

**NOTICE
REQUEST FOR PROPOSALS
FOR TRAFFIC COUNTING SERVICES
EAGLE COUNTY, COLORADO**

Eagle, Colorado

March 2, 2020

Eagle County is soliciting proposals for traffic counting services to include volume counts classified by vehicle type, directional split, and daily, hourly, and weekly volumes on County roads. The contract shall also include the option to add peak hour intersection counts on an as-needed basis. Services are required from June 1, 2020 through December 31, 2024. This Request for Proposals (“RFP”) will be non-exclusive. Eagle County reserves the right to purchase supplies or services from other third parties.

Proposals must be received by U.S. mail to the Eagle County Engineering Department at P.O. Box 850 Eagle, CO 81631; or by FedEx, UPS, DHL, or hand delivered to the Engineering Department at 500 Broadway Eagle, CO 81631; or emailed to julie.pranger@eaglecounty.us on or before 4:00 p.m., MDT, April 9, 2020. Any proposal received after this time will not be considered and will be returned to the respondent unopened unless good cause is shown as determined by Eagle County in its sole discretion.

The proposal document may be obtained at the ***Eagle County Engineering Department at 500 Broadway Street Eagle, Colorado*** during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. The complete document is also available at www.eaglecounty.us.

Contact information:

**Julie Pranger
Staff Engineer
970-328-3563
julie.pranger@eaglecounty.us**

This RFP will be published in the Vail Daily, Eagle Valley Enterprise, and the Aspen Times.

**REQUEST FOR PROPOSALS
INSTRUCTIONS TO PROPOSERS**

1. Eagle County, Colorado will be receiving proposals by U.S. mail to the Eagle County Engineering Department at P.O. Box 850 Eagle, CO 81631; or by FedEx, UPS, DHL, or hand delivered to the Engineering Department at 500 Broadway, Eagle, CO 81631; or emailed to julie.pranger@eaglecounty.us on or before 4:00 p.m., MDT, April 9, 2020. Any proposal received after this time will not be considered and will be returned to the respondent unopened unless good cause is shown as determined by Eagle County in its sole discretion.
2. Any question, interpretation or clarification regarding this Request for Proposals (RFP) is required 7 calendar days prior to the due date. Responses, if any, will be issued by addenda posted to www.eaglecounty.us. All questions regarding this proposal must be in writing to Julie Pranger, Staff Engineer. Questions may be emailed to julie.pranger@eaglecounty.us. Please call 970-328-3563 to verify receipt of your questions. No additional questions will be accepted after the date and time referenced above unless good cause is shown as determined by Eagle County in its sole discretion. Oral interpretations shall be of no force and effect.
3. One (1) copy of your proposal is required. If brochures or other supportive documents are requested, then it is required that one (1) set be submitted with your proposal. If you are submitting a proposal via email, please enclose one (1) copy of all submittals in PDF format.
4. Eagle County reserves the right, in its sole discretion, to reject any and all proposals submitted in response to this RFP, to waive or not waive informalities or irregularities in proposals received or RFP procedures. Eagle County also reserves the right to re-advertise, or to otherwise provide the services as determined by Eagle County to be in its best interest, and to accept any portion of the proposal deemed to be in the best interests of Eagle County to do so, or further negotiate cost, terms or conditions of any proposal determined by Eagle County to be in its best interests.
5. Eagle County may, at its sole discretion, modify or amend any and all provisions herein. If it becomes necessary to revise any part of the RFP, addenda will be provided through posting at www.eaglecounty.us. Eagle County reserves the right to extend the RFP submittal date or to postpone the award of an agreement.
6. All proposals will be reviewed by a selection committee and any other review as determined to be necessary. Respondents may be asked to supplement their initial proposals with additional written material. Eagle County may short-list respondents

based upon an evaluation of the written submittals. Eagle County may arrange for in-person interviews with the short-listed respondents for a detailed presentation.

7. The selected proposal will be the one considered the most advantageous regarding price, quality of service, qualifications and capabilities of respondent to provide the specified service, respondent's familiarity with Eagle County and any other factors the County may consider as determined by Eagle County in its sole discretion. Eagle County may award a contract even if not the lowest priced proposal based upon a review of the identified factors.
8. Respondent is encouraged to clearly identify any proprietary or confidential data or information submitted with the proposal. Regardless of whether or not so marked, Eagle County will endeavor to keep that information confidential, separate and apart from the proposal. Notwithstanding the foregoing, respondent acknowledges that Eagle County may be required to release the information in accordance with the Colorado Open Records Act or order of the court.
9. Eagle County will not pay for any information requested herein, nor is it liable for any costs incurred by the respondent in connection with its response to this RFP.
10. No work shall commence nor shall any invoices be paid until the successful respondent has entered into a fully executed agreement with Eagle County and provides the requested proof of insurance.
11. As of August 7, 2006, state and local government agencies are prohibited from purchasing services from any contractor that knowingly employs undocumented individuals to help carry out publicly funded work. Pursuant to the provisions of Colorado Revised Statutes, 8-17.5-101, contractors must certify that they are using the E-Verify Program or Department Program to verify the employment eligibility of new employees. If a contractor awarded contract violates the provisions of Colorado Revised Statutes 8-17.5-101(2), the state or local government agency may terminate the contract and the contractor will be liable for damages to such agency.
12. No telephone or oral proposals will be accepted.
13. Proposals must be clearly identified on the front of the envelope or in the email submittal by proposal title. Responsibility for timely submittal of proposals lies solely with the respondent. Proposals received after the closing time specified will not be considered unless good cause is shown as determined by Eagle County in its sole discretion.
14. Respondent(s) who submit a proposal are responsible for becoming fully informed regarding all circumstances, information, laws and any other matters that might, in

any way, affect the respondent's role and responsibilities. Any failure to become fully knowledgeable shall be at the respondent's sole risk. Eagle County assumes no responsibility for any interpretations made by respondents on the basis of information provided in this RFP or through any other source.

15. All respondents must include a fully executed Proposal Form with their proposal.
16. Eagle County reserves the right to award an agreement to the respondent that demonstrates the best ability to fulfill the requirements of the project based upon our evaluation of the selection criteria.
17. This RFP is not intended to completely define the contractual relationship to be entered into with the successful respondent(s).
18. Upon identification by Eagle County of the successful respondent, Eagle County will give the successful respondent the first right to negotiate an agreement acceptable to Eagle County. In the event that an agreement satisfactory to Eagle County cannot be reached, Eagle County may enter into negotiations with one or more of the remaining respondents. Eagle County may choose to discard all proposals and re-issue another RFP.
19. The successful respondent will perform all of the work or services indicated in the proposal in compliance with the negotiated agreement.
20. The successful respondent(s) shall comply with the following insurance language which shall be included in the agreement to be awarded unless otherwise agreed to in writing by Eagle County:

"Contractor agrees to provide and maintain, at Contractor's sole cost and expense, the following insurance coverage with limits of liability not less than those stated below:

(a.) Types of Insurance.

- (i.) Workers' Compensation as required by law.
- (ii.) Auto coverage with limits of liability not less than \$1,000,000 each accident combined bodily injury and property damage liability insurance, including coverage for owned, hired, and non-owned vehicles.
- (iii.) Commercial General Liability coverage to include premises and operations, personal/advertising injury, products/completed

operations, broad form property damage with limits of liability not less than \$1,000,000 per occurrence and \$1,000,000 aggregate limits.

The successful respondent(s) shall comply with the following other insurance requirements which shall be included in the agreement to be awarded:

(b.) Other Requirements.

- (i.) The automobile and commercial general liability coverage and such other coverage as indicated above shall be endorsed to include Eagle County, its associated or affiliated entities, successors or assigns, its elected officials, employees, agents and volunteers as additional insureds. A certificate of insurance consistent with the foregoing is attached hereto.
- (ii.) Contractor's certificates of insurance shall include sub-contractors, if any, as additional insureds under its policies or Contractor shall furnish to County separate certificates and endorsements for each sub-contractor.
- (iii.) The insurance provisions of this Agreement shall survive expiration or termination hereof.
- (iv.) The parties hereto understand and agree that County is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or rights, immunities and protections provided by the Colorado Governmental Immunity Act, as from time to time amended, or otherwise available to County, its affiliated entities, successors or assigns, its elected officials, employees, agents and volunteers.
- (v.) Contractor is not entitled to workers' compensation benefits except as provided by Contractor, nor to unemployment insurance benefits unless unemployment compensation coverage is provided by Contractor or some other entity. The Contractor is obligated to pay all federal and state income tax on any moneys paid pursuant to this Agreement."

21. Further, the successful respondent(s) shall comply with the following indemnification language which shall be included in the agreement to be awarded:

"Indemnification. The Contractor shall indemnify and hold harmless County, and any of its officers, agents and employees against any losses, claims, damages or liabilities for which

County may become subject to, insofar as any such losses, claims, damages or liabilities arise out of, directly or indirectly, this Agreement, or are based upon any performance or nonperformance by Contractor or any of its sub-contractors hereunder including claims for bodily injury or personal injury including death or loss or damage to tangible or intangible property; and Contractor shall reimburse County for reasonable attorney fees and costs, legal and other expenses incurred by County in connection with investigating or defending any such loss, claim, damage, liability or action. This indemnification shall not apply to claims by third parties against the County to the extent that County is liable to such third party for such claims without regard to the involvement of the Contractor. This paragraph shall survive expiration or termination hereof.”

**REQUEST FOR PROPOSAL
PROPOSAL FORM
THIS PROPOSAL FORM MUST BE SUBMITTED WITH YOUR PROPOSAL**

TO: Eagle County, Colorado
500 Broadway
Post Office Box 850
Eagle, CO 81631

Re: Traffic Counting Services

The undersigned, having examined the Instructions to Proposers and any and all documents related to the above referenced RFP:

- (a) Agree to comply with all conditions, requirements, and instructions of the Request for Proposal as stated or implied therein;
- (b) Acknowledges the right of Eagle County, Colorado in its sole discretion to reject any or all proposals submitted, and that an award may be made to a proposer even though not the lowest cost;
- (c) Acknowledges and agrees that the discretion of Eagle County, Colorado in selection of the successful proposers shall be final, not subject to review or attack; and
- (d) Acknowledges that this proposal is made with full knowledge of the foregoing and full agreement thereto.

By submission of this proposal, and signature below, the respondent acknowledges that he has the authority to sign this Proposal Form and bind the company named below. The proposer further acknowledges that Eagle County, Colorado has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the proposal and related documents, and authorizes release to Eagle County of any and all information sought in such inquiry or investigation.

Company Name: _____
Title of Proposer: _____
Signature of Proposer: _____

REQUEST FOR PROPOSAL

PROJECT DESCRIPTION

Eagle County is soliciting proposals from qualified service providers to provide traffic counting services for County owned roads from June 1, 2020 to December 31, 2024. These roads are throughout unincorporated Eagle County including locations in El Jebel, Gypsum, Eagle, Wolcott, Burns, McCoy, Burns, Edwards, EagleVail, West Vail, Minturn, Meredith, Red Cliff, and other locations. A comprehensive list of roads included in the traffic counting program may be found in Appendix A. GIS Station IDs indicated in Appendix A can be located on the County's traffic counting GIS layer at:

<http://eaglecounty.maps.arcgis.com/apps/Solutions/s2.html?appid=ad3f9618355e47a6a0e0eabe5b73749e>.

SCOPE OF SERVICES

Scope of services is to include vehicle volume counts on the identified County roads (see Appendix A) classified by vehicle type. Counts must be conducted between June 1 and August 31 of each year. Each individual count must include at least 5 full days (120 hours) of data. A log shall be recorded to include the date and time of counter placement, location of traffic counter placement via written description and diagram, GIS Station ID, date and time of counter pickup, total vehicle count, and ADT. Eagle County can provide a template for use upon request. A processed output spreadsheet including volume counts classified by vehicle type, directional split, and daily, hourly, and weekly volumes for each individual road. An example of the volume count report is included in Appendix B. An example of the peak hour intersection count report is included in Appendix C. The processed output spreadsheets and a PDF copy of the log shall be provided to the Eagle County Engineering Department by October 1 of each year.

The current traffic counting program has 3 frequency cycles:

- 21 roads are counted annually
- 26 roads are counted every 2 years
- 77 roads are counted every 4 years

The County is open to discussing alternative cycles. A list of County roads, associated frequency cycle, and anticipated count schedule from 2020 through 2024 can be found in Appendix A.

Peak hour intersection counts at major intersections, including roundabouts, shall be provided on an as-needed basis. A processed output sheet shall be provided to the Eagle County Engineering Department within 14 calendar days of an intersection analysis.

PROPOSAL SUBMITTAL REQUIREMENTS

1. **Proposal Form.** Must be signed and submitted with response.
2. **Qualifications.** Briefly explain your company's qualifications to provide the services requested, e.g., years in business, staffing, vehicles to be utilized, equipment to be utilized, and experience.
3. **Experience.** List past projects of similar size and scope.
4. **Schedule.** Traffic counts must be conducted between June 1 and August 31. Intersection counts will be provided on upon County request on an as-needed basis throughout the calendar year. The contract will run from June 1, 2020 to December 31, 2024.
5. **Budget/Pricing.** Proposal shall include a lump sum price for traffic volume counts based on location and frequencies outlined in Appendix A for June 1, 2020 to December 31, 2024. Proposal shall also include optional add-on pricing for a peak-hour intersection count for both a four-way multi-lane intersection and a roundabout.
6. **Familiarity with Eagle County.** Provide a narrative describing familiarity with Eagle County.
7. **References.** Please provide three (3) references from current customers receiving the same or similar service(s). Include name of entity, contact name and telephone number.
8. **Legal Issues.** Are there any lawsuits, federal, state or local tax liens, or any potential claims or liabilities against you, your company or the officers of the company at this time or within the last three years? If so, please explain.
9. **Deliverables.** A log shall be recorded to include the date and time of counter placement, location of traffic counter placement via written description and diagram, GIS Station ID, date and time of counter pickup, vehicle count, and ADT. Eagle County can provide a template for use upon request. A processed output spreadsheet including volume counts classified by vehicle type, directional split, and daily, hourly, and weekly volumes for each individual road. Copies of the log and processed output sheets shall be provided to the Eagle County Engineering Department by October 1 of each year.

A processed output sheet shall be provided to the Eagle County Engineering Department within 14 calendar days of an intersection analysis. An example of volume count report expectations is included in Appendix B. An example of the peak hour intersection report expectations is included in Appendix C.

10. **Evaluation Criteria.** The selected proposal will be the one considered the most advantageous regarding price, quality of service, qualifications, and capabilities of respondent to provide the specified service and any other factors the County may consider relevant at its sole discretion. Eagle County may award a contract even if not the lowest priced proposal based on a review of the identified factors.