

WEST VIRGINIA

BID SUBMISSION RFQ# 8612C0004

May 9, 2012

West Virginia Purchasing Division
Building 15, 2019 Washington St E
Charleston, West Virginia 25305-0130

RECEIVED

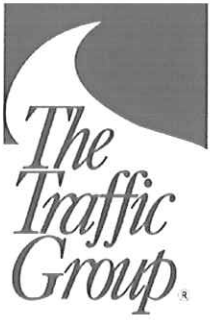
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WV PURCHASING
DIVISION



Merging Innovation and Excellence

www.trafficgroup.com



CORPORATE OFFICE
Baltimore, MD

Suite H
9900 Franklin Square Drive
Baltimore, Maryland 21236
410.931.6600
fax: 410.931.6601
1.800.583.8411

FIELD OFFICE LOCATIONS

Arkansas
Maryland
New York
Texas
Virginia

April 30, 2012

Mr. Alan Cummings
State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
P.O. Box 50130
Charleston, WV 25305-0130

RE: *We want to work with you again!*
Bid Submission
RFQ Number: 8612C0004

Dear Mr. Cummings:

We can get you back on schedule and be an *integral* part of your team – NOT just another consultant!

Our Bid Submission has been sent under separate cover in compliance with instructions contained within your Advertisement posted April 5, 2012.

We are committed to DOH and have unparalleled experience in the area of Data Collection. We are the largest and most experienced firm in the Nation, and you know our reputation (120,000 counts/year Nationwide.) As a result, we bring to the WVDOH the following:

The *benefits* of hiring our firm as your consultant:

- Has the equipment and ability to perform electronic automatic license plate recognition.
- Members of our team have been involved in data collection contracts for over twenty-five (25) years. We will utilize this same DOH experienced staff on this contract.
- Thirteen years previous experience with DOH.
- Staff members previously working for WVDOH are still with our firm.
- 5 pervious contracts with WVDOH.
- Largest inventory of machines in the Nation.

PROVEN QUALITY SERVICE: Our management staff has been in place since our first contract with the WVDOH.

Our "repeat business" and complimentary reviews received by team members are a testament to our proven ability to provide a quality product in a time efficient and cost effective manner.

Mr. Alan Cummings

April 30, 2012

Page 2

DEPTH OF RESOURCES: The Traffic Group, Inc. has the experienced staff, equipment inventory, and a working knowledge of the geographic area to successfully undertake this contract. We have the largest data collection department in the U.S. We already have dedicated 250 traffic counting machines to this contract.

We believe that our firm meets and exceeds all of the qualifications required for successful completion of this contract.

Our experience, expertise and staff/equipment resources in the required areas of data collection allow us to offer the WVDOH unparalleled service in this area.

Starting late in the year is not a problem for us; see the next page for our 2012 schedule set to complete your entire annual program between June 1, 2012 and November 1, 2012.

We want, once again, to partner with WVDOH and help you meet all your goals and objectives on this contract.

P.S.: It may be important to know that we are a Veteran Owned Small Business (VOSB).

Sincerely,

A handwritten signature in black ink, appearing to read "John Blair". The signature is fluid and cursive, with the first name "John" and last name "Blair" clearly distinguishable.

John Blair
Senior Project Manager



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER

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PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

ALAN CUMMINGS
304-558-2402

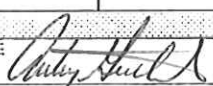
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DIVISION OF HIGHWAYS
PLANNING DIVISION
BUILDING 5, ROOM A848
1900 KANAWHA BOULEVARD EAST
CHARLESTON, WV
25305-0430

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
04/05/2012						
BID OPENING DATE: 05/09/2012		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		550-82		
TRAFFIC COUNTERS AND ACCESSORIES						
THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF HIGHWAYS, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH AN OPEN-END CONTRACT FOR LABOR, MATERIALS, EQUIPMENT, AND PROFESSIONAL SERVICES NECESSARY TO COLLECT VARIOUS TRAFFIC MONITORING DATA ON ROADWAYS THROUGHOUT THE STATE OF WEST VIRGINIA PER THE ATTACHED SPECIFICATIONS.						
TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO ALAN CUMMINGS IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT ALAN.W.CUMMINGS@WV.GOV.						
DEADLINE FOR TECHNICAL QUESTIONS IS 04/19/12 AT THE CLOSE OF BUSINESS.						
MANDATORY PRE-BID						
A MANDATORY PRE-BID WILL BE HELD ON 04/19/2012 AT 10:00 AM IN BUILDING 5 ROOM A-808 OF THE PROGRAM PLANNING & ADMINISTRATION DIVISION LOCATED AT 1900 KANAWHA BLVD EAST CHARLESTON, WV 25305, INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.						
AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE 			TELEPHONE 410-931-6600		DATE 4/30/2012	
TITLE Vice President		FEIN 52 1391057		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER

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PAGE

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

ALAN CUMMINGS
304-558-2402

RFQ COPY

TYPE NAME/ADDRESS HERE

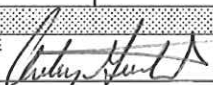
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DIVISION OF HIGHWAYS
PLANNING DIVISION
BUILDING 5, ROOM A848
1900 KANAWHA BOULEVARD EAST
CHARLESTON, WV
25305-0430

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/05/2012				

BID OPENING DATE: 05/09/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.</p> <p>ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE 				TELEPHONE 410-931-6600		DATE 4/30/2012
TITLE Vice President		FEIN 52 1391057		ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
8612C0004

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

ALAN CUMMINGS
304-558-2402

RFQ COPY

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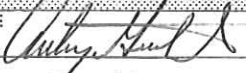
DIVISION OF HIGHWAYS
PLANNING DIVISION
BUILDING 5, ROOM A848
1900 KANAWHA BOULEVARD EAST
CHARLESTON, WV
25305-0430

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/05/2012				

BID OPENING DATE: 05/09/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.						
BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.						
THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.						
REV. 01/17/2012						
EXHIBIT 4						
LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.						
REV. 3/88						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 410-931-6600	DATE 4/30/2012
TITLE Vice President	FEIN 52 1391057	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER

8612C0004

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

ALAN CUMMINGS
804-558-2402

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DIVISION OF HIGHWAYS
PLANNING DIVISION
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/05/2012				

BID OPENING DATE: 05/09/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
EXHIBIT 10						
REQUISITION NO.:						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED						
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO						
MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO. 'S:						
NO. 1 ✓						
NO. 2						
NO. 3						
NO. 4						
NO. 5						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF						
THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL						
REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY						
ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES						
AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE						
INFORMATION ISSUED IN WRITING AND ADDED TO THE						
SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.						
..... SIGNATURE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	410-931-6600	4/30/2012
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Vice President	52 1391057	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

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ADDRESS CORRESPONDENCE TO ATTENTION OF:

ALAN CUMMINGS
304-558-2402

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CHARLESTON, WV
25305-0430

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/07/2012				

BID OPENING DATE: 05/16/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
ISSUED TO DISTRIBUTE QUESTION/ANSWER RESPONSE AND PRE-BID MEETING SIGN IN SHEETS. BID OPENING IS CHANGED FROM 05/09/2012 AT 1:30 P.M TO 05/16/2012 AT 1:30 P.M.						
0001	1	LS		550-82		
TRAFFIC COUNTERS AND ACCESSORIES						
***** THIS IS THE END OF RFQ 8612C0004 ***** TOTAL:						\$420,936.25

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	410-931-6600	5/10/2012
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
Vice President	52 1391057	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

How will the agency be processing Turning Movements? At this time turning movements will be submitted electronically to the TA unit via compact disk in excel format.

Will the pre-bid sheets be distributed to all vendors? Sign-in sheet will be included in the addendum. All handouts during the meeting was for vendor information only and is not included in the bid packet.

One or two person turning movement counts? At the discretion of the vendor. The WVDOH does not have a preference.

What type of turning movements will be performed and how many per year? Turning movements will be submitted to the vendor for count as needed. Count locations will be throughout the State.

Where will mechanical classification counts (MCC) be performed? Throughout the State and will not coincide with annual coverage count schedule.

What are the number of classifications that are collected for turning movements? There are 15 columns to collect data, 13 of which are standard classifications, 1 none, and 1 other.

Will the vendor be required to meet the October 31st deadline to have all counts complete during the 1st year of contract? Vendor will have until November 16 to complete all scheduled TMs, coverage counts, resets & MCCs.

2.1.2.9 Spec amendment. 1) "A letter of agreement with a sub-contractor or letter of compliance from the vendor stating the ability to perform electronic license plate recognition will be provided prior to award." **2)** Upon the approval of the vendors scope of work and fee proposal, the Agency will provide the vendor with written notice to proceed within two weeks."

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number:

8612c0004

Date:

4/19/2012 10:00

Project Description:

Traffic Counters and accessories

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO
MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name: The Traffic Group Inc.
Firm Address: 9900 Franklin Square Dr.
Suite H.
Baltimore, MD 21236
Representative Attending: John Blair
Phone Number: 410 931 6600
Fax Number: 410 931 6601
Email Address: jblair@trafficgroup.com

Firm Name: The Traffic Group Inc.
Firm Address: 9900 Franklin Sq. Dr.
Suite H
Baltimore, MD 21236
Representative Attending: Chris Hinkey
Phone Number: 410 931 6600
Fax Number: 410 931 6601
Email Address: chinkey@trafficgroup.com

Firm Name: A. MORTON Thomas
Firm Address: 12750 Twin Brook Parkway
Rockville, MD 20852
Representative Attending: Nathan Haynes
Phone Number: (301) 881-2545
Fax Number: (301) 881-0814
Email Address: JGoode@AMTEngineering.com

Firm Name: SOUTHERN TRAFFIC SERVICES, INC
Firm Address: 2911 WEST FIELD RD
GULFBREEZE, FL 32563
Representative Attending: JIM NEIDIGH
Phone Number: 1 800 786 3374
Fax Number: 1 850 934 0373
Email Address: JNEIDIGH@SOUTHERNTRAFFICSERVICES.COM
SKNOWLES@SOUTHERNTRAFFICSERVICES.COM

Firm Name: WV
Firm Address: _____
Representative Attending: _____
Phone Number: _____
Fax Number: _____
Email Address: _____

Firm Name: _____
Firm Address: _____
Representative Attending: _____
Phone Number: _____
Fax Number: _____
Email Address: _____



State of West Virginia
Department of Administration
Purchasing Division
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D OPENING DATE: 05/09/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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The Traffic Group, Inc.
.....
COMPANY

.....4/30/2012.....
DATE

NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.

REV. 09/21/2009

NOTICE

A SIGNED BID MUST BE SUBMITTED TO:

DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
BUILDING 15
2019 WASHINGTON STREET, EAST
CHARLESTON, WV 25305-0130

THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:

SEALED BID

BUYER: ALAN CUMMINGS - FILE 33

RFQ. NO.: 8612C0004

BID OPENING DATE: 5/9/2012

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 410-931-6600	DATE 4/30/2012
---	------------------------	----------------

TITLE Vice President	FEIN 52 1391057	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Exhibit A: Cost Sheet

*Quantities listed in this RFQ are approximations only. It is understood and agreed that the contract shall cover the quantities actually ordered for delivery during the term of the contract, whether more or less than the quantities shown. Award will be based on lowest total cost.

Item No.	Estimated Quantity	Unit of Measure	Traffic Counts by Type	Unit Price	Extended Amount
3.3.1	2600	EACH	Description: Type A (1 Tube) Mechanical Volume Count	\$55.50	\$ 144,300.00
3.3.2	225	EACH	Description: Type B (2 Tube) Mechanical Volume Count	\$70.25	\$ 15,806.25
3.3.3	2	EACH	Description: Type C (Radar or Similar Non-Intrusive Counts)	\$675.00	\$ 1,350.00
3.3.4	500	EACH	Description: Mechanical Classification Counts	\$229.00	\$114,500.00
3.3.5	260	EACH	Description: Turning Movement Count	\$540.00	\$140,400.00
3.3.6	20	EACH	Description: Mechanical Speed Count	\$229.00	\$ 4,580.00
			Total Amount		\$420,936.25

State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
☐ Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
☐ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
☐ Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
☐ Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**
☐ Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
☐ Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
☐ Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: The Traffic Group, Inc.

Signed: 

Date: 4/30/12

Title: Vice President

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

Above Not Applicable

RFQ No. 8612C0004STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

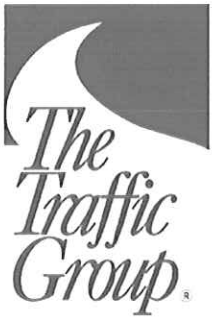
EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATUREVendor's Name: The Traffic Group, Inc.Authorized Signature:  Date: 4/30/12State of MarylandCounty of Baltimore, to-wit:Taken, subscribed, and sworn to before me this 30th day of April, 2012.My Commission expires December 3, 2013.

AFFIX SEAL HERE

NOTARY PUBLIC. 



CORPORATE OFFICE

Baltimore, MD

Suite H
9900 Franklin Square Drive
Baltimore, Maryland 21236
410.931.6600
fax: 410.931.6601
1.800.583.8411

FIELD OFFICE LOCATIONS

Arkansas
Maryland
New York
Texas
Virginia

May 10, 2012

Mr. Alan Cummings
State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

RE: RFQ 8612C0004
Addendum No. 01
2.1.2.9 Spec Amendment-
ALPR (Automated License Plate Recognition) Technology

Dear Mr. Cummings:

The Traffic Group, Inc. is a premier traffic engineering and transportation planning consulting firm in the Mid-Atlantic region. As such, we are committed to providing our clients with cutting edge technology. On that note, we own and maintain our own state-of-the-art, non-traditional traffic-data collection method referred to as Automated License Plate Recognition (ALPR). The Traffic Group, Inc. is one of a few private consulting firms in the United States having purchased the equipment for license plate recognition.

ALPR has a variety of purposes including: non-intrusive Origin and Destination Studies; Trip Distribution Studies; Traffic Calming and Cut-Through Traffic Studies; and, Travel Time and Delay Studies. This same technology is used for the EZ-Pass system and other toll facilities to enforce toll fee collection. The Traffic Group has been performing these types of studies since 2003. Since then we have successfully performed over 50 projects using ALPR technology.

ALPR studies can help identify travel patterns and roadway requirements, specifically areas that generate the most traffic. These studies are essential in anticipating present and future traffic patterns and/or problems. Additionally, the information acquired can be utilized for toll road investment grade analyses.

If you have any questions or require additional information on our ALPR technology, I encourage you to contact me at 1-800-583-8411.

Sincerely,



John Blair
Senior Project Manager
The Traffic Group, Inc.

WEST VIRGINIA

QUALIFICATIONS SUBMISSION RFQ# 8612C0004

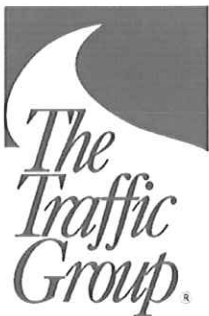
May 9, 2012

West Virginia Purchasing Division
Building 15, 2019 Washington St E
Charleston, West Virginia 25305-0130



Merging Innovation and Excellence

www.trafficgroup.com



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FIELD OFFICE LOCATIONS

Arkansas

Maryland

New York

Texas

Virginia

April 30, 2012

Mr. Alan Cummings
State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
P.O. Box 50130
Charleston, WV 25305-0130

RE: *We want to work with you again!*
Qualification Submission
RFQ Number: 8612C0004

Dear Mr. Cummings:

We can get you back on schedule and be an *integral* part of your team – NOT just another consultant!

Our Bid Submission has been sent under separate cover in compliance with instructions contained within your Advertisement posted April 5, 2012.

We are committed to DOH and have unparalleled experience in the area of Data Collection. We are the largest and most experienced firm in the Nation, and you know our reputation (120,000 counts/year Nationwide.) As a result, we bring to the WVDOH the following:

The *benefits* of hiring our firm as your consultant:

- Has the equipment and ability to perform electronic automatic license plate recognition.
- Members of our team have been involved in data collection contracts for over twenty-five (25) years. We will utilize this same DOH experienced staff on this contract.
- Thirteen years previous experience with DOH.
- Staff members previously working for WVDOH are still with our firm.
- 5 pervious contracts with WVDOH.
- Largest inventory of machines in the Nation.

PROVEN QUALITY SERVICE: Our management staff has been in place since our first contract with the WVDOH.

Our "repeat business" and complimentary reviews received by team members are a testament to our proven ability to provide a quality product in a time efficient and cost effective manner.

Mr. Alan Cummings

April 30, 2012

Page 2

DEPTH OF RESOURCES: The Traffic Group, Inc. has the experienced staff, equipment inventory, and a working knowledge of the geographic area to successfully undertake this contract. We have the largest data collection department in the U.S. We already have dedicated 250 traffic counting machines to this contract.

We believe that our firm meets and exceeds all of the qualifications required for successful completion of this contract.

Our experience, expertise and staff/equipment resources in the required areas of data collection allow us to offer the WVDOT unparalleled service in this area.

Starting late in the year is not a problem for us; see the next page for our 2012 schedule set to complete your entire annual program between June 1, 2012 and November 1, 2012.

We want, once again, to partner with WVDOT and help you meet all your goals and objectives on this contract.

P.S.: It may be important to know that we are a Veteran Owned Small Business (VOSB).

Sincerely,

A handwritten signature in black ink, appearing to read "John Blair", is written over the typed name and title.

John Blair
Senior Project Manager



PROJECT SCHEDULE FOR COVERAGE PROGRAM

All scheduled counts will be completed and transmitted to the WVDOH by the end of October of each count year. The following table illustrates our proposed schedule for completing all required counts in 2012.

2012 PROPOSED COUNT SCHEDULE

MONTH	COUNT WEEK	NUMBER OF VOLUME AND CLASSIFICATION COUNTS ^{1/}	NUMBER OF TURNING MOVEMENT COUNTS ^{2/}
MAY	7	0	0
	14	0	0
	21	0	0
	28 ^{4/}	0	0
JUNE	4	172	13
	11	172	13
	18	172	13
	25	172	13
JULY	2 ^{5/}	0	0
	9	172	13
	16	172	13
	23	172	13
	30	172	13
AUG	6	172	13
	13	172	13
	20	172	13
	27	172	13
SEPT	3 ^{6/}	172	13
	10	172	13
	17	172	13
	24	172	13
OCT	1	172	13
	8 ^{7/}	172	13
	15	172	13
	22	172	13
	29	160	0
TOTALS ^{7/}		3600	260

NOTE: This schedule assumes that we will have notice to proceed and weather will permit us to begin work by June 1, 2012; however, The Traffic Group will be ready to begin work immediately upon Notice to Proceed even if earlier than June 1st.

- ^{1/}This schedule does not show recounts which will be completed throughout the count season, as needed. Our field crews have sufficient equipment to conduct these counts in addition to the scheduled counts.
- ^{2/}Turning Movement counts to be completed as assigned. We have the personnel available to conduct 500 turning movement counts throughout the contract year. And, we understand that turning movement requests will be made from NTP date throughout the entire calendar year.
- ^{4/}Memorial Day Holiday
- ^{5/}July 4th Holiday – anticipated vacation week for field technicians
- ^{6/}Labor Day Holiday
- ^{7/}Columbus Day Holiday



PRIORITY COUNT REQUESTS

As stated previously, all data collected, including special "priority" requests, during a specific week will be processed immediately and submitted to the WVDOH within ten (10) business days of receiving the request. Special requests will be processed immediately and submitted to the WVDOH within ten (10) business days of the completion of the field count. The following chart graphically displays a typical time schedule for all special requests made under this contract:

Count request received by The Traffic Group										
Count assigned to Field technician										
Count completed and sent to TGI Management Team										
Count reviewed, processed, and submitted to WVDOH										
	1	2	3	4	5	6	7	8	9	10
	WORKING DAYS									



MANAGEMENT SUMMARY

CONTRACT UNDERSTANDING

Our primary responsibility will be to provide the WVDOH with timely and accurate traffic data information for internal decision making; a report to the FHWA; and, dissemination to the public. We understand that the traffic data collected under this contract will be a key component of WVDOH's Traffic Monitoring System (TMS).

The Traffic Group, Inc. knows this is a "Turn-Key" contract. We will be responsible for all equipment, materials, labor and technical expertise to safely and accurately conduct required counts and submit them to the WVDOH in the proper format.

SERVICES TO BE PROVIDED BY THE TRAFFIC GROUP, INC.

All services will be performed as specified by the West Virginia Division of Highways. We will provide supervision, personnel, equipment, and necessary hardware and vehicles to perform various types of traffic data collection at WVDOH designated locations.

The Traffic Group, Inc. knows that the assignments to be included as part of this contract include: vehicle volume counts; vehicle classification counts; manual counts of vehicle classification; and, manual intersection turning movement counts. As part of our data collection efforts, The Traffic Group, Inc. will provide:

- Raw data resulting from the field collection of volume counts, turning movement counts and vehicle classification as defined by the schedule provided by the WVDOH, or as a result of special count requests by the WVDOH.
- Duration of data collection shall be 48 consecutive hours between Monday AM and Friday PM hours (except as directed by special counts) for volume and vehicle classification counts; and for the hours 7:00 AM-10:00 AM, 11:00 AM-1:00 PM and 2:00 PM – 6:00 PM for turning movement counts.
- Upload all data to the traffic analysis unit traffic server.
- Format for data shall be in the PEEK Traffic, Inc. format (latest version) for volume counts and vehicle classification counts; the WVDOH standard field format for turning movement counts as defined by form RP-3287 or other format(s) as defined by the WVDOH and agreed to by The Traffic Group for special counts.
- Adequate written documentation accompanying each count to enable the WVDOH to determine the number, location and date of count. Documentation will also include data technician identification and any abnormal activities in area of count, i.e., inclement weather, construction activities, accidents, etc.
- Means of communications with field supervisors and other staff in the event of questions by WVDOH personnel regarding counts.



- Adequate equipment resources and maintenance capabilities to ensure efficient field operations and completion of counts as scheduled.
- 48-hour volume counts designated by the WVDOH as "2000" series (with count number in the numeric form "x02xxx") will be conducted only during periods when schools, both local and secondary and college are in session.
- 48-hour volume counts on the Interstate Highway system will be collected on all routes for two distinct time periods during the year with a minimum of three month's elapsed time between counts on the same roadway segment. In addition, counts will be conducted consecutively for each segment along the entire length of Interstate Routes 68, 70, 79, 81 and 470 with no more than 48 hours elapsed time between counts on adjacent segments. Interstate Routes 64 and 77 shall be divided into two sections each: I-77 from the Ohio border to Charleston, and Charleston to the Virginia border; I-64 from the Kentucky border to Charleston, and Beckley to the Virginia border (I-64 follows I-77 from Charleston to Beckley). Each of these distinct sections will be counted consecutively along their lengths with no more than 48 hours elapsed time between counts on adjacent segments. Note: data collection for high volume Interstate, or similar locations may require alternative equipment to the standard roadside counter with road tube sensor. Type and placement will be determined by The Traffic Group, Inc. with approval from WVDOH. Some locations may be deemed "uncountable" due to the extremely high volume or roadway physical limitations.
- All counts will have written documentation including GPS coordinate.
- No data collection activities will take place during the major holiday periods of Easter, Memorial Day, July Fourth, Labor Day, Thanksgiving or Christmas unless by specific request. The WVDOH will provide schedules of other holidays and local events that may affect counts in particular locations. Field personnel will be alert for events not foreseen.
- ALPR capabilities to conduct license plate & O/D studies.
- All prescheduled volume counts will be completed and transmitted to the WVDOH no later than October 31, of the appropriate year. Counts received after that date will, at the discretion of the WVDOH, not be accepted and no compensation will be paid to The Traffic Group, Inc. In addition, liquidated damages may be imposed.
- The WVDOH may, at its discretion, request a recount of any particular count that has missing data, falls outside allowable limits for change from previous counts, or exhibits other abnormalities. If the recount is in agreement with the original count, it will be counted as an additional count and compensation will be rendered; if the second count is deemed valid in place of the original count by the WVDOH, The Traffic Group will not be compensated for the original, invalid count.
- The Traffic Group, Inc. will provide the WVDOH data from counts within a maximum of two weeks (ten working days) turnaround time subsequent to the date of field collection of the data. Failure to provide the data within this time period may, at the discretion of the



WVDOH, result in the count being unacceptable to the WVDOH; and therefore, not eligible for payment as a valid count.

- The Traffic Group will provide signing for company vehicles indicating that the vehicles are involved in traffic data survey work. In addition, employees will be given credentials identifying them as employees of The Traffic Group, Inc. for use as needed.
- Our employees will follow standard safety regulations when carrying out assignments and dress in proper attire, including florescent safety vests, hard hats, steel toe shoes, and safety glasses.
- The Traffic Group, Inc. will be solely responsible for all work performed under the contract and will assume prime contractor responsibility for all services offered and products to be delivered under the terms of this contract. The State will consider The Traffic Group to be the sole point of contact with regard to all contractual matters. The Traffic Group may, with the prior written consent of the State, enter into subcontracts for performance of work under this contract, however, the vendor is totally responsible for payment of all subcontractors.

ITEMS TO BE PROVIDED BY THE WVDOH

The Traffic Group, Inc. understands that the WVDOH will be responsible for providing the following items as they relate to this contract:

- Detailed descriptions of all data collection locations; including count number (indicating type of count if 48-hour volume count), descriptive location giving reference from a fixed point and general highway county maps or city maps with location of count indicated.
- Assistance in scheduling, locating and determining manpower requirements for specific counts, or groups of counts.
- Assistance in training of field technicians, orientation of personnel with respect to geographic locations and efficient operational techniques.
- Assistance with transmitting of collected data to WVDOH Planning and Research Division's offices in Charleston, WV.
- Adequate advance notice (minimum two weeks) for unscheduled "priority" count requests unless The Traffic Group agrees to collect a particular count with less notice (otherwise, counts with less notice will be the responsibility of the WVDOH).
- Copies of the required data formats for the submittal.
- The WVDOH agrees to pay The Traffic Group on an interim monthly basis based upon per unit costs of work completed during the monthly period as verified by the WVDOH upon receipt by the WVDOH of proper invoices certified for work and services actually performed and required herein. Upon submittal of all invoices in quadruplicate to the WVDOH, the invoice is found not acceptable; the WVDOH will provide The Traffic Group with a clear statement regarding ineligibility or the deficiencies to be eliminated prior to acceptance.





MANAGEMENT TEAM

The successful management team utilized by The Traffic Group on our past five (5) contracts for the State of West Virginia as well as our other contracts of similar nature for various other states will be utilized on the upcoming contract. All work will be administered through our Maryland office where a management team maintains all aspects of the contract on a daily basis. The management team consists of the following: one (1) Principal-In-Charge/Quality Control Supervisor; one (1) Senior Project Manager/Primary Liaison; and one (1) Project Manager/Secondary Liaison. Responsibilities of the Management Team include: Coordination with the WVDOT; Coordination with field technicians; Scheduling of all counts weekly; Processing, Review and Compilation of all data; Monitoring of contract schedule; Invoicing; and, overall implementation and administration of the contract. Please see the Key Staff section of this proposal for details on the Management Team.



WORK PLAN

TMS COUNT REQUIREMENTS

We have experience working for the WVDOH as we have been under contract with the Department in the past for over (13) years. This experience has provided us with an intimate understanding of the types of roads located within the State. We have a successful plan in place that will allow us to provide WVDOH with quality data even under the most difficult circumstances.

OFFICE LOCATIONS

Our main office is located in Baltimore, Maryland. Working from the Baltimore office will be our Senior Project Manager, Project Manager, and Assistant Project Manager. All field technicians assigned to this contract are West Virginia natives and reside in strategic areas within West Virginia. The field technicians may relocate as the count areas move throughout the regions. The advantage is less travel time for the technicians and the ability to respond quickly to special needs. The Traffic Group, Inc. maintains four (4) one-man crews to work all scheduled volume and mechanical classification counts assigned under this contract. In addition, The Traffic Group has the availability of field technicians dedicated solely for undertaking manual turning movement counts, both scheduled and special requests made by WVDOH. All four (4) of our field technicians assigned to work under this contract are dedicated solely (100% of their time) to this contract and are available at any time for special requests. In addition, our Field Supervisors are based in West Virginia and available for direct communication with WVDOH when necessary.

It is important to note that The Traffic Group, Inc. has maintained our current office set-up and management staff in the past while working for the WVDOH. We have never denied a special request and have always completed all requests within the designated time frames issued by the WVDOH.

PROJECT INITIATION

Upon award of this contract, The Traffic Group, Inc. will meet with the WVDOH Contract Administrator to receive the upcoming year's schedule of counts and maps detailing count locations. The Project Manager will then immediately prepare an annual plan detailing when each county will be counted, by month, during the year.



COUNT PROCESS

As briefly outlined within Section 1 (Management Summary) of this Technical Proposal, The Traffic Group will have total contract management for this contract. All tasks undertaken as part of this contract will be undertaken in compliance with the guidelines provided by the Federal Highway Administration's "Traffic Monitoring Guide"; the AASHTO Guidelines for Traffic Data Program; and, the policies and procedures given by the West Virginia Department of Transportation, Division of Highways.

The Traffic Group, Inc. will comply with all standards and procedures as dictated through verbal and written instructions provided by the WVDOH Contract Administrator.

We will supply the WVDOH with a monthly progress report. The monthly report will detail the following:

- Number of counts remaining within each county
- Schedule of Manual counts (Turning Movement or Classification) assigned, date scheduled, date completed, and date submitted to the WVDOH
- Notes pertaining to counts that need to be deleted due to road closures, vandalism, etc.

This report will demonstrate our progress toward completing the total annual count program.

EQUIPMENT TO BE UTILIZED FOR THIS CONTRACT

The Traffic Group, Inc. has the proper and quantity of equipment necessary to undertake all phases of this contract for the West Virginia Department of Transportation, Division of Highways. The Traffic Group, Inc. will use MetroCounter Classifier Systems. These machines have the ability to collect both volume and classification data. The Traffic Group, Inc. has fully tested this product and it has proven to produce accurate and reliable count data.

All of our MetroCount traffic counters have an identification tag that displays our company name and company telephone number. In addition, a less permanent tag will state that the count is being conducted for WVDOH and includes the following additional information.

- Count set-up date
- Anticipated pick-up date
- WVDOH contact information

We know this additional information helps reduce the number of public concerns and problems. It also allows our field inspectors to identify correct site placement during inspections.

Further details of the equipment and quantities to be dedicated to this contract are detailed in the Equipment Section of this proposal.



EQUIPMENT MAINTENANCE AND TESTING

The Traffic Group tests its mechanical traffic counters, on a semi-annual basis, by connecting the tester air tubes to the air switch inputs on the traffic counter. The air pulse output dial is set between 3 and 4 (maximum output is 10). We observe 50 simulated vehicles and check for 50 vehicles being recorded on the traffic counter. If the correct number is recorded by the counter, then the counter is "passed." If the traffic counter does not record the correct number of vehicles, the counter is sent to the manufacturer for air switch replacement.

These semi-annual bench tests are critical to the performance and quality of our traffic counting equipment. The Traffic Group traffic counter tests are of the highest standards. We go beyond the manufactures expectations to assure all equipment is performing to the highest quality.

SAFETY STANDARDS

Safety standards are one of the most important aspects of undertaking data collection services. The Traffic Group, Inc. is extremely dedicated to making sure that our Field Technicians understand and adhere to the safety standards instituted by The Traffic Group, Inc.; the West Virginia Department of Transportation's Rules and Regulations including the "Manual of Temporary Traffic Control for Streets and Highways"; and, the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), Part VI.

At a minimum, all field personnel conducting traffic counts will wear a hard hat, safety vest, safety glasses, and steel toe shoes as personal safety equipment. All of our Technicians will be trained on safety.



All of our vehicles will be equipped with a high intensity full light bar. The light is mounted where it can be readily seen from all directions of the vehicle. All vehicles have a sign on the rear which indicates the vehicle makes "Frequent Stops". This sign is used only while undertaking counts; and, will be removed at the completion of the counts. In addition, all of our vehicles

are equipped with our company name and phone number (located on each side of the truck). All trucks are equipped with cellular phones to be used in the case of emergencies; or, as-needed for contact by The Traffic Group or the WVDOH Contract Administrator.

Finally, our Field Technicians are typically working in a "challenging environment". We stress the importance of maintaining their safety. The Traffic Group advises our Field Technicians of the importance of following all safety standards and policies of The Traffic Group and the WVDOH. They have been warned that non-compliance to these standards and policies may result in termination.



TRAINING PROCEDURES

We have a comprehensive training program for all new technicians. Prior to being hired by The Traffic Group, each individual goes through an extensive interview process comprised of questions to assess a general understanding of the job; comfort level working in the traveled portion of the roadway; and work experience background. The Traffic Group, Inc. provides a written test to determine the candidate's ability to read and identify specific locations within a particular area.

ON-GOING TRAINING/SUPERVISION

The Traffic Group, Inc. continually undertakes on-site and off-site checks of each Field Technician. Our Technicians are regularly observed by their Supervisor to ensure overall performance at machine and turning movement locations. These periodic checks further strengthen our quality control program. During a check, if a Technician is not performing the traffic counts to the specifications of The Traffic Group and the WVDOH, they will go through additional off-site training with their Supervisor; and, will be re-evaluated one week later to determine if the Technician is then performing all tasks at a satisfactory level. In addition, the Project Manager/Assistant Project Manager makes unscheduled field visits to observe the set-up and field practices of the field technicians working under this contract.

The Traffic Group, Inc. takes all measures to ensure that accurate counts are being collected for the West Virginia Department of Transportation. In the event that a member of the WVDOH's staff observes a problem, we will do everything possible to rectify the problem within an appropriate period. If the Field Technician's problems in the field cannot be resolved, the Technician will be removed from the job.



KEY STAFF

Paramount to a successful project is the need for a close working relationship between the contractor and the West Virginia Department of Transportation, Division of Highways. Our firm, in essence, will become part of the WVDOH.

The Traffic Group has the management staff and field personnel available to fulfill this contract in a time-efficient and cost-effective manner. We have experience in conducting this contract for the WVDOH and similar data collection contracts with other State agencies. We encourage you to contact any of the government agencies for which we have assisted.

John Blair, Senior Project Manager for the Traffic Group, Inc. has been the Senior Project Manager on our past contracts with the WVDOH along with serving as Project Manager for various other state data collection projects. With more than seventeen (17) year's experience in the field of traffic engineering and transportation planning, Mr. Blair will serve as a Project Manager for this project. As such, he will be responsible for the overall management of this contract. Mr. Blair will serve as a liaison between the Department and The Traffic Group and will be involved in this contract on a day-to-day basis: responsible for scheduling all counts and directly managing the field technicians. He will be responsible for submitting all data to the WVDOH, scheduling recounts, and invoicing all accepted counts. He will also be responsible for maintaining contact with the WVDOH's key personnel as it relates to all work undertaken as part of this contract.

Anthony Guckert, Vice President of our Data Collection Division is responsible for overseeing all of the contracts within our data collection department. With more than 17 years experience in the field of data collection. He began in the field- placing tubes for The Traffic Group's first VDOT contract. He now oversees and manages over 56 data collection personnel and more than 2,900 pieces of equipment with the capital cost of nearly \$2.0M. Mr. Guckert has experience in the scheduling, conducting, and supervision of mechanical traffic counts. He is a specialist in the collection, processing and dissemination of traffic count data. His initial field experience includes five years of daily operations. He was responsible for undertaking hundreds of mechanical counts as well as manual turning movement counts throughout Maryland, Delaware, and Virginia.

Joe Caloggero, P.E., PTOE, PTP, Senior Project Manager for The Traffic Group, Inc. will serve as the Principal-In-Charge and Quality Control Supervisor for this project. As Principal-In-Charge, he will be responsible for overseeing all tasks undertaken as part of this contract. In addition, he will be the Professional Engineer responsible for reviewing all work. Mr. Caloggero will also serve as a liaison to the West Virginia Department of Transportation, Division of Highways for this project.



Chris Hinkey will serve as a Assistant Project manager and trainer for this contract. He will be responsible for the set-up, checking and maintenance of the mechanical counter data collection activities. In addition, he will be responsible for managing the other field technicians while in the field. Mr. Hinkey will work closely with Mr. Blair in the coordination, set-up, and completion of all mechanical counts assigned under this contract. With more than eleven (11) years experience in the field of data collection, Mr. Hinkey brings valuable experience and expertise to this contract. Mr. Hinkey has worked as a field technician on our five (5) former contracts with the WVDOH.

Jason Sams will also serve as a Field Supervisor for this contract. He will be responsible for the set-up, maintenance and processing of the mechanical data collection activities. In addition, he will be responsible for managing other field technicians while in the field. He will serve as a resource to the other field technicians as it relates to answering questions and providing assistance to the field technicians while in the field. With more than six (6) years experience in the field of data collection, Mr. Sams brings a vast amount of experience and expertise to this contract. Mr. Sams has worked under the West Virginia contracts in the past; and, has served as a field supervisor on our previous contract with the Virginia Department of Transportation.

In total, The Traffic Group, Inc. will utilize four (4) experienced field technicians on this contract who will be directly responsible for completing all mechanical counts assigned as part of this contract. In addition to our two (2) field supervisors outlined above, we will utilize the services of two (2) additional experienced field technicians. All of our field technicians are local people strategically placed throughout the state in an effort to maximize efficiency and economy of the contract. Each of these individuals has hands-on experience undertaking traffic data counts within the State of West Virginia. This experience coupled with their geographic familiarity has proven to be extremely beneficial to the WVDOH.



SIMILAR EXPERIENCE

For over twenty-seven (27) years, The Traffic Group, Inc. has provided traffic engineering and transportation planning services to both the private and public sectors. With more than ninety (85) employees in our firm, we have undertaken many services under three disciplines: Traffic Engineering and Transportation Planning; Traffic Engineering Design; and, more specific to this contract, Traffic Data Collection. Throughout the duration of our firm, we have undertaken traffic data collection services and conducted short-term traffic count studies with portable equipment as part of one of our primary disciplines.

The Traffic Group, Inc. has extensive experience in undertaking traffic data collection services as required for this contract. We have a full staff dedicated solely for the purpose of providing these services for both our private and public sector clients. Data Collection is a substantial part of our business, comprising an approximated fifty percent (50%) of our total annual sales.

As you are aware, The Traffic Group, Inc. has worked with the West Virginia Department of Transportation, Division of Highways, in the past to undertake statewide traffic data collection services. In addition to our experience within the State of West Virginia over these five projects, we have undertaken data collection services for various other state agencies (similar to this contract). As not to overload you with information, we have listed only the state agencies with which we are currently under contract with at this time. We have worked and are currently working for numerous other local municipalities as well as private sector clients in the same capacity.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
1900 Kanawha Boulevard East, Building 5
Charleston, West Virginia 25305



Average Number of Counts Completed 17,000

*Years of Service:
12 Years (1996-2008)*

Types of Traffic Data Collection Counts Provided Include:

- Mechanical Volume and Classification Counts
- Manual Intersection Turning Movement Counts

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

Ms. Elizabeth Mayfield-Hart
P.O. Box 2261
Little Rock Arkansas 72203
501-569-2111
elizabeth.mayfieldhart@arkansashighways.com



Average Number of Counts Completed Annually 10,000

*Years of Service:
11 Years (2001-Current)*

Types of Traffic Data Collection Counts Provided Include:

- Mechanical Volume Counts
- Manual Intersection Turning Movement Counts
- Digital Intersection Photos
- GPS Measurements



Texas Department of Transportation

Richard Peters
125 East 11th Street
Austin, Texas 78701
(512) 465-3655
Richard.Peters@txdot.gov



*Average Number of Counts Projected 1,000,000
Years of Service: 2011-2020*

Types of Traffic Data Collection Counts Provided Include:

- Mechanical Volume Counts and Classification Counts

MARYLAND STATE HIGHWAY ADMINISTRATION

Mr. Karl Hess
707 North Calvert Street
Baltimore, Maryland 21202
(410) 545-5523
khess@sha.state.md.us



*Average Number of Counts Completed Annually 500
Years of Services: 12 Years
(1999-Current)*

Type of Traffic Data Collection Counts Provided Include:

- Mechanical Volume Counts and Classification Counts
- Manual Intersection Turning Movement Counts

VIRGINIA DEPARTMENT OF TRANSPORTATION

Mr. Tom Schinkel
1201 East Broad Street
Richmond, Virginia 23219
(804)225-3123
tom.schinkel@VDOT.virginia.gov



*Average Number of Counts Completed Annually 4,600
Years of Services: 13 Years (1998-Current)*

Type of Traffic Data Collection Counts Provided Include:

- Mechanical Volume Counts and Classification Counts
- Manual Turning Movement Counts
- GPS Measurement

Traffic Monitoring System Data
RFQ No: 8612C0004





EQUIPMENT RESOURCES

The Traffic Group, Inc. has the proper equipment and quantity of equipment necessary to handle all phases of this contract.



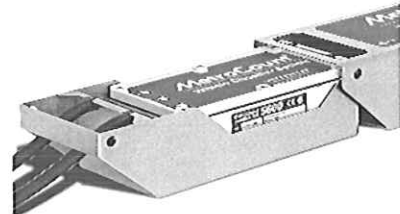
Dedicated solely for use on this contract for the West Virginia Department of Transportation, Division of Highways, The Traffic Group, Inc. will utilize **two hundred fifty (250) MetroCount 5600 Series Roadside Units** manufactured by MetroCount. These machines have the capability of collecting all types of data required as part of

this contract; and, these machines will be dedicated solely for use under this contract.

The MetroCount 5600 Series Road site Unit is a dual air-sensor data logging unit. It is powered by a user-replaceable alkaline battery pack, giving up to 290 days of continuous data collection.

The PVC Main System Unit is total weatherproof. Communication with the Roadside Unit is performed via the sealed circular connector, using a standard RS-232 PC communications port, and the software supplied. Mechanical protection is provided by the stainless-steel Road Case.

To collect traffic information, the MetroCount uses two rubber pneumatic tube axle sensors. Unlike most other traffic survey systems, it operates in only one mode: storing every axle – you simply set the logger running.



The MetroCount 5600 Series is equipped with the following features:

- All-new, totally weatherproof, modular design for ultra-high reliability
- Massive memory: 512K to 2MB. Stores up to 1,000,000 individual axles
- No classes, speed bins, or time steps required. With all axles retained, you decide later which classes, speeds, etc. to report
- User-replaceable alkaline battery pack, with advanced power saving features for long battery life – survey continuously for 290 days without replacing batteries
- Automatic shut-down when memory is full, the battery runs low, when not in use, or if no data logged for more than a week.



- Adaptive auto-ranging axle sensors detect bicycles through to heavy vehicles, eliminating sensitivity adjustments, end valves, bleed holes and any other periodic user calibration.
- Adjustable software debounce to eliminate bad tube data.
- Unit issues warnings via the software during site visits, advising of tube or battery problems.
- High intensity LED status indicators to check operation without a computer.
- Robust comms connector with screw-on dust-proof cap
- Easy-to-carry, stainless steel road case with integral tube clamping to deter vandalism.



The MetroCount machines outlined above have been proven successful on other contracts including our most recent contract with the WVDOH. These are the units that will be utilized to undertake all machine volume and classification counts.

In addition to the units outlined above, The Traffic Group, Inc. will also utilize the DB and TDC Series manual counts boards manufactured by Jamar. We have six (6) manual count boards dedicated solely for use under this contract. These count boards are equipped with the following features:

- 4 line, 20 character LED display.
- 4 data inputs per approach for maximum of 4 legged intersections. Fourth data input may be used for U-turns or pedestrians.
- Capable of storing a maximum of 312 data intervals with internal 32K bytes, CMOS static RAM with lithium battery backup.
- RS-232 serial, 9 pin DBS socket for data downloads capable of downloading at baud rates ranging from 300 to 9600 bps.
- Variable interval periods include 1, 5, 15, 30 and 60-minute intervals.
- Real time clock that is always active that is accurate to +/- 4 seconds per month.

As detailed above, The Traffic Group, Inc. has the necessary equipment available to safely and cost effectively perform the anticipated number of traffic counts for the WVDOH. All of our equipment is available to begin this contract upon notice to proceed from the WVDOH. We are committed to providing the Department with accurate and complete count data within the required timeframes.

More importantly we have the personnel available and ready to begin work under this contract with this equipment. All field technicians have been thoroughly trained on this equipment and having a working knowledge of all aspects of the units.



ADDITIONAL TECHNOLOGY

The Traffic Group, Inc. pursues new technology and new techniques within the data collection industry. There are things that we are currently doing on other contracts that we feel may be beneficial to the WVDOH on this contract. We would like to present these ideas to you so that you may take them into consideration as ways to enhance the data collected under your contract.

ALPR (Automated License Plate Recognition)

- ALPR cameras and processors collect, decipher and store license plate image data and corresponding event information
- Can collect data regardless of a vehicle's speed, most environmental conditions, or time of day
- ALPR Studies:
 - are a NON-INTRUSIVE means of collecting traffic data
 - can identify travel patterns and roadway requirements, specifically in areas that generate the highest traffic volumes
 - show flow patterns, alternate routes, new streets and new parking areas
 - are useful in anticipating present and future traffic patterns and/or problems

TIRTL (The Infra-Red Traffic Logger)

The Traffic Group also has 2 sets of Non-Intrusive axle sensing classification machines called TIRTL (The Infra-Red Traffic Logger). TIRTL uses light to count traffic and classify in FHWA format for up to 5 lanes of traffic. This will allow The Traffic Group to non-intrusively gather class data of West Virginia freeways where tubes cannot be used.

- TIRTL counts, classifies, determines the lane and measures the speed, volume and classification of passing vehicles using a light based technology. TIRTL is NON-INTRUSIVE device and performs in uni-directional, multi-directional and multi-lane sites. The device uses two parallel and two cross light beams at wheel height to measure vehicle information.

GLOBAL POSITIONING SYSTEM

The Traffic Group, Inc. utilizes the Model 162 Garmin GPS unit with roof-mounted antennas to collect the longitude and latitude measurements at all assigned count locations.

The use of the Garmin GPSMAP 162 allows for in-cab vehicle monitoring. The vehicles have an external antenna mounted on the roof to insure accurate readings without interference from the windshield. In addition, the GPS unit offers a display of the needed information that is large and easy to read. This information is recorded for each location and submitted with all the data points.

The Traffic Group's experience with using the GPS units ensures proper positioning of the counts at a specific location from year to year. We have the



ability to record and save the GPS readings from the sites collected to ensure proper and consistent placement of the counter at the same site locations during future years. In addition, GPS coordinates allow management to identify proper site location. From the office, we can identify the count location, within 10 meters, using mapping software produced by Microsoft. The software being used is Microsoft Streets and Trips 2002. We have provided you with a sample GPS Map at the end of this section.

DIGITAL PICTURES

The Traffic Group, Inc. would also propose supplying each field crew with a digital camera. Using digital cameras, field technicians can capture and transmit problematic machine or turning movement locations to the Project Manager and the WVDOH. In addition, digital pictures would be produced for all manual intersection turning movement counts to further enhance the information being provided to WVDOH. The ability to see the intersection through a digital picture would be an added benefit to the WVDOH.

HIGH VOLUME LOCATIONS

There may be High Volume Locations where typical road tube setups for volume or classification should not be installed. In these instances, the use of a Road Tube Blocker should be used to enhance the accuracy of the data collection effort. Road Tube Blocker is a cover for the road tube that is designed to prevent vehicles from generating air pulses. It is a tough and durable polymer that is flexible enough to contour to the road, but is strong enough to prevent vehicles as large as tractor trailers from generating pulses. This product is ideal when counting High Volume Classification locations. The Traffic Group has utilized this equipment on our most recent contracts with the WVDOH and on our other public sector data collection contracts.

Due to safety concerns, there may be High Volume Locations where road tube installation is prohibited. At these locations, The Traffic Group is proposing to use Wavetronix SmartSensor HD units.

We currently own ten (10) SmartSensor HD units which are manufactured by Wavetronix. These units allow for machine volume counts to be collected on roadways without entering into the road. The unit is mounted on a light or sign pole approximately 17 feet off the ground. Wavetronix detects the presence of the vehicles for collection. The unit also has the capability to gather class by length, average speed, and gap data. As stated above, this is a non-intrusive counting device thus increasing safety for our field crews as well as for the motoring public. The Traffic Group is willing to test the unit with WVDOH to show its capabilities.