as published in COMMBUYS, GovernmentBids.com, the Vineyard Gazette/MV Times, Cape Cod Times

Part II Description and Scope of Work

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- Section VI - Evaluation Criteria
- Section VII – Submitting Proposals
- Section VIII - Award

\* call in details will be posted to <http://www.mvcommission.org/transportation> and COMMBUYS.

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## Part I – Legal Ad

MVC is looking to contract with an entity that will design, structure, and install a wireless communication solution for six permanent count locations across the island of Martha’s Vineyard (see Appendix A for list).

The MVC is committed to identifying a contractual arrangement that is practical and affordable. These counters must be placed on state, county, or local rights-of-way and clearly marked or flagged. The chosen contractor will be responsible for installation, acquisition of permits for installation (if needed), maintenance, and backend work necessary to give MVC access to recorded data in a tabular, workable format that enables sorting and analysis.

Classified data requirements are to be collected using the 13 vehicle classification types recommended by FHWA. All classified data studies will include vehicle volume and speed as an attribute. Collection of traffic data will be collected on two lane, bidirectional roadways. All traffic counts conducted on bidirectional roadways must start at the same time to avoid rejection by MassDOT Traffic Monitoring Program’s database (MS2).

## Section II – Service Area Background

Located seven miles off the southeast coast of Massachusetts and accessible only by boat and air, the Island of Martha’s Vineyard is known as a vacation destination visited by thousands annually and is the home to tens of thousands of seasonal and year-round residents.

The island population is estimated currently at 20,000. Due to its seasonal nature, Martha’s Vineyard undergoes substantial changes in activity and population during the course of a year. The population surges to approximately 90,000 at the height of summer in August. The population density varies from about 260 persons per square mile in February to as many as 1,320 persons per square mile in August.

The island features exceptional natural and built environments, with active farmland, vast areas of significant habitat, and beautiful ponds and roadscapes. Despite huge population growth since the 1970s, the Island’s environment and character have largely been retained. In 2014, of the 100 square miles comprising Martha’s Vineyard, 41% of the land was protected open space, 30% was developed, and 30% remained available or potentially available for development or preservation. Its remarkable landscape is dotted with historic towns. There are small, vibrant downtowns in Edgartown, Oak Bluffs, and Tisbury. West Tisbury has a small village center and farms. Aquinnah and Chilmark are rural in nature. Beaches and docks are all around the Island, with Tisbury (Vineyard Haven) the primary port, hosting year-round Steamship Authority ferry service for passengers, bicyclists, cars, and trucks.

## Section III - Introduction

In accordance with Federal and State guidelines, MVC is seeking proposals from qualified entities to provide design, construction and maintenance services for permanent traffic counter stations across the island. Any questions regarding this proposal must be received in writing no later than August 13, 2018, 10 AM at Martha’s Vineyard Commission P.O. Box 1447 Oak Bluffs, MA 02557 or emailed to: [doyle@mvcommission.org](mailto:doyle@mvcommission.org) by that same time.

Year round, data collection that accounts for vehicular demands on the island’s infrastructure is a critical element in understanding evolving seasonal trends; vehicular volumes impact state and municipal maintenance cycles, local

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business operations, and future development propositions. The identified locations have also been chosen to provide better insight into circulation patterns of vehicles traveling across town lines.

*It's worth noting that MVC has received input from MassDOT representatives noting the disadvantages of using sensors embedded in the pavement given the onerous and costly work involved in (re)establishing these devices during road repaving operations. MVC will consider proposals that include these devices but respondents need to make a compelling case as to why they are the preferred option over other alternatives.*

Currently, roughly 177 miles of paved surface roads exist across Martha's Vineyard, while an estimated 37 miles of SUP's (Shared Use Path) traverse the island. There are many gravel or dirt roadways connecting rural areas to the main roadways, though paths and unimproved roadways are not included in our siting proposal. The VTA operates thirteen fixed route bus services, year-round, and it notes that traffic also greatly impacts their operations and seasonal schedules.

#### **Section IV – Scope of Engineering Services**

- Preparing design plans for automated permanent traffic counters
- Securing any permits and authorizations needed to site and install counter infrastructure
- Installing traffic counters and infrastructure needed to transmit findings in wireless fashion, accessible to MVC
- Orienting designated MVC staff on collected data extraction
- Maintaining traffic counter infrastructure

#### **Section V – MVC Responsibilities**

MVC will provide office workspace, telecommunications, and on-island transportation to the chosen respondent. It will also assist with field work in the event a given counter site needs additional measurement, site condition assessment, or GIS deliverables related to the project.

#### **Section VI – Proposal Content**

1. All proposals shall include at minimum, the following:
  - a. name of the entity, address, contact person, telephone number (voice, cellular and fax), email and website
  - b. proposed types of traffic recording devices and an explanation of how they function
  - c. an explanation regarding how this work arrangement will be approached, coordinated, and augmented by the entity
  - d. a complete summary of experience, qualifications and capabilities

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e. identify other support persons or entities to be used in the discharge of the chosen respondent's obligations under the contract. For each support entity, a description of the scope and type of service provided, together with a summary of their experience, qualifications and capabilities.

f. a list of references with names of contacts, addresses, phone numbers and email addresses.

g. any proposed changes or recommendations to the engineer's responsibilities.

h. Cost Estimate for count stations that itemizes costs along with the number of anticipated units needed for equipment. Estimate should be inclusive, encompassing equipment, design, construction, and traffic control & police detail, maintenance, ongoing wireless data storage and extraction costs, contingencies and any other project-related costs. Cost estimates should include any variables/unknowns that might impact actual project costs.

**\*The Cost Estimate should be included in a separate, sealed envelope clearly marked: "Cost Estimate". The remaining proposal content will remain separate.\***

### **Section VI - Evaluation Criteria**

1. Responses to this RFP will be evaluated by staff at the Martha's Vineyard Commission. The selection process will consist of an evaluation and rating of the written proposals. The Evaluation Committee will make a selection based on set criteria. Non-cost related content will be evaluated first, only after which cost estimates will be reviewed and integrated into a final score for the proposal.

2. The following will be used when the proposals are evaluated. The proposals should address, with detail, the criteria listed below:

**A.** Qualifications and experience with traffic counter design, installation, permitting, and maintenance that includes a minimum of three (3) references related to this line of work

**B.** Ease of equipment installation, maintenance, and ongoing data extraction

**C.** Clear, well structured Cost Estimate, along with total figure estimated project costs\*

**E.** Financial integrity, including references.

**F.** M/D/WBE Certification, if any.

\* Cost Estimates will be reviewed only after other proposal content is scored.

3. All respondents submitting proposals must recognize that the fees, terms, and provisions of a final agreement with the MVC will be negotiated with the selected entity. The selected entity's proposal will be the basis for these negotiations, although the MVC reserves the right to negotiate all aspects. If the MVC is unable to reach an agreement with the selected respondent or individual, the MVC reserves the right to terminate negotiations and enter into negotiations with the next highest rated respondent selected.

4. After the proposals are received, the MVC reserves the right to request additional information from any respondent. All proposals will be ranked, in descending order of acceptability, based on the evaluation criteria.

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5. MVC reserves the right to limit negotiations.

## **Section VII – Submitting Proposals**

*One original and two (2) hard copies, along with one (1) electronic copy of the proposal should be (e)mailed to:*

*Dan Doyle, Regional Planner  
Martha's Vineyard Commission  
33 New York Avenue  
Oak Bluffs, MA 02557  
Email: [doyle@mvcommission.org](mailto:doyle@mvcommission.org)  
CC: [morrison@mvcommission.org](mailto:morrison@mvcommission.org), [mauro@mvcommission.org](mailto:mauro@mvcommission.org)*

prior to 5:00 PM on August 27, 2018 at which time proposals will be publicly opened and the names of the proposers read aloud. Late proposals will not be accepted.

All proposals must include the legal name of the entity's address, name of contact person, email and phone number. All proposals must be in sealed envelopes clearly marked "RFP for Permanent Traffic Counters #2018-03". Cost Estimates should be included but sealed in their own respective envelopes.

Minority, Disadvantaged, and Women-Owned Business Enterprises are encouraged to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, sex, age, religion, creed, national origin, citizenship status, ancestry, marital or domestic or civil union status, familial status, affectional or sexual orientation, gender identity or expression, disability, military eligibility or veteran status in consideration of an award. Any contract entered into pursuant to this request will include provisions to ensure compliance with the applicable civil rights regulations.

Issuance of this RFP does not commit the MVC to award a contract or to pay any costs incurred in preparation of the proposals. The MVC reserves the right to reject any and all proposals, in whole or in part, to waive any formalities and to re-advertise or to discontinue this process without prejudice.

## **Section VIII - Award**

A Notice of Award will be issued to the successful respondent subject to the final approval of the Evaluation Committee. All other respondents will be notified of the outcome of the selection process. The MVC will attempt to have the evaluation process completed within two weeks after the opening of proposals and will strive to complete negotiations and execute a signed contract within three weeks of the opening of the proposals.

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## Appendix A

### **Proposed Permanent Traffic Counting Locations**

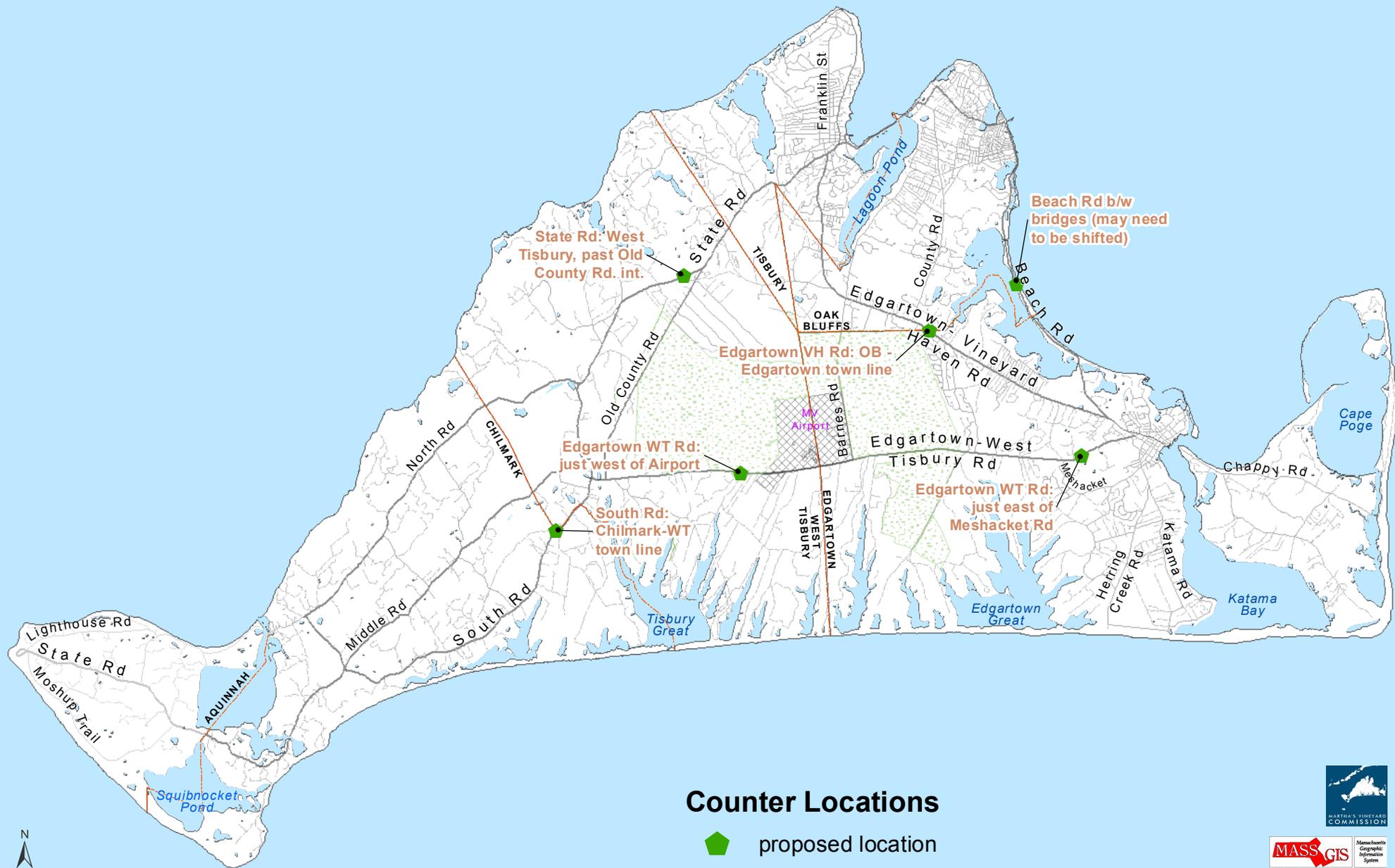
#### Martha's Vineyard

##### **Proposed Permanent Count Locations:**

- Chilmark/West Tisbury: **South Road @ Chilmark/West Tisbury Town Line**  
Paved roadway: ~20'-22'  
Travel lanes width: ~19' total  
ROW: 30'
- West Tisbury: **State Road @ south/west of Old County Road**  
Paved roadway: ~28'  
Travel lanes width: ~22' total  
ROW: 30'
- Oak Bluffs/Edgartown: **Beach Road (before little bridge/after big bridge)**  
Paved roadway: ~24'-25'  
Travel lanes width: ~22' total  
ROW: 50'  
\*~8' SUP on western side of Beach Rd, with ~3'-4' buffer
- Edgartown: **Edgartown-Vineyard Haven Road east of County Road (@ OB Town Line)**  
Paved roadway: ~28'  
Travel lanes width: ~22' total  
ROW: 35'
- Edgartown: **Edgartown-West Tisbury Road east of Meshacket Road**  
Paved roadway: ~24'  
Travel lanes width: ~22' total  
ROW: 30'
- West Tisbury: **Edgartown-West Tisbury Road between Old County Road and Airport Road**  
Paved roadway: ~25'  
Travel lanes width: ~20' total  
ROW: 30'

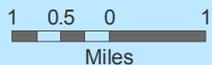
**See map of locations below**

# Permanent Count Site Locations FY' 18 TIP



## Counter Locations

◆ proposed location



Atlantic Ocean

