



City of Coquitlam

Request for Proposals  
RFP No. 18-01-01

Traffic Data Collection

Issue Date: July 3, 2018

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**Appendix A – Instructions to Upload a Turning Movement Count**

[PROPOSAL SUBMISSION FORM](#)

**Summary of Key Information**

<b>RFP Reference</b>	<b>RFP No. 18-01-01 Traffic Data Collection</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite proposals from qualified firms to conduct the <b>Traffic Data Collection</b> (“the Services”).
<b>Questions</b>	Questions are to be submitted in writing quoting the RFP number and name sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Closing Date and Time</b>	<b>2:00 pm local time Thursday, July 19, 2018</b>
<b>Instructions for Proposal Submission</b>	Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City’s file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a>  <ol style="list-style-type: none"> <li><b>In the “Subject Field” enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)</li> </ol> Phone 604-927-3060 should assistance be required.
<b>Participation</b>	The guidelines for participation that will apply to this RFP are posted on the City’s website: <a href="#">Instructions to Proponents</a>
<b>Obtaining RFP Documents</b>	RFP Documents are available for download from the City of Coquitlam’s website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>  Printing of RFP documents is the sole responsibility of the Proponents.
<b>Terms and Conditions of Contract</b>	<a href="#">City of Coquitlam Terms and Conditions of Purchase</a>

## DEFINITIONS

**“Contract”** means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“City”** means City of Coquitlam.

**“Contractor”** means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

**“Proponent”** means responder to this Request for Proposals.

**“Proposal”** means the submission by the Proponent.

**“RFP” “Request for Proposals”** shall mean and include the complete set of documents, specifications, drawings and addenda incorporated herein, and included in this Request for Proposals.

**“Services”** means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for.

**“Shall” “Must” “Will” “Mandatory”** means a requirement that must be met.

**“Work” “Works”** shall unless the context otherwise requires, mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor.

## **1. INTRODUCTION**

### **1.1. Description of Services**

The City of Coquitlam (“City”) requests proposals from qualified experienced firms to conduct the **Traffic Data Collection** (“the Services”).

The City conducts a traffic data collection program every calendar year to monitor general traffic growth. This data is used to analyze the traffic impacts of recent infrastructure changes to the Coquitlam road network and to provide the basis for corridor analysis. Locations have been selected based on current gaps in our traffic count database and supplementary data sources.

Traffic counts have been made accessible to the general public through our web-based interface hosted by Midwestern Software Solutions (ms2). The new counts will be uploaded to the ms2 application.

For further details refer to **Section 5 – Scope of Services**

Procurement of goods and services is in accordance with Article 5 of the Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA).

### **1.2. Term of Contract**

The initial term of contract shall be for two (2) years effective July 2018.

This contract may be renewed for additional terms subject to mutual agreement of price and service.

### **1.3. Prices**

All Prices shall be in Canadian Funds and shall remain **FIRM** for the initial **two (2) year term** and shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import duty and export duties, freight, handling, transportation, insurance (and related taxes) Goods & Services Tax and Provincial taxes (shown separately) and all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licenses, permits, inspections and all other requirements necessary for the commencement, performance and completion of services as described.

## 2. INSTRUCTIONS TO PROPONENTS

### 2.1 Rules for Participation

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website: [Instructions to Proponents](#)

By submission of a Proposal, the Proponent agrees and accepts the rules by which the bid process will be conducted.

### 2.2 Examination of Proposal Documents and Work Sites

The Proponent must carefully examine the Proposal Documents and worksite(s). The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City of Coquitlam.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document, Drawings, Specifications, Site Visit and Investigation, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

### 2.3 Eligibility

For eligibility, and as a condition of award, the successful company would be required to meet or provide the equivalent:

- a) Professional and Commercial General Liability (CGL) insurance coverage provided on the City's [Certificate of Insurance - Contractor Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) [Prime Contractor Designation Form](#)
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Terms and Conditions of Purchase](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

2.4 Withdrawal of Proposal

Proposals may be withdrawn upon request by an authorized representative of the Proponent sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to the closing date & time.

2.5 Extension of Offer

The successful Proponent agrees to allow other local public agencies with similar needs in adjoining municipalities to participate in this contract.

Additional public agencies may opt to enter into a contract with the Contractor for the purchase of the services described in this RFP based on the terms, conditions, prices, and percentages offered by the Contractor to the City of Coquitlam with possibly only minor changes negotiated.

This condition is intended to be means of promoting cooperative purchasing efforts with the public sector, and provide additional value to the Contractor. Any additional contract would be subject to mutual agreement between the Contractor and other public agencies.



### 3. GENERAL CONDITIONS

#### 3.1 Terms and Conditions

The City's [Terms and Conditions](#), as published on the City's website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

#### 3.2 Notification of Award

The City will notify the successful Proponent ("Contractor") in writing of its decision to award the services. The following general conditions apply to this contract.

The following general conditions apply to this contract. Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions.

#### 3.3 Insurance Requirements

The Contractor shall carry Commercial General Liability (CGL) Insurance satisfactory to the City in the amount of FIVE MILLION DOLLARS (\$5,000,000.) inclusive per occurrence.

The Contractor shall submit, upon award by the City of Coquitlam, a Certificate of Insurance certifying that the required insurance policies are in force and that:

- a) **The City of Coquitlam** be named as "additional insured";
- b) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City's written approval of the cancellation, transfer, assignment or alteration.
- c) Such certificate is to be provided as [Certificate of Insurance - Contractor Form](#)

Automobile Liability insurance, in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.) is required on all licensed vehicles owned or used by the Contractor.

Contractor's Equipment Insurance is required for all equipment owned or rented by the Contractor and employees that provides coverage against all risks of loss or damage.

The Contractor shall ensure that all Sub-contractors carry insurance in the form and limits specified in this clause.

Note that the effective date for Certificate of Insurance will be the date of the Notice of Award.

3.4 Independent Contractor

The Contractor is an independent Contractor and this contract does not render the Contractor an agent or employee of the City.

3.5 Business Licence

The Contractor and any sub-contractors shall maintain a valid City of Coquitlam Business License. For information, contact the City's License Department - Tel: 604-927-3085.

[City of Coquitlam Business Licence](#)

3.6 Clean Up

At the end of each day and at the conclusion of work, the Contractor shall clean out all rubbish and debris promptly remove any equipment or materials and leave the site of the work in a clean and tidy condition.

3.7 Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized. Operations will continue and the facilities will be in full use by staff and public.

3.8 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work.

All work shall be performed by skilled, qualified and experienced Trades personnel.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- a) Canadian Standards Association (CSA)
- b) WorkSafeBC
- c) BC Provincial Motor Vehicle Act
- d) BC Building Code and National Building Code
- e) City of Coquitlam relevant by-laws and codes

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

All equipment installation shall be new and the City is to be provided with complete manufacturer's warranties.

### 3.9 Inspection of Services

- a) All services provided shall be subject to inspection and shall meet the approval of the City. If they not approved, the City shall have the right to reject them or to require correction.
- b) Acceptance or rejection of the work shall be made as promptly as practical, but failure to accept or reject the work shall not relieve the Contractor from responsibility for services provided not in accordance with the contract.
- c) The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.
- d) The City shall be the final judge of all services and its decisions of all questions in dispute will be final.
- e) The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or circumstances beyond control. The City will not be liable where delivery sites are not available due to strike, lockout, or unique circumstances.

### 3.10 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in providing the services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees. The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

### 3.11 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Contractor, if the successful Contractor:

- Fails to make delivery of the services
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City
- Fails to meet the City's standard of expected and agreed level of service and performance
- Be adjudged bankrupt or makes general assignment for the benefit of creditors

### 3.12 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

- a) Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- b) Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will bear its own costs of participating in the mediation.
- c) Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation.

### 3.13 Advertisement

The Contractor shall not advertise its relationship with the City without prior written consent from the City.

3.14 Subletting

The Contractor will not, without the written consent of the City of Coquitlam, assign, sublet or transfer any subsequent contract or any part thereof.

3.15 Contract

Award will be confirmed by issue of a City Purchase Contract or Purchase Order (PO) incorporating the information contained in this RFP, The City's Terms and Conditions of Purchase published on the City's website, the accepted proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3.16 Payments – Invoicing

The Contractor will submit invoices for goods, services and deliverables that have been provided to the City.

Payment will be made to the contractor for goods, services, and deliverables upon receipt, inspection, acceptance and approval by the City.

- a) Invoices shall be submitted in a single .pdf format sent to email:  
[apinvoices@coquitlam.ca](mailto:apinvoices@coquitlam.ca)
- b) All invoices will detail separate labour and material charges. Original material costs are to be shown such that Markup Rates can be monitored (i.e. copy of suppliers price invoice). Each invoice will indicate the Work Order number and Purchase Order number as provided by the City, and a copy of the worksheet/field report shall be attached.
- c) The Contractor shall be paid net 30 days from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- d) Invoices shall show all applicable taxes separately.

#### **4. EVALUATION CRITERIA**

##### 4.1 Evaluation Criteria

The evaluation of the Proposals may include any criteria that becomes evident during the evaluation process including, but is not limited to the following criteria listed in no order of precedence:

1. Corporate Experience Reputation, Capacity and Resources – 50 points
  - Experience, References, and demonstrated performance of Services of a similar size, scope and complexity
  - Qualified Technical Personnel
  - Equipment and Resources
2. Technical – Performance Factors – 20 points
  - Methodology
  - Schedule and Workplan
  - Sample Reports
3. Financial and Value Added – 30 points
  - Price and Overall best value
  - Value added benefits
  - Sustainable Initiatives and benefits

And, upon selection of one or more lead proponent(s):

- Interviews may be conducted
- References may be contacted
- Verify compliance to obtain Insurance, WorkSafeBC and the terms and conditions of Contract

The lowest or any proposal will not necessarily be accepted, rather be analyzed to determine best overall value.

No prices, scores or totals will be provided to any Proponent.

## 5. SCOPE OF SERVICES

### 5.1 Traffic Data Collection - Core Services

The City requires a qualified, experienced Contractor to provide labour, equipment, materials, fuel, transportation and all that is necessary for the 2018 Traffic Data Collection Program (the 'Services') at various locations in Coquitlam.

Coquitlam's traffic data collection program will include data collection, data validation, and uploading of data to the Coquitlam Traffic Count Website. The data collection includes:

- 1) 7 hr Turning Movement Counts (TMC) - 1 person count
- 2) 7 hr Turning Movement Counts (TMC) - 2 person count
- 3) 8 Hr Turning Movement Counts (TMC) - 1 person count with Pedestrian Classification
- 4) Automatic Vehicle Counts (AVC) 1- counter
- 5) Automatic Vehicle Counts (AVC) 2-counter
- 6) Automatic Vehicle Count with Classification(AVCC)

The data validation and the uploading of data are described in the sections below.

**\*\*\*Locations will be provided to the successful Proponent\*\*\***

### 5.2 Turning Movement Counts (TMC)

Turning Movement Counts for the last 4 years are provided in the table below. The City has also typically done an additional 20 TMC's as optional work. The numbers provided below are to give Proponent's an idea of the typical amount of services required, but are not guaranteed. Actual amounts are determined by the budget available each year.

Year	TMC Quantities
2017	84
2016	55
2015	62
2014	39
<b>Average (2014-2017)</b>	<b>60</b>

### 5.3 Collection Guidelines

- Unless otherwise stated, all TMC's are to be conducted during the morning peak from 7:00AM – 9:00 AM, the midday peak from 11:00AM – 1:00PM and

the afternoon peak from 3:00PM – 6:00PM on a Tuesday, Wednesday or Thursday.

- Counts must not be conducted on school holidays.
- When required, Saturday counts are to be conducted during the midday period from 11:00AM - 6:00PM.
- Saturday counts must not be conducted on school holiday weekends.
- Counts must be conducted using fifteen minute intervals.
- At a minimum data for cars, trucks, bicycles, and pedestrians will be collected

#### 5.4 TMC Collection Schedule

The collection of the TMC counts is divided as follows:

- Summer – are marked as summer and the data will be collected no later than August 23, 2018.
- All others to be collected no later than March 28, 2019

The proposed schedule must be submitted to City staff for approval prior to data collection.

The City reserves the right to defer counts which may be directly impacted by prolonged road construction.

#### 5.5 Automatic Vehicle Counts (AVC)

Automatic Vehicle Counts for the last 4 years are provided in the table below. The City has also typically done an additional 20 AVC's as optional work. The numbers provided below are to give Proponent's an idea of the typical amount of services required, but are not guaranteed. Actual amounts are determined by the budget available each year.

<b>Year</b>	<b>AVC Quantities</b>
2017	89
2016	78
2015	93
2014	105
<b>Average (2014-2017)</b>	<b>91</b>

1. Each AVC count location is identified as a **one automatic counter or two automatic counters**
2. AVC class should be using the FHWA Vehicle Classification scheme



#### 5.6 AVC Collection Guidelines

- The automatic vehicle counts will be collected continuously for seven days.
- Directional vehicle volume will be collected at all locations.
- Speed and vehicle class information is not required unless specified
- The data shall be collected in 15 minute intervals and summarized in hourly intervals for each direction.
- Data shall not be collected on days or weekends that involve a holiday and the data collection program shall consider other events that would affect travel demand and volumes
- Data for both directions should be collected the same day
- Counter/hose Configuration

#### 5.7 AVC Collection Schedule

The collection of the AVC counts is divided as follows:

- Summer - are marked as Summer and the data will be collected no later than August 23, 2018.
- All others to be collected no later than March 28, 2019.

The proposed schedule must be submitted to City staff for approval prior to data collection.

The City reserves the right to defer counts which may be directly impacted by prolonged road construction.

#### 5.8 Collection Technology

Proponents shall propose how the data will be collected and determine if loops, road tube or an alternative method will be used to collect the data. The methodology utilized for each count station shall be previously approved by the City and shall be briefly documented in all reporting.

Identify whether vehicle count data is available from other agencies (ex. MOTI).

The Contractor should contact and obtain the data from the agencies and ensure its appropriateness to the collection program.

#### 5.9 Data Validation

Each proponent shall describe the procedure to be used for validating count data in the proposal. At a minimum, count data must be checked against historic Coquitlam count data and counts with significant changes in volumes or travel pattern must be

flagged for review by City staff in a timely manner. It is the responsibility of the Contractor to re-collect data if data inconsistencies are caused by equipment failure, errors in equipment setup, poor methodology, or procedural failures.

Additionally, it is the responsibility of the Contractor to validate data using context sensitivity. For example at intersections near a school or community centre, there would be an expectation of some pedestrian activity. If there is a variation from the expected activity, the count will need to be flagged noting probable causes of the unexpected activity. All questionable data must be immediately highlighted and submitted for review to City staff and depending on circumstances; counts may need to be redone at no extra charge.

#### 5.10 Data Upload to Coquitlam Traffic Count Webpage

The Contractor will be required to upload Turning Movement Count (TMC) data and Automatic Vehicle Count (AVC) data to the Coquitlam Traffic Count web page.  
<http://www.ms2soft.com/tcds/tsearch.asp?loc=Coquitlam>

The uploaded data must be consistent with the data provided in the electronic reports. Data Instructions how to upload data will be provided to the successful Contractor following award.

#### 5.11 Meetings

The Contractor may be required to attend meetings and/or telephone conferences to liaise with City Staff with regards to the data collection program. The Contractor will need to include time and resources to prepare, attend, record and conduct follow up for the meetings.

#### 5.12 Deliverables

Key deliverables include:

- Electronic reports in .pdf and .xls format, of all Turning Movement Counts and Automatic Vehicle Counts.
- Turning Movement Count data and Automatic Vehicle Count data uploaded on the Coquitlam Count Website.
- Minimum 3 meetings and as required.

# City of Coquitlam RFP No. 18-01-01

## Appendix A - Instructions to Upload a Turning Movement Count:

Last Updated: July 8, 2009

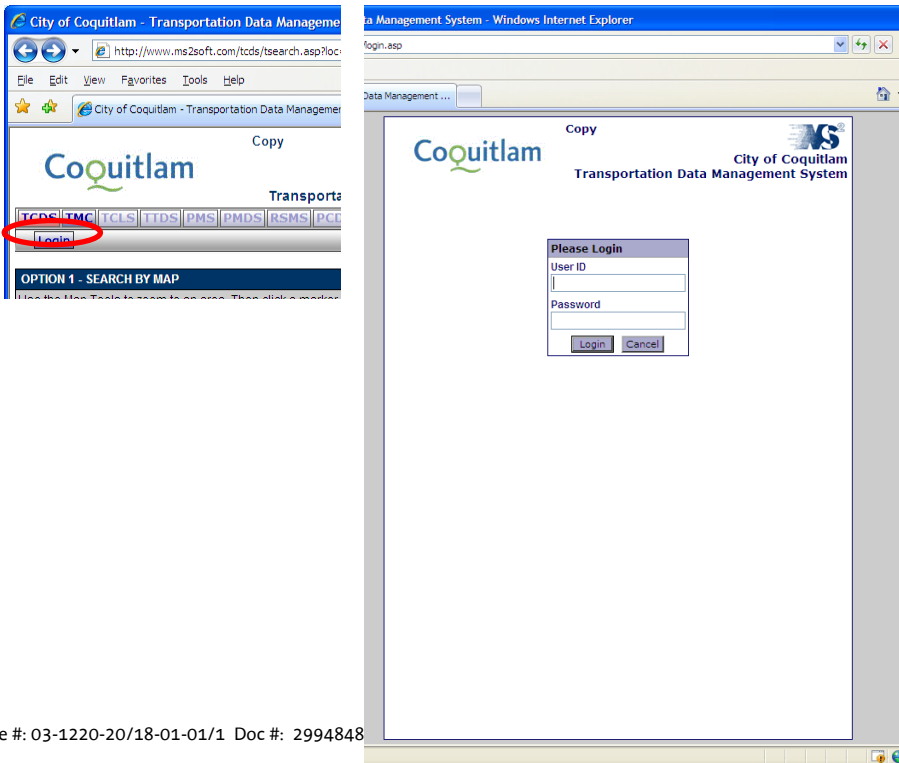
### Step 1: Fill out the Upload Template (Bicycle counts must be uploaded separately using the Bicycle template)

TIME	SBR	SBT	SBL	SBPD	WBR	WBT	WBL	WBPD	NBR	NBT	NBL	NBPD	EBR	EBT
11:00 AM	29	196	38	30	32	71	47	27	36	146	31	23	22	93
11:15 AM	44	203	45	22	29	64	42	17	40	168	41	15	30	87
11:30 AM	52	203	54	74	22	80	39	25	49	144	44	24	30	103
11:45 AM	43	215	59	20	28	85	54	21	59	171	47	33	41	92
12:00 PM	50	181	57	26	14	88	61	38	51	175	32	16	34	119
12:15 PM	44	193	55	32	32	101	49	25	57	196	33	22	45	99
12:30 PM	47	197	55	30	45	108	43	36	62	194	36	18	55	92
12:45 PM	52	205	73	41	31	115	41	34	68	205	48	32	40	113
1:00 PM	57	212	65	43	44	100	57	31	65	203	50	34	51	115
1:15 PM	54	195	74	28	34	100	43	35	60	187	37	27	44	139
1:30 PM	74	158	80	45	49	106	52	21	48	195	34	24	39	98
1:45 PM	66	196	64	23	49	122	58	16	56	185	36	18	38	99

Notes:

- Use the most recent upload template which can be found on the Admin Page of the Count Webpage. (See login instructions below.)
- Fill in Car and Truck Data. (If no Truck Data exists, leave data in Truck Tab blank)
- Paste values into the template so you do not change the formatting.
- Ensure that all the fields are filled exactly as instructed in the red boxes

### Step 2: Login to the Online Interface

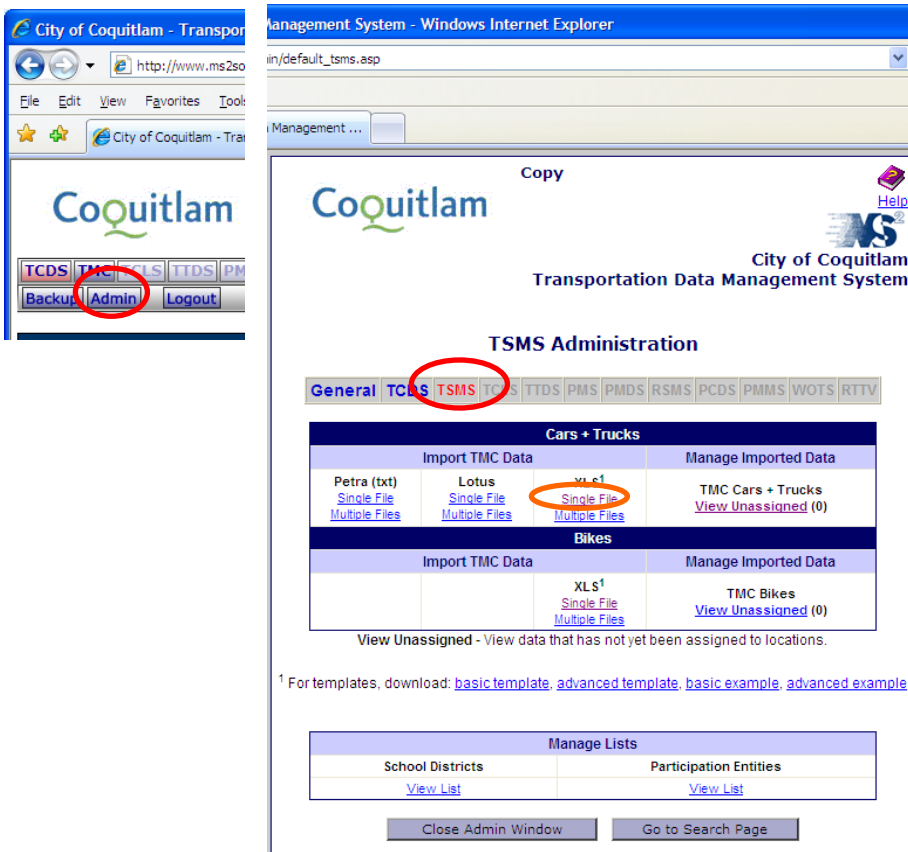


Notes:

- User ID:
- Password:

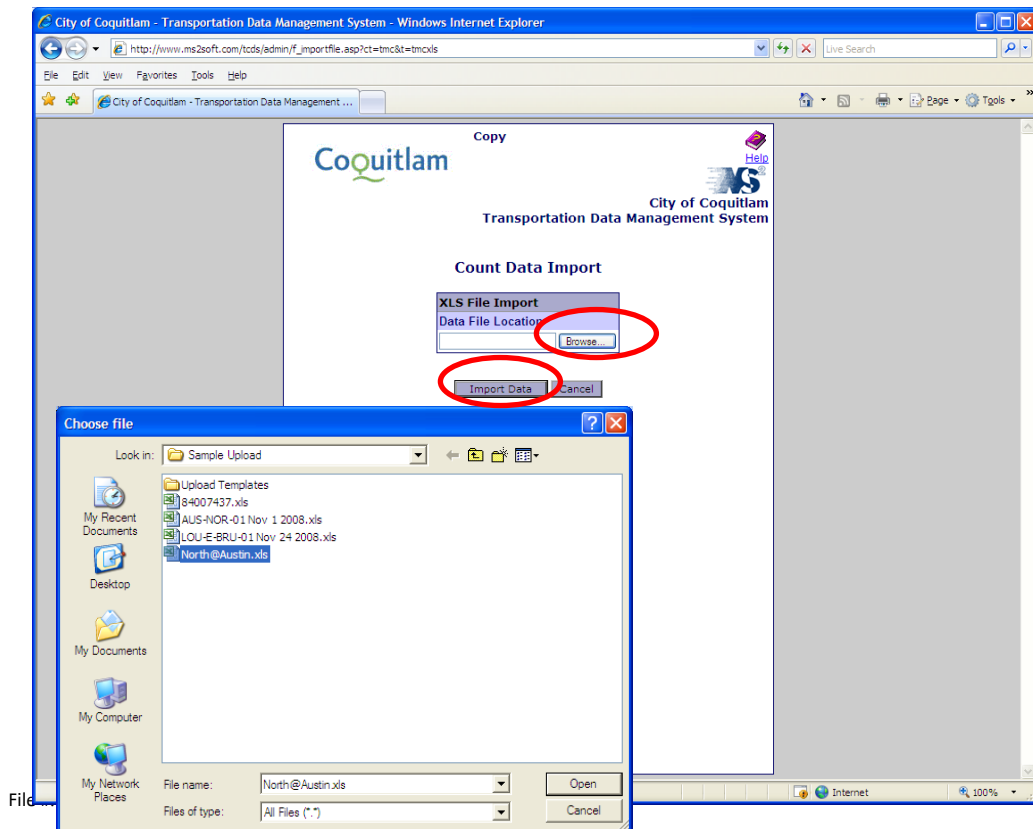
User ID and password will be provided to the successful Proponent at time of award

**Step 3: Go to the TSMS (Traffic Signal Management System) Admin Page and click on the file format you want to upload.**

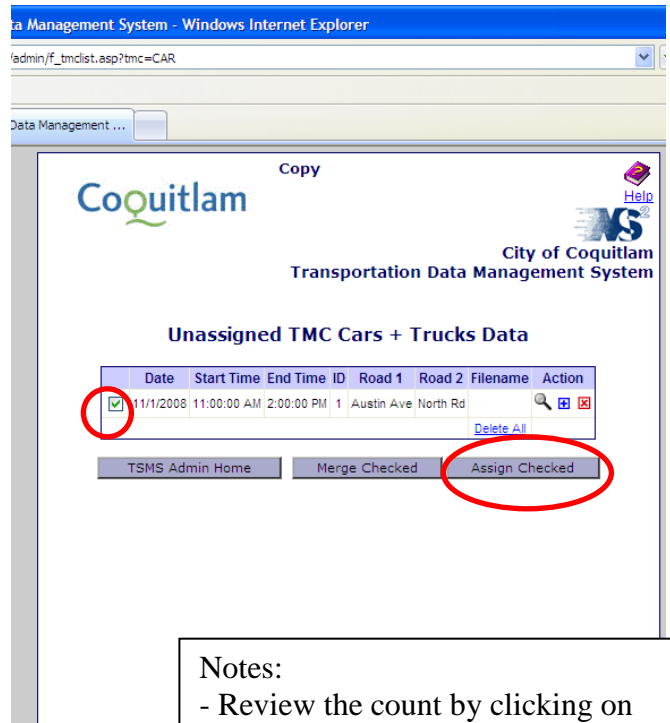
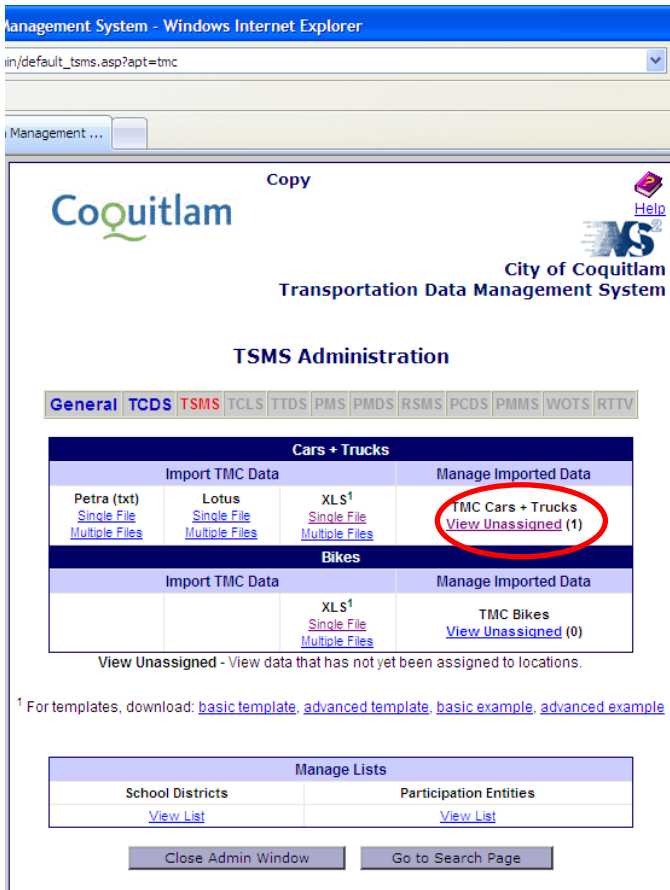


- Notes:
- If you want to upload a single excel file click on the single excel file for cars and trucks.
  - To upload a single bike count click the single files under the bike counts tab
  - If you want to upload more than one file click on the multiple files

**Step 4: Select the file to upload using the Browse command then click Import Data**

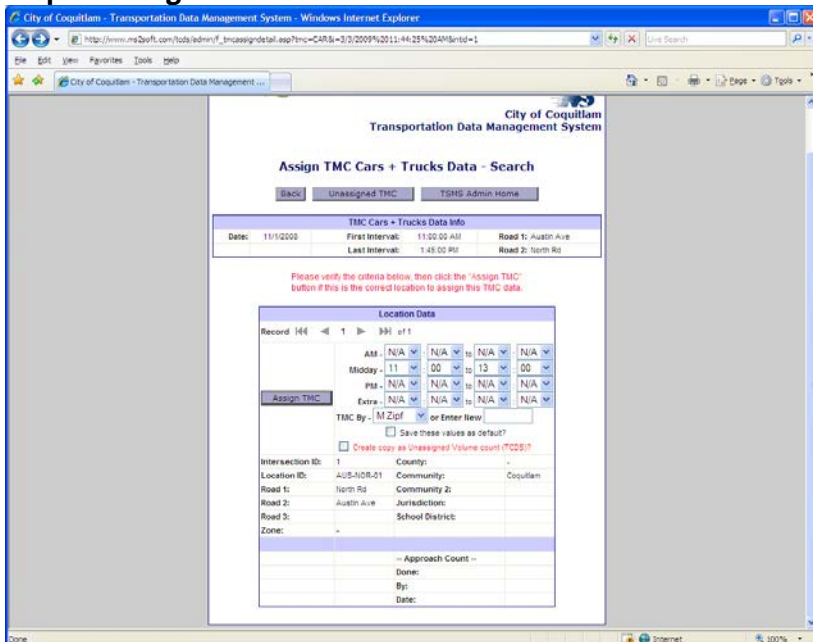


**Step 5: Click on View Unassigned, select the count you want to assign and click assign checked. It is a good idea to click on the plus sign under the action column before assigning any count. This allows you to view the count and check for any upload errors before you assign it.**



Notes:  
 - Review the count by clicking on the magnifying glass icon. From there you can do further edits such as rotating count data

**Step 6: Change the hours the count was conducted if needed then click Assign TMC**

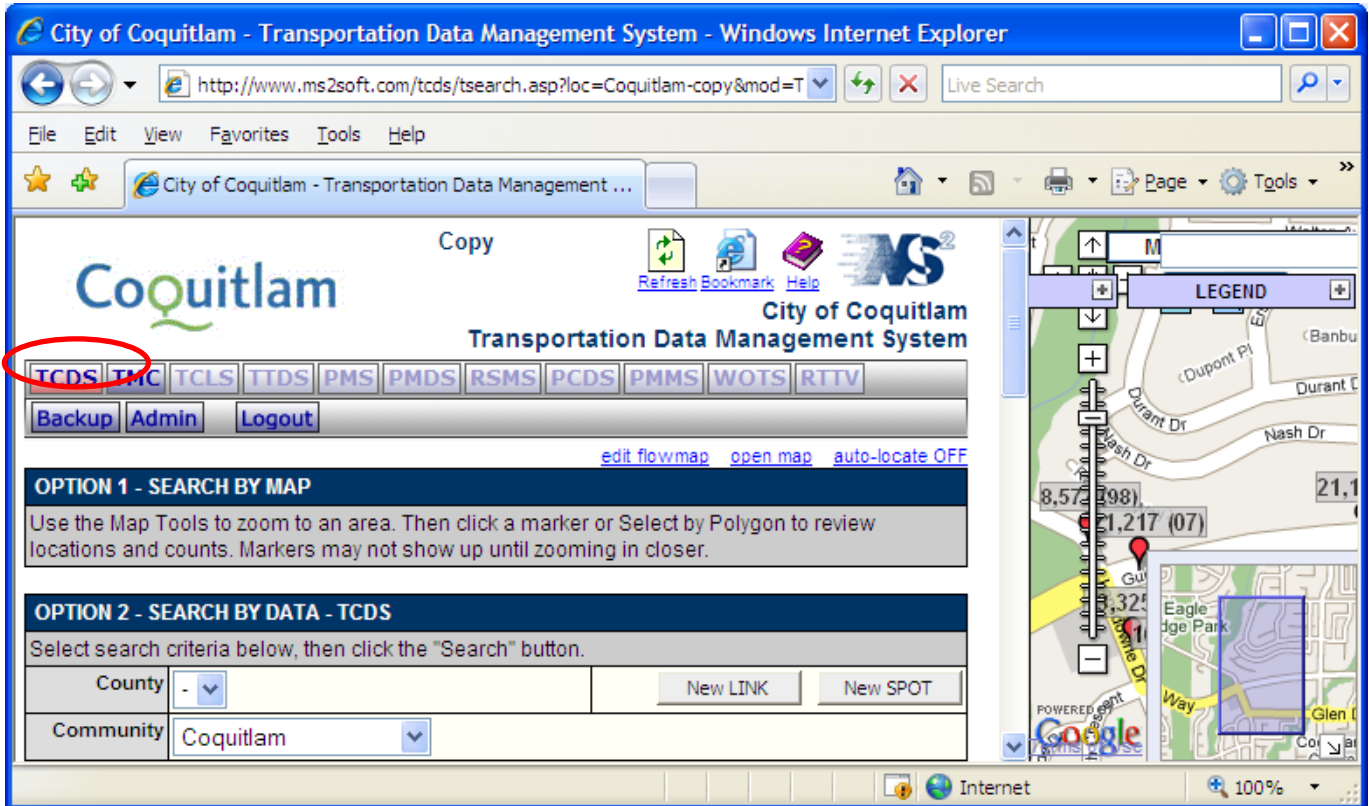


Notes:  
 - Once you assign the TMC it will assign to the Intersection specified in the uploaded file.  
 - Be sure to check the all upload locations after all counts have been uploaded to ensure they assigned correctly

## Part II – Uploading an Automatic Vehicle Count

Uploading an automatic vehicle count follows similar procedure to the TMC procedure above.

- 1) Fill in the appropriate upload form. Use MultiDirectional\_VolumeTemplate.xls for volume counts or use MultiDirectional\_ClassTemplate.xls for classification counts.
- 2) In step 3 of the upload procedure you will need to work from the TCDS (Traffic Counts Data System) tab.



- 3) The Automatic Vehicle Count Assignment procedure is similar to that for TMC's.
  - a) Login to the Counts Webpage
  - b) Click on the Admin Tab, and click on TCDS if not already selected
  - c) Select the type of file you want to upload. If using the excel template use the Single file or multiple file under the XLS template section.
  - d) Select the file you want to upload and click Import file.
  - e) Under the Manage Imported Data section of the Admin Page click on View Unassigned.
  - f) View the unassigned count data to ensure the data is correct and click Auto Assign all. This will assign all counts to their specified location. (Note: Default tolerances are set at 25%. If the new count volumes vary by more than 25% you will have to manually assign the count.)
- 4) Check the upload locations to ensure the counts have been assigned to the correct location.



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 18-01-01**

**Traffic Data Collection**

**Proposals will be received on or before 2:00pm (local Time)**  
**Thursday, July 19, 2018**  
(Closing date and time)

**Proposal Submission Instructions**

Proposal submissions are to be consolidated into one (1) .pdf file and uploaded electronically through Qfile, the City’s file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

1. In the “Subject” field enter: RFP Number and Name
2. Add files in .pdf format and Send

(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to correct email address: [bid@coquitlam.ca](mailto:bid@coquitlam.ca))

Proponents are responsible to allow ample time to complete the submission process.

For assistance, phone 604-927-3060

**PROPOSAL SUBMISSION FORM**

Complete and return this Proposal Submission Form  
Attach pages as required

**Submitted by:**

\_\_\_\_\_

(company name)

**1. PRICE**

Prices offered are firm for two (2) years and includes all labour, materials, transportation, travel, fuel, overhead, equipment and any other items necessary for planning, data validation, and uploading of data:

	<b>CORE SERVICES</b>	<b>Unit price</b>	<b>Avg. Qty. Each Last Four Years</b>	<b>Total Price</b>
1	TMC (1 person count)	\$	21	\$
2	TMC(2 person count)	\$	39	\$
3	8 hr TMC with Pedestrian Classification (1 person count)	\$		\$
4	AVC (1 automatic counter)	\$	23	\$
5	AVC (2 automatic counters)	\$	68	\$
<b>Core Services SUBTOTAL</b> (exclude GST)				<b>\$</b>
	<b>OPTIONAL SERVICES</b>	<b>Unit price</b>	<b>Quantity (Est.)</b>	<b>Total Price</b>
6	Optional – TMC (2 person)	\$	20	\$
7	Optional – AVC (2 automatic counters)	\$	20	\$
<b>Optional Services SUBTOTAL</b> (exclude GST)				<b>\$</b>
<b>Core and Optional - TOTAL PRICE</b> (exclude GST)				<b>\$</b>
	<b>OTHER (state)</b>			

Award of contract and quantities of services is subject to available budget funds.

**2. KEY PERSONNEL**

Provide information on key personnel that would be providing the services and staff responsible for this project.

<b>Name</b>	<b>Roles and Responsibilities</b>	<b>Qualifications &amp; Experience</b>



**3. CAPACITY AND RESOURCES**

Provide information about how many AVC and TMC that you can conduct concurrently.

	<b>1 Counter</b>	<b>2 Counter</b>
<b>AVC</b>		
<b>TMC</b>		

**4. SUBCONTRACTORS**

Sub-contractors are to be identified with a full description of the type of services to be provided. The Contractor is responsible to ensure that Sub-contractors comply with all the terms and conditions outlined in this RFP.

<b>Name of Company</b>	<b>Roles and Responsibilities</b>	<b>Contact Person – Name and Contact Information</b>

**5. SAMPLE REPORTS**

Attach to the proposal, examples of reports for the Turning Movement Counts and Automatic Vehicle Counts as part of the proposal submission.

Attached in electronic format

**6. METHODOLOGY FOR DATA COLLECTION**

Describe the criteria used to classify the AVC locations into AVC 1 automatic counter or AVC 2 automatic counter and the TMC locations into TMC 1 person count or TMC 2 person count

**7. SCHEDULE AND WORKPLAN**

Provide a schedule for the meetings and reviews below assuming an award date of July 15, 2018.

	<b>Description</b>	<b>Approximate Date</b>
1	Contract Kick-off Meeting	
2	Progress & Schedule Review – Summer Counts	
3	Upload Date for All Counts	
4	Submission of Excel *.XLS files	

**8. GUARANTEE AND DATA VALIDATION**

The Contractor must provide a **three (3) month guarantee** to maintain the data integrity against any defects arising from inconsistent or missing data may be discovered within one (3) months from the date of acceptance of the work by the City.

Faulty data discovered during the guarantee period must be rectified to the satisfaction of the City within 1 week of notification. This shall be at no cost to the City of Coquitlam.

Confirm guarantee period and describe how validation of data and Quality Assurance will be achieved:

**9. RISK FACTORS**

Describe risk factors and how data collection will be adjusted for areas under construction, involving accidents, for other types of road closures, or during special events:

**10. HEALTH AND SAFETY PROGRAM**

Confirm your company has a written safety program in place that meets the requirements of WorkSafeBC.

**11. VALUE ADDED**

Please provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City such as; energy efficiency recommendations, new products, market research

**12. SUSTAINABLE PRACTISES AND INITIATIVES**

Describe all initiatives, policies or programs that illustrate your efforts towards sustainable practises that would be of benefit to the City and the community.

**(Social/Ethical, Environmental, Economic/Financial)**

**13. NON-COMPLIANCE**

Fully describe any deviations to the requirements outlined in this RFP that your company is unable to comply with.

**14. CONFLICT OF INTEREST DECLARATION**

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, it's elected or appointed officials or employees:

**15. ADDENDA**

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

<b>Addendum No.</b>	<b>Date Issued</b>

**16. EXPERIENCE AND REFERENCES**

Proponents shall be competent and capable of performing the services requested.

Contracts indicated below should be for similar services similar in size, scope and complexity.

By submission of a proposal, Proponents agree the City may contact references to verify information provided. Information obtained from references will not be disclosed or discussed with any Proponents.

<b>Year Started and Completed</b>	
<b>Description of Services Provided and Primary Personnel Responsible</b>	
<b>Company Name</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Approximate Annual Value</b>	

<b>Year Started and Completed</b>	
<b>Description of Services Provided and Primary Personnel Responsible</b>	
<b>Company Name</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Approximate Annual Value</b>	

<b>Year Started and Completed</b>	
<b>Description of Services Provided and Primary Personnel Responsible</b>	
<b>Company Name</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Approximate Annual Value</b>	

**17. AUTHORIZATION**

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Building Codes, applicable to this RFP:

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
	<b>Signature:</b>
<b>Date:</b>	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP, electronic signatures will be accepted.