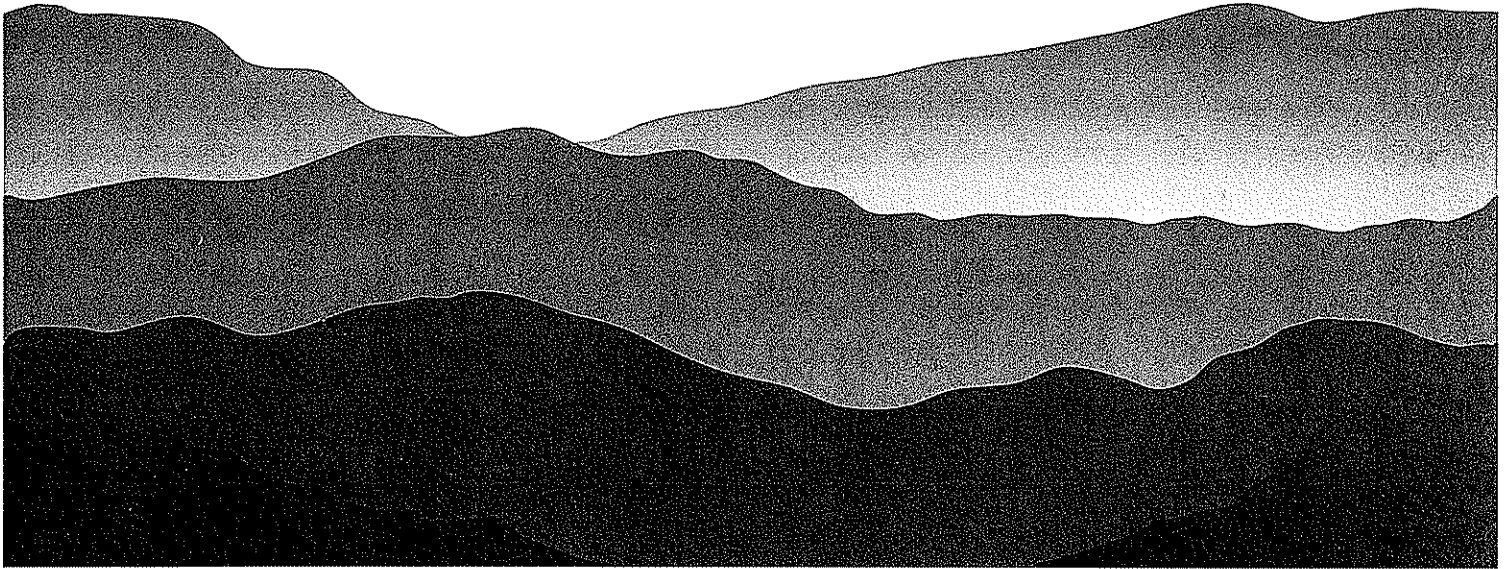


Bid Submission

RFQ# 8690000003

January 21, 2009



Merging Innovation and Excellence®

RECEIVED

2009 JAN 20 A 9 04

PURCHASING DIVISION
STATE OF WV

West Virginia Purchasing Division

2019 Washington St E

PO Box 50130

Charleston, West Virginia 25305-0130

www.trafficgroup.com | 800.583.8411



Corporate Office
Baltimore, MD

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

Other Office Locations

Delmarva Region
Virginia

January 19, 2009

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

RE: Bid Submission for Traffic Monitoring System Data
RFQ Number: 8690000003

Dear Mr. Austin:

The Traffic Group, Inc. is pleased to submit our bid to undertake traffic data collection services statewide for the West Virginia Department of Transportation, Division of Highways.

We have prepared this Bid Submission based upon the information contained within your Advertisement posted November 20, 2008.

The Traffic Group, Inc. has unparalleled experience in the area of Traffic Engineering and Transportation Planning; specifically, in the area of Data Collection. As a result, we bring to the WVDOH the following:

RELEVANT EXPERIENCE: The Traffic Group, Inc. has been under contract with the West Virginia Department of Transportation, Division of Highways for the past thirteen (13) years. We have successfully completed five (5) contracts. In addition, we have completed contracts or are currently under contract with other state agencies (Arkansas, Delaware, Hawaii, Maryland, New York, and Virginia) to conduct similar services within their respective states.

PROVEN QUALITY SERVICE: Our management staff has been in place since our first contract with the WVDOH. We will utilize this same staff on this new contract. Members of our team have been involved in data collection contracts for over twenty-three (23) years. 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. Michael Austin

January 19, 2009

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 one of the largest data collection departments in the Mid-Atlantic Region, if not the entire East Coast. We have dedicated 250 traffic counts machines and six (6) manual count boards solely to this contract. In addition, The Traffic Group, Inc. has a vast inventory of data collection equipment to pull from should the contract require additional resources.

In addition to our staff and equipment, The Traffic Group, Inc. also has the necessary computer hardware and software ready and available for use on this contract to ensure that data is processed and submitted according to the WVDOH standard format.

FAMILIAR TEAM: The Traffic Group, Inc. has worked with the WVDOH staff for the last thirteen (13) years. We have a working knowledge of your count program, standards and expectations for this contract. We successfully completed five (5) former contracts for the WVDOH.

In conclusion, we believe that The Traffic Group, Inc. 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 West Virginia Department of Transportation, Division of Highways unparalleled service in this area.

We look forward to working with the West Virginia Department of Transportation, Division of Highways on this upcoming contract.

Thank you for your time and positive consideration.

Sincerely,



Mickey A. Cornelius, PE, PTOE
Senior Vice President
Principal-In-Charge/Quality Control Supervisor



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
8690000003

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1

ADDRESS CORRESPONDENCE TO ATTENTION OF
MICHAEL AUSTIN 304-558-2402

VENDOR

*301132755 410-931-6600
 TRAFFIC GROUP INC
 9900 FRANKLIN SQUARE DR
 SUITE H
 BALTIMORE MD 21236

SHIP TO

DIVISION OF HIGHWAYS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/20/2008				

BID OPENING DATE: 12/30/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		730-36		
<p>TRAFFIC MONITORING SYSTEM DATA</p> <p>OPEN END CONTRACT</p> <p>TO PROVIDE STATEWIDE TRAFFIC MONITORING DATA SYSTEM. PER THE ATTACHED SPECIFICATIONS</p> <p>A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON 12/16/2008 AT THE STATE CAPITOL COMPLEX, 1900 KANAWHA BLVD, EAST. BLDG. 5, ROOM A808, CHARLESTON, WV. FAILURE TO ATTEND PRE-BID CONFERENCE WILL RESULT IN BID DISQUALIFICATION</p> <p>QUESTIONS: WRITTEN QUESTIONS WILL BE ACCEPTED THROUGH CLOSE OF BUSINESS (5:00 PM EST.) ON WEDNESDAY, 12/10/08</p> <p>SEND YOUR QUESTIONS TO: PURCHASING DIVISION ATTENTION MICHAEL AUSTIN 2019 WASHINGTON ST., E. CHARLESTON, WV 25305</p> <p>QUESTIONS MAY BE SENT VIA FAX, E-MAIL, OR REGULAR MAIL. E-MAIL: MICHAEL.D.AUSTIN@WV.GOV FAX: 304-558-4115</p> <p>IT IS THE VENDORS RESPONSIBILITY TO VERIFY THAT THEIR QUESTIONS HAVE BEEN RECEIVED BY CALLING 304-558-2402.</p> <p>EXHIBIT 3</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia
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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON 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, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANS-</p>						

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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO 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.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>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.</p> <p>REV. 04/11/2001</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR</p>						

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VENDOR FOR

*301132755 410-931-6600
 TRAFFIC GROUP INC
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>EXHIBIT 10</p> <p>REQUISITION NO.:</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .. ✓ .. .</p> <p>NO. 2 .. ✓ .. .</p> <p>NO. 3 .. ✓ .. .</p> <p>NO. 4 .. ✓ .. .</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>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</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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 804-558-2402

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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/20/2008				

BID OPENING DATE: 12/30/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;"> <i>Donald W. Hayes</i> SIGNATURE <i>THE TRAFFIC GROUP, INC.</i> COMPANY <i>JANUARY 19, 2009</i> DATE </p> <p>REV. 11/96</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;"> DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 </p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 33</p> <p>RFQ. NO.: 8690000003</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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11/20/2008				

BID OPENING DATE: 12/30/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING DATE: -----				01-21-2009	-----	
BID OPENING TIME: -----				1:30 PM	-----	
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----				410-931-6601	-----	
CONTACT PERSON (PLEASE PRINT CLEARLY):						
-----				DONALD W. HAYES	-----	
***** THIS IS THE END OF RFQ 8690000003 ***** TOTAL:						\$855,555.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Donald W. Hayes</i>	TELEPHONE 410-931-6600	DATE 01/19/2009
TITLE SR. VICE PRESIDENT	FEIN 52 1391057	ADDRESS CHANGES TO BE NOTED ABOVE

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



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**Request for
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**MICHAEL AUSTIN
 304-558-2402**

VENDOR

***301132755 410-931-6600**
TRAFFIC GROUP INC
9900 FRANKLIN SQUARE DR
SUITE H
BALTIMORE MD 21236

SHIP TO

DIVISION OF HIGHWAYS
VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED 01/07/2009	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **01/21/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 4						
CHANGES TO THE SPECIFICATIONS ATTACHED.						
BID OPENING DATE AND TIME CHANGED						
FROM: 01/14/2009 AT 1:30 P.M.						
TO: 01/21/2009 AT 1:30 P.M.						
NO OTHER CHANGES						
0001		LS		730-36		
	1			TRAFFIC MONITORING SYSTEM DATA		
***** THIS IS THE END OF RFQ 8690000003 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE _____ TELEPHONE _____ DATE _____

TITLE _____ FEIN _____ ADDRESS CHANGES TO BE NOTED ABOVE

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ADDENDUM NO. 4

Replace Section II.B.1.a. of the contract with the following:

- a. Duration of data collection activities shall be 48 consecutive hours between Monday AM and Friday NOON (except as dictated by special counts) for all types of mechanical volume counts and mechanical 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 Monday through Thursday for turning movement counts.

Replace Section II.B.1.b. of the contract with the following:

- b. All data shall be provided in digital format on a Compact Disk (CD) (with a printable copy included on the CD, and a supplemental paper copy, if requested) with a unique identifying number (determined by the **DEPARTMENT**) in the file header that will be associated with that site for all future counts. If the site is abandoned or replaced with another location by the **DEPARTMENT**, then the unique identifying number shall be abandoned or replaced with a new number. Latitude and longitude coordinates in the format 39.17721 078.25719 (note five decimal places) shall be gathered by **CONTRACTOR** for each site counted, unless the **DEPARTMENT** has furnished latitude and longitude coordinates and the site location is within 50 feet of latitude and longitude coordinates furnished by **DEPARTMENT**. Latitude and longitude coordinates shall use the North American Datum NAD 1983. Latitude and longitude coordinates need not be updated in future counts if the same site location is used (within a tolerance of 50 feet). Format for data shall be in the PEEK Traffic Inc. format (latest version) for machine volume counts and mechanical vehicle classification counts; Excel spreadsheet format for turning movement counts, or other format(s) as defined by the **DEPARTMENT** and agreed to by the **CONTRACTOR** for special counts. Submission of data shall be consistent and identical in format over time, including incorporation of invisible characters, extra characters, or white space between fields. All fields shall be machine readable.

Replace Section III.B. of the contract with the following:

- B. Mechanical volume counts (TYPE B) on the Interstate Highway System shall 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 shall be conducted consecutively for each segment along the entire length of Interstate Routes 68, 70, 79, 81 and 470 with no more than 72 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 shall be counted consecutively along their lengths with no more than 72 hours elapsed time between counts on adjacent segments. Mechanical volume counts (TYPE A) shall be collected on each of the approximately 620 Interstate Highway ramps once

each year. In addition, mechanical volume counts (Type A) shall be collected once a year on all of the approximately 620 Interstate Highway System ramps.
Replace Section V.D of the contract with the following:

D: A specified cost for collection of *turning movement counts*. One Mechanical volume count (TYPE A or B as needed) shall be included at no additional cost with each turning movement count.

Replace the "Schedule of Items" page with the following to reflect the items as shown in Section V (Basis of Payment) in the contract and to adjust the quantities to those approximately needed per year.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
 DIVISION OF HIGHWAYS
 PROGRAM PLANNING AND ADMINISTRATION

SCHEDULE OF ITEMS

PROJECT: STATEWIDE TRAFFIC MONITORING DATA COLLECTION PROGRAM

CONTRACTOR: _____

ITEM DESCRIPTION	APPROXIMATE QUANTITY PER YEAR	UNITS	UNIT PRICE	AMOUNT
TYPE A (1 TUBE) COUNT	3221	EACH		
TYPE B (2 TUBE) COUNT	554	EACH		
TYPE C (RADAR OR SIMILAR NON-INTRUSIVE COUNTS)	2	EACH		
MECHANICAL CLASSIFICATION COUNT	435	EACH		
TURNING MOVEMENT COUNT	510	EACH		
MECHANICAL SPEED COUNT	20	EACH		
TOTAL BID :				



State of West Virginia
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 804-558-2402

VENDOR

*301132755 410-931-6600
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 BY ORDER

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01/02/2009				

BID OPENING DATE: 01/14/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 3						
BID OPENING DATE AND TIME CHANGED						
FROM: 01-07-09 AT 1:30 P.M						
TO: 01-14-09 AT 1:30 P.M.						
NO OTHER CHANGES						
0001	1	LS		730-36		
TRAFFIC MONITORING SYSTEM DATA						
***** THIS IS THE END OF RFQ 8690000003 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE _____ TELEPHONE _____ DATE _____

TITLE _____ FEIN _____ ADDRESS CHANGES TO BE NOTED ABOVE

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

SIGN IN SHEET

RFQ # 869000003Date: 12/16/08

- | Firm & Representative Name: | Mailing Address: | Phone, Fax, & E-Mail: |
|--|---|---|
| 1. <u>William S Thornton</u>
<u>Stantec</u> | <u>1206 Virginia Street, East</u>
<u>Suite 200</u>
<u>Charleston WV 25301</u> | P <u>304-345-7140</u>
F <u>304-345-0887</u>
E-mail <u>will.thornton@stantec.co</u> |
| 2. <u>Data Collection Group</u>
<u>Laura Smith</u> | <u>22400 Harbor Towne Dr</u>
<u>Carrollton VA 23314</u> | P <u>757-478-6761</u>
F <u>757-282-7751</u>
E-mail <u>DataCollectiongroup@</u>
<u>hotmail.co</u> |
| 3. <u>Renaissance Planning Group</u>
<u>Charles Smith</u> | <u>200 Sixth St NE</u>
<u>Charlottesville, VA</u> | P <u>757-615-6884</u>
F _____
E-mail <u>Csmith@citiesthatwork.co</u> |
| 4. <u>Andrew Nichols</u>
<u>Dennis Corporation</u> | <u>P.O. Box 370</u>
<u>Scott Depot, WV 25560</u> | P <u>304-521-5015</u>
F _____
E-mail <u>anichols@denniscorporation.co</u> |
| 5. <u>Eight Treasures of KYLC</u>
<u>Ken and Elliott</u> | <u>P.O. Box 1367</u>
<u>Marlottesville, KY 41229</u> | P <u>606 686 3859</u>
F <u>606 686 3852</u>
E-mail <u>Ken@ETKLC.com</u> |

Please print or write legibly!

Your fax # is essential to contact you timely!

SIGN IN SHEET

RFQ # 869100003Date: 12/16/08

Firm & Representative Name:	Mailing Address:	Phone, Fax, & E-Mail:
1. <u>Tim McFarland</u> <u>The Traffic Group Inc.</u>	<u>TMCFARLAND@TheTrafficGroup.com</u>	<u>800-583-8411</u> F _____ E-mail _____
2. <u>DON HAYES</u> <u>THE TRAFFIC GROUP, INC.</u>	<u>9900 FRANKLIN SQ. DR.</u> <u>BALTIMORE, MD. 21236</u>	P <u>410-931-6600</u> F <u>410-931-6601</u> E-mail <u>dhayes@trafficgroup.com</u>
3. <u>John Blair</u> <u>The Traffic Group Inc</u>	<u>9900 Franklin Sq. Dr.</u> <u>Balt. MD 21236</u>	P <u>410-931-6600</u> F <u>410 931 6601</u> E-mail <u>jblair@trafficgroup.com</u>
4. <u>Southern Traffic Services</u> <u>Mark Knowles</u>	<u>2911 Westfield Rd</u> <u>Gulf Breeze, FL 32563</u>	P <u>800 786 3374</u> F <u>859 934 0373</u> E-mail <u>MARKOWLES@southerntrafficServices.com</u>
5. <u>Angie Moorman</u>	<u>DOH</u>	P _____ F _____ E-mail _____

Please print or write legibly!

Your fax # is essential to contact you timely!



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 Department of Administration
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 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 8690000003

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 MICHAEL AUSTIN
 304-558-2402

VENDOR

*301132755 410-931-6600
 TRAFFIC GROUP INC
 9900 FRANKLIN SQUARE DR
 SUITE H
 BALTIMORE MD 21236

SHIP TO

DIVISION OF HIGHWAYS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/22/2008				

BID OPENING DATE: 12/30/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM #02		
				BID OPENING DATE AND TIME CHANGE		
				FROM: 12/30/2008		
				TO: 01/07/2009		
				NO OTHER CHANGES		
0001	1	LS		730-36		
				TRAFFIC MONITORING SYSTEM DATA		
***** THIS IS THE END OF RFQ 8690000003 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	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
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 TRAFFIC GROUP INC
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 BALTIMORE MD 21236

SHIP TO

DIVISION OF HIGHWAYS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/03/2008				

BID OPENING DATE: 12/30/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				MANDATORY PRE-BID CONFERENCE		
				READS: 12/16/08		
				TO READ: 12/16/08 AT 10:00 A.M.		
				BID OPENING DATE & TIME REMAINS 12/30/08 @1:30 P.M.		
				NO OTHER CHANGES		
0001	1	LS		730-36		
				TRAFFIC MONITORING SYSTEM DATA		
***** THIS IS THE END OF RFQ 8690000003 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
 DIVISION OF HIGHWAYS
 PROGRAM PLANNING AND ADMINISTRATION

SCHEDULE OF ITEMS

PROJECT: STATEWIDE TRAFFIC MONITORING DATA COLLECTION PROGRAM

CONTRACTOR: The Traffic Group, Inc. 9900 Franklin Square Drive Suite H, Baltimore, Maryland 21236

ITEM DESCRIPTION	APPROXIMATE QUANTITY PER YEAR	UNITS	UNIT PRICE	AMOUNT
TYPE A (1 TUBE) COUNT	3221	EACH	\$105.00	\$338,205.00
TYPE B (2 TUBE) COUNT	554	EACH	\$125.00	\$69,250.00
TYPE C (RADAR OR SIMILAR NON-INTRUSIVE COUNTS)	2	EACH	\$800.00	\$1,600.00
MECHANICAL CLASSIFICATION COUNT	435	EACH	\$320.00	\$139,200.00
TURNING MOVEMENT COUNT	510	EACH	\$590.00	\$300,900.00
MECHANICAL SPEED COUNT	20	EACH	\$320.00	\$6,400.00
TOTAL BID:				\$855,555.00

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: Donald W. Hayes
Date: 01/19/2009 Title: SR. VICE PRESIDENT

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

ABOVE NOT APPLICABLE

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: 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.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

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 materials, 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.

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, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, 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.

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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

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

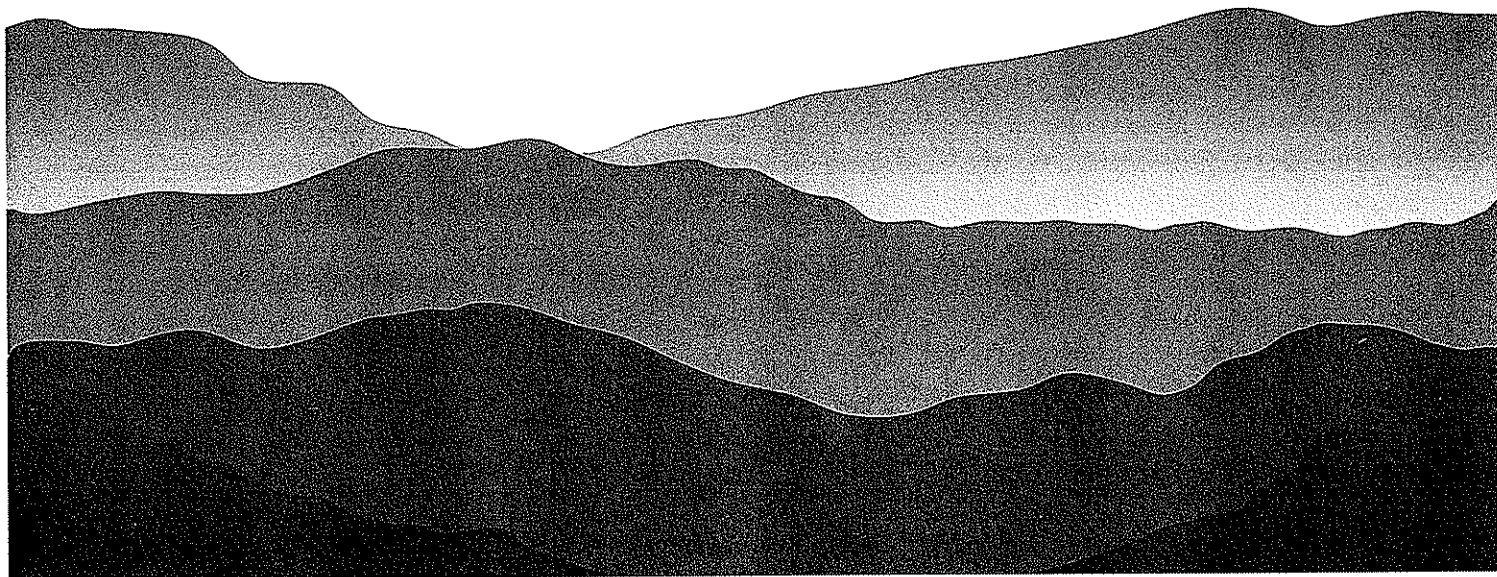
Vendor's Name: THE TRAFFIC GROUP, INC.

Authorized Signature: Donald W. Hayes Date: 01/19/2009

Qualifications Submission

RFQ# 86900000003

January 21, 2009



Merging Innovation and Excellence®

West Virginia Purchasing Division

2019 Washington St E

PO Box 50130

Charleston, West Virginia 25305-0130

RECEIVED

2009 JAN 20 A 9 04

PURCHASING DIVISION
STATE OF WV

www.trafficgroup.com | 800.583.8411



Corporate Office
Baltimore, MD

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

Other Office Locations

Delmarva Region
Virginia

January 19, 2009

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

RE: Qualifications Submission for Traffic Monitoring System Data
RFQ Number: 8690000003

Dear Mr. Austin:

The Traffic Group, Inc. is pleased to submit our qualifications to undertake traffic data collection services statewide for the West Virginia Department of Transportation, Division of Highways.

Our Bid Submission has been sent under separate cover in compliance with instructions contained within your Advertisement posted November 20, 2008.

The Traffic Group, Inc. has unparalleled experience in the area of Traffic Engineering and Transportation Planning; specifically, in the area of Data Collection. As a result, we bring to the WVDOH the following:

RELEVANT EXPERIENCE: The Traffic Group, Inc. has been under contract with the West Virginia Department of Transportation, Division of Highways for the past thirteen (13) years. We have successfully completed five (5) contracts. In addition, we have completed contracts or are currently under contract with other state agencies (Arkansas, Delaware, Hawaii, Maryland, New York, and Virginia) to conduct similar services within their respective states.

PROVEN QUALITY SERVICE: Our management staff has been in place since our first contract with the WVDOH. We will utilize this same staff on this new contract. Members of our team have been involved in data collection contracts for over twenty-three (23) years. 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. Michael Austin

January 19, 2009

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 one of the largest data collection departments in the Mid-Atlantic Region, if not the entire East Coast. We have dedicated 250 traffic counts machines and six (6) manual count boards solely to this contract. In addition, The Traffic Group, Inc. has a vast inventory of data collection equipment to pull from should the contract require additional resources.

In addition to our staff and equipment, The Traffic Group, Inc. also has the necessary computer hardware and software ready and available for use on this contract to ensure that data is processed and submitted according to the WVDOH standard format.

FAMILIAR TEAM: The Traffic Group, Inc. has worked with the WVDOH staff for the last thirteen (13) years. We have a working knowledge of your count program, standards and expectations for this contract. We successfully completed five (5) former contracts for the WVDOH.

In conclusion, we believe that The Traffic Group, Inc. 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 West Virginia Department of Transportation, Division of Highways unparalleled service in this area.

We look forward to working with the West Virginia Department of Transportation, Division of Highways on this upcoming contract.

Thank you for your time and positive consideration.

Sincerely,



Mickey A. Cornelius, PE, PTOE
Senior Vice President
Principal-In-Charge/Quality Control Supervisor



Merging Innovation and Excellence®

Traffic Engineers
and
Transportation Planners



**Traffic Monitoring
System Data**

RFQ Number 8690000003

MANAGEMENT SUMMARY

The Traffic Group, Inc. has prepared this Technical Proposal to undertake traffic data collection services for the West Virginia Department of Transportation, Division of Highways (WVDOH) based upon the information provided in the advertisement posted November 20, 2008.

CONTRACT UNDERSTANDING

The Traffic Group, Inc. understands that we will be expected to undertake traffic data collection services for the West Virginia Department of Transportation, Division of Highways (WVDOH) Statewide. 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. understands that this is a "Turn-Key" contract. As such, 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.

We understand that the WVDOH may terminate this contract if we fail to carry out our responsibilities or to make substantial progress under the terms of the RFP and resulting contract. Furthermore, this contract may be terminated upon mutual agreement of both parties with thirty (30) days prior notice.

Any change in Federal or State law, or court actions which constitute binding precedent in West Virginia, and which significantly alters The Traffic Group's required activities or any change in the availability of funds, will be viewed as binding and will warrant a good faith recognition of the compensation paid to The Traffic Group by the Agency and of such other provisions of the contract that are affected. If such renegotiation proves unsuccessfully, the contract may be terminated by the State upon written notice to The Traffic Group at least thirty (30) days prior to termination of this contract.

If changes to the original contract become necessary, a formal contract change order will be negotiated by the State, the Agency and The Traffic Group to address changes to the terms and conditions, costs of work included under the contract.

As soon as possible after the receipt of a written change request from the Agency, but in no event more than thirty (30) days thereafter, The Traffic Group will determine if there is an impact on price with the change requested and provide the Agency a written statement to identify any price impact on the contract or to state that there is no impact. In the event that price will be impacted by the change, The Traffic Group will provide a description of the price increase or decrease involved in implementing the requested change.

SERVICES TO BE PROVIDED BY THE TRAFFIC GROUP

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. understands that the assignments to be included as part of this contract include the following: 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:

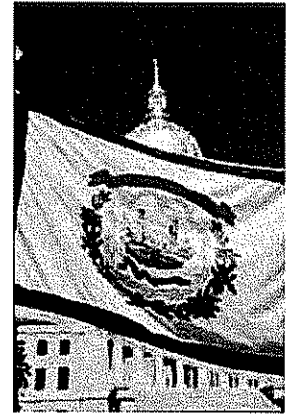
- Raw data resulting from the field collection of volume counts, turning movement counts and vehicle classification as defined by the schedule provided by the WVDOH, or as a result of special count requests by the WVDOH.
- Duration of data collection shall be 48 consecutive hours between Monday AM and 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.
- Format for data shall be in the PEEK Traffic, Inc. format (version 3.91) 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.
- 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.
- 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 and steel toe shoes.
- 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.
- The WVDOH will retain five percent (5%) of the amount invoiced until completion and acceptance of the work. On the annual count cycles for which all work is completed by The Traffic Group and accepted by the WVDOH, the 5% retainage may be released for that portion accepted.



MANAGEMENT TEAM

The successful management plan 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 WVDOH; 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.

SUBCONSULTANT

The Traffic Group, Inc. will not utilize the services a subconsultant on this contract. We have sufficient manpower and equipment resources to successfully fulfill the requirement of this contract without the use of a subconsultant.

INTERACTION WITH THE WVDOH



Paramount to a successful project is a close working relationship between the contractor and WVDOH Staff. Our Senior Project Manager and contract liaisons will receive direction from the Contract Administrator and maintain continuous and effective communication throughout each stage of the contract. We will attend all scheduled contract meetings as requested.

CONTRACT MANAGEMENT

The Traffic Group will coordinate all assignments and maintain total management authority of this contract. We will track each count on a weekly basis. With such tracking, we are able to provide the number of counts completed and/or remaining at any given time. Each transmittal letter sent to WVDOH will outline the county and count location being submitted at that time. This information is prepared; and, therefore reviewed on a weekly basis by our Senior Project Manager to ensure time efficient and cost-effective work under the contract. These transmittals will allow the Senior Project Manager an additional check toward making sure that all counts are completed within the designated time frames set by The Traffic Group and the WVDOH.

QUALITY CONTROL

The Traffic Group, Inc. has a comprehensive Quality Control Program in place that will be utilized for this contract. The Quality Control Program will be implemented by the Senior Project Manager for each count. Specifics on this program are provided throughout the Work Plan section of this Proposal.

RECORDS

The Traffic Group, Inc. will continue to keep accurate documented records of all data collected as part of this contract. We will track when each count is scheduled; when the count is completed; when the count is submitted to WVDOH; when the count is submitted for payment; and finally, when the count is paid. We can verify any part of or all of this information at any given time as requested by WVDOH.

CONTRACT GOAL

The Traffic Group's goal for this contract is to collect accurate and timely data for the West Virginia Department of Transportation, Division of Highways. This will be achieved through the use of trained crews undertaking counts which are supervised and reviewed by experienced Project Managers who will in turn work closely with the WVDOH to provide unparalleled service in the area of data collection.

The Management Plan described in this section of our proposal provides a general description of how the work will be accomplished for this contract. It is important to understand that we successfully utilized this Management Plan on our past four (4) contracts with the WVDOH. We believe the most important element of the Management Plan is a close working relationship between The Traffic Group, Inc. and the West Virginia Department of Transportation, Division of Highways. Our primary goal is to continue to successfully assist in the collection of statewide traffic data over the next three (3) years.



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Traffic Engineers
and
Transportation Planners



**Traffic Monitoring
System Data**

RFQ Number 8690000003

WORK PLAN

The West Virginia Department of Transportation, Division of Highways (WVDOH) is seeking the services of a consultant to collect traffic data to meet all requirements of the Federal Highway Administration, the West Virginia Department of Transportation, Division of Highways, and other needs as deemed necessary by the WVDOH Planning and Research Division.

TMS COUNT REQUIREMENTS

We understand that this contract is to collect data statewide in West Virginia. We have experience working for the WVDOH as we have been under contract with the Department over the past thirteen (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 of our 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 employs three (3) full-time field technicians dedicated solely for undertaking manual turning movement counts, both scheduled and special requests made by WVDOH. All seven (7) 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 for the last thirteen (13) years 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.

The Traffic Group, Inc. 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 further demonstrate our progress toward completing the total annual count program.

EQUIPMENT TO BE UTILIZED FOR THIS CONTRACT

The Traffic Group, Inc. has the proper equipment 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. has purchased, within the past year, all new 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 attached to it that show our company name and company telephone number. In addition to this tag, a less permanent tag will be attached that states 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 have found this additional information helps reduce the number of public concerns and problems. The information also allows for 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 on Temporary Traffic Control for Streets and Highways"; and, the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), Part VI.

As 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 traffic count safety.



All of The Traffic Group's vehicles used as part of this contract 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, whereas our Field Technicians are typically working in an "challenging environment", we have stressed to them the importance of maintaining their safety. The Traffic Group has advised our Field Technicians of the importance of following all safety standards and policies of The Traffic Group and the WVDOH. They have been strongly warned that non-compliance to these standards and policies may result in termination of employment.

TRAINING PROCEDURES

The Traffic Group, Inc. has a comprehensive training program in place for all new field 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. In addition, The Traffic Group, Inc. gives a written map test to determine the candidate's ability to read and identify specific locations within a particular area.

Upon being hired by The Traffic Group, Inc. to fulfill the position of Field Technician, the individual goes through a comprehensive off-site and on-site training program. During their off-site training session they are taught, as a minimum, the policies and procedures instituted by The Traffic Group in their "Machine Traffic Counting Manual for Field Technicians"; safety regulations dictated by both The Traffic Group as well as the WVDOH; and, briefly shown the operation of the equipment that they utilize to complete their data collection tasks. Throughout their on-site training session they are taught, as a minimum, road tube installation and counter set-up; study site evaluation techniques; and, the proper procedures for undertaking turning movement counts.

After completing the off-site training (typically within a 2-day period), the newly hired Field Technician would begin their on-site training. This training begins with a visit to the field accompanied by an experienced Field Supervisor. Initially, the Field Technician is introduced to traffic counting through observation only. The observational period is comprised of five (5) days of traveling with the Field Supervisor; and, observing a minimum of 20 to 30 locations. Throughout the observation period, the Field Supervisor will explain and demonstrate the various types of counts and the proper counter placement for each on the roadway.

Upon completion of the initial training, the Field Technicians are taken back into the field to begin the performance of actual volume and classification counts, under the direct supervision of the Field Supervisor. The Field Supervisor will continue to teach them how to setup traffic counts for accurate traffic counting. The Field Supervisor will explain why different road patterns affect the counter and how to adjust the counter to individualize each situation. The Field Technician will continue with this training for approximately two to three weeks. Toward the end of this training period, the Field Supervisor will slowly allow the Field Technician to complete all tasks independently, observing the tasks to ensure proper set-up and collection of accurate data.

At the end of the two-to-three week on-site training period, the Field Supervisor will assess the skills and comfort level of the Field Technician. Based upon positive results in both areas, the Field Technician will be placed with an experienced Field Technician to continue undertaking traffic counts within a two-man crew. Field Technicians with less than six months experience will not undertake counts independently; they will always be made part of a two-man crew or more.

Manual count training will involve the Field Technician and Field Supervisor undertaking turning movements together. Prior to actually collecting the data, the Field Supervisor will explain the requirements of a manual count. Every manual count will require a condition diagram. The condition diagram will detail the intersection geometric configuration along with lane use. The diagram will show how the intersection is controlled, i.e. signal or stop sign. Finally, the diagram will show the location of businesses or residences. Both the field technician and field supervisor will undertake a minimum of four (4) turning movements together, approximately one (1) week. The Field Supervisor will compare the results and evaluate the condition diagram. Through the comparison of the Field Technician's results to the Field Supervisor's results, we are able to attest to the accuracy of the count; and, the abilities of the Field Technician in this 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.

COUNT SET-UP PROCEDURES

Study Site Evaluation

Sensor placement is a critical decision made by our Field Technicians. The following guidelines are followed when choosing the proper study locations for each count.

- There must be a location with an anchor to secure the counter (such as a pole or tree);
- The tube or sensor must be clear of the turning paths of vehicles in order to reduce multiple counts (if a vehicle crosses the tube or sensor at an angle);
- The tube or sensor must be placed at least 100 feet from any intersection or major driveway;
- The tube or sensor cannot be placed in an area subject to skidding (such as a sharp curve); or subject to heavy acceleration or braking;
- The pavement area must be reasonably smooth, with no potholes to cut tube or sensor;
- Locations must be selected where there is a minimum probability of vehicles parking at the curb; and, areas of potential backup and standing vehicles are to be avoided.
- Locations must be selected to provide sufficient sight distance for our Field Technicians.

All of our Field Technicians will use their technical expertise and guidelines established within our "Machine Traffic Counting Manual for Field Technicians" to locate the proper placement of the counter at each location.

Manual Counts

Our first step in conducting manual counts is to determine type of count requested: classification or intersection turning movement. The Assistant Project Manager will schedule and prepare manual count forms. The forms will include county name, intersection road coordinates, count date, count times, and name of field technician. In addition, the Assistant Project Manager will provide a detailed map of the intersection to ensure proper count location.

- Upon arrival at the designated count location, the Field Technician will proceed with the count as follows:
- Install a machine counter on one (1) leg of the highest volume roadway for 24-hours to collect volume data.
- Produce digital pictures of the intersection
- Prepare the condition diagram to include road names, intersection geometrics, and nearby businesses
- Proceed with collecting manual classification count data during the designated times
- Note any unusual activities during the count including, but not limited to, accidents, weather, and construction in the area.
- If the Field Technician has any questions regarding the count location or specifics of the count, they will immediately contact the Assistant Project Manager or Project Manager for additional instruction and guidance.

Volume Counts

The Field Technician will proceed to all scheduled volume count locations. Upon arrival at each designated location, they will proceed as follows:

- Select the correct length tube for the road which will vary in length from 40 to 60 feet.
- Fasten each end of the tube in the roadway using PK nails varying in length from 2" to 4" or 6" steel spikes.
- Secure the tube by installing an asphalt-based tape over the tube to eliminate the tube from "rolling" or coming up.
- Setup and install the machine traffic counter.

Classification Counts

The Field Technician will proceed to all scheduled classification count locations. Upon arrival at each designated location, they will proceed as follows with the set-up of a classification count:

- Select two (2) equal length road tubes per lane of counting (as a general rule).
- Install first road tube
- Measure (with tape measure) exactly three (3) feet four (4) inches from the first road tube; and, mark the road at each end of the first tube.
- Install the second road tube at the recorded marks.
- Fasten each end of the tube in the roadway using PK nails varying in length from 2" to 4" or 6" steel spikes.
- Secure the road tube by installing an asphalt-based tape over the tube.
- Setup and install one machine per lane to ensure accurate classification data.

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.

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.

ANCILLARY EQUIPMENT

The following ancillary equipment may be used with the count equipment being proposed under this contract. We have detailed the usage of ancillary equipment as it relates to the specific study type.

1. Road Tube, LPH-1 (mini-tube)

- 40% lighter and almost 50% smaller than EPDM road tubes

- Inside diameter 0.20"
- Outside diameter 0.375"
- 40' to 60' lengths
- Designed to reduce bouncing and rolling
- Does not have to be stretched like regular road tube
- Reduced size makes it quieter, thus reducing complaints of road tube noise

Used for all study types; volume or class sites. Mini tubes can be used easily with "blocker" (listed below) in congested urban areas to more accurately collect data. Mini tubes have been tested and found to be more accurate.

2. *Air Compressor*

- Forces air through road tube to force out any water, dirt, and debris

Used to keep tubes as clear as possible to reduce the impact of water or dust on the performance of the traffic counter's air switch

3. *Road Tube Blocker*

A cover for LPH-1 Road Tube designed to prevent vehicles from generating air pulses.

- Tough and durable polymer that is flexible enough to contour to the road
- Strong enough to prevent vehicles as large as tractor trailers from generating pulses
- 6 ft. lengths; typically two road tube blockers are used in each lane
- Ideal for multiple lane class or volume study sites

Used for urban study types; volume or class sites; and, congested urban areas where typical road tube installation will not produce accurate counts.

4. *Road Tube End Plugs*

- Machined brass or aluminum, seals the tube and keeps out water and dirt

Used for all study types using road tubes.

5. *Galvanized End Clamp*

- Hot tip galvanized clamp used on end of road tube, for round tube only

Used for all study types using road tubes.

6. *Nylon Rope – ¼"*

- ¼" nylon rope used on road tubes, round or half round, at end of tube nearest to counter, attached with nail or spike

Used for all study types using road tubes.

7. *Mastic Tape – 4" or 6"*

- Type 53 mastic tape with rubberized asphalt base with peelable protective paper backing, decreases installation time thus increases safety, used when roads are dry and free of debris, typically used on end of tubes to ensure that tube remains secure and on lane lines and/or where road tube jumps or hops to ensure against phantom counting.

Used for all study types using road tubes.

8. *Clamp Webbing – 1 ½" Wide*

- Heavy gauge woven synthetic Fabric, when cut into 6" pieces, makes very effective road tube fasteners, typically used on lane lines and/or where road tubes jump or hop to ensure against phantom counting, used during damp weather or when mastic tape can not be used

Used for all study types using road tubes.

9. *Tape Coat – 6" wide*

- Tape coat M-860 is a cold-applied, self-adhering, puncture resistant product used to secure road tubes. It retains its ability to bond at temperatures as low as 0 degrees F. Tapecoat is impermeable to water and salts. This type holds in temperatures that other mastic tapes do not.

PROCESSING DATA AND TRANSMISSION

The Traffic Group will use the following procedures for processing machine volume or classification data on this contract.

Process for Reviewing and Submitting Data

1. Receive data files from field technicians (Satellite offices send data through e-mail and hard copies via UPS).
2. Print out the PRN data and review. The review will include the following checks, but not limited to:
 - Check directional split
 - Check for periods of "0" traffic volumes
 - Check percentage of unclassified vehicles (not to exceed 5%)
 - Check peak hour volume with other counts along same links
 - Check for any unusual truck or vehicle increases or decreases
 - Check the difference between both days of total traffic volume by lane to assure traffic was normal
3. If all data quality points pass, repeat for each count.
4. After reviewing all counts in that particular submittal, type the cover letter to WVDOH. The cover letter specifies the County and Count Location ID Numbers being submitted.

5. Data summaries (hard copies) will then be provided with all headings and formats in accordance with the WVDOH standards. Data will also be submitted on high density 3 ½" diskettes.
6. Record all counts being submitted in master database and update report indicating total remaining counts.

We understand that upon submission to WVDOH, each count will be reviewed and analyzed by WVDOH personnel for validity. Any count may be requested by WVDOH to be recounted based upon their review of the data. The Traffic Group, Inc. will complete a recount in a timely fashion and resubmit the data.

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									

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 2009.

2009 PROPOSED COUNT SCHEDULE

MONTH	COUNT WEEK	NUMBER OF VOLUME AND CLASSIFICATION COUNTS ^{1/}	NUMBER OF TURNING MOVEMENT COUNTS ^{2/}
MAR	16	0	16
	23	135	16
	30	135	16
APRIL	6 ^{3/}	135	16
	13	75	12
	20	135	16
	27	135	16
MAY	4	135	16
	11	135	16
	18	135	18
	25 ^{4/}	75	12
JUNE	1	135	16
	8	135	16
	15	135	16
	22	135	16
	29 ^{5/}	0	0
JULY	6	135	16
	13	135	16
	20	135	16
	27	135	16
AUG	3	135	16
	10	135	16
	17	135	16
	24	135	16
SEPT	3	75	12
	7	135	16
	14	135	18
	21	135	16
	28	135	16
OCT	5	135	16
	12 ^{7/}	0	12
	19	0	16
	26	0	16
TOTALS^{7/}		3600	500

NOTE: This schedule assumes that we will have notice to proceed and weather will permit us to begin work by March 16, 2009; however, The Traffic Group will be ready to begin work immediately upon Notice to Proceed even if earlier than March 16th.

^{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.
- 3/ Good Friday Holiday
- 4/ Memorial Day Holiday
- 5/ July 4th Holiday – anticipated vacation week for field technicians
- 6/ Labor Day Holiday
- 7/ Columbus Day Holiday

PAYMENT OF COUNTS

We will submit a bi-monthly invoice detailing all counts that were submitted to the WVDOH during the prior two (2) weeks. The invoice will include the County Name and Count Location of each count being invoiced. The invoice will also include a billing summary.

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)

- 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.

WORK PLAN SUMMARY

This Work Plan is based upon an experienced management team, experienced field technicians, proper equipment, learned and tested field procedures and an expansive quality control program. This program has been successful for The Traffic Group on our past contracts with the WVDOH along with our other state data collection contracts. These techniques will continue to be employed to assist the WVDOH in completing this contract in a time efficient and cost effective manner.



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Traffic Engineers
and
Transportation Planners

SIMILAR EXPERIENCE

For over twenty-three (23) years, The Traffic Group, Inc. has provided traffic engineering and transportation planning services to both the private and public sectors. With more than eighty (80) 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. is currently under contract with the West Virginia Department of Transportation, Division of Highways to undertake statewide traffic data collection services. In addition to our experience within the State of West Virginia over the last thirteen (13) years, 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.



**Traffic Monitoring
System Data**

RFQ Number 8690000003

West Virginia Department of Transportation
 1900 Kanawha Boulevard East, Building 5
 Charleston, West Virginia 25305



Contract Completion Date	Total Number of Years in Contract	Avg. Annual # of Counts Completed	Services Provided
1996 Statewide	1 Year	3,200	Mechanical Volume Counts and Classification Counts; and, Manual Turning Movement Counts
1997 Statewide	1 Year	3,200	Mechanical Volume counts and Classification Counts; and, Manual Turning Movement Counts
1998 Statewide	1 Year	3,600	Mechanical Volume counts and Classification Counts; and, Manual Turning Movement Counts
2002 Statewide	3 Years + 1 year extension	3,300	Mechanical Volume counts and Classification Counts; and, Manual Turning Movement Counts
2008 Statewide	6 Years	3,500	Mechanical Volume Counts and Classification Counts; and, Manual Turning Movement Counts

Arkansas State Highway and Transportation Department
 Ms. Elizabeth Mayfield-Hart
 P.O. Box 2261
 Little Rock Arkansas 72203
 501-569-2111



Contract Completion Date	Total Number of Years in Contract	Avg. Annual # of Counts Completed	Services Provided
2001	2 Years	7,500	24 and 48-Hour Volume counts and Longitude and Latitude Measurements
2002	2 Years	140	Manual Turning Movement Counts
2004	3 Years	7,500	24 and 48-Hour Volume Counts
2010	3 Years	9,000	48 Hour Volume Counts
2010	3 Years	500	48 Hour Classification Counts

Delaware Department of Transportation

Mr. James Ho
P.O. Box 19901
Dover, Delaware 19901
(302)739-3304



Contract Completion Date	Total Number of Years in Contract	Avg. Annual # of Counts Completed	Services Provided
1995	3 Years	500	Mechanical Volume Counts and Classification Counts; and, Manual Turning Movement Counts
2001	3 Years	500	Mechanical Volume counts and Classification Counts; and, Manual Turning Movement Counts
2008	5 Years	800	Mechanical Volume Counts and Classification Counts; and, Manual Turning Movement Counts

Hawaii Department of Transportation

Mr. Goro Sulijoadikusumo
869 Punchbowl Street, Room 301
Honolulu, Hawaii 96813
(808) 587-1839
Project Manager: Anthony Guckert



Contract Completion Date	Total Number of Years in Contract	Avg. Annual # of Counts Completed	Services Provided
2008	5 Years	1,200	Mechanical Volume Counts and Classification Counts; and, GIS Database with Photos

Maryland State Highway Administration

Mr. Karl Hess
707 North Calvert Street
Baltimore, Maryland 21202
(410)545-5523



Contract Completion Date	Total Number of Years in Contract	Avg. Annual # of Counts Completed	Services Provided
2012 BCS 2007-22C JV Contract	3 Years	500	Mechanical Volume Counts and Classification Counts; and, Manual Turning Movement Counts

Virginia Department of Transportation

Mr. Bryant Thorpe
 1201 East Broad Street
 Richmond, Virginia 23219
 (804)786-2956



Contract Completion Date	Total Number of Years in Contract	Avg. Annual # of Counts Completed	Services Provided
2000 Northern Virginia District	5 Years	800	Mechanical Volume Counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts
2003 Northern Virginia District	3 Years w/ 2 optional renewal years	800	Mechanical Volume counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts
2000 Richmond District	3 Years	950	Mechanical Volume counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts
2003 Richmond District	3 Years w/ 2 optional renewal years	950	Mechanical Volume counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts
1999 Salem District	3 Years	750	Mechanical Volume counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts
2002 Salem District	3 Years w/ 2 optional renewal years	750	Mechanical Volume counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts
1999 Suffolk District	5 Years	1,100	Mechanical Volume counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts
2002 Hampton Roads District	3 Years w/ 2 optional renewal years	1,100	Mechanical Volume counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts
2008 Central Region	5 Years	925	Mechanical Volume Counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts
2008 Eastern Region	5 Years	950	Mechanical Volume Counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts

2013 Northern Region	5 Years	700	Mechanical Volume Counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts
2013 Northwest Region	5 Years	250	Mechanical Volume Counts and Classification Counts; Longitude and Latitude Measurements; and, Manual Turning Movement Counts

John Blair, Project Manager, has served on all of the contracts listed above. With more than twelve (12) years experience in traffic engineering and transportation planning, he is intimately familiar with all phases of traffic data collection. Tim McFarland, currently serves as the Assistant Project Manager on our current contract with the WVDOH and will continue in this capacity on the new contract. He has more than twelve (12) years experience in the field of traffic engineering and transportation planning as well. He has served as a Project Manager on numerous contracts consisting of the same type of services to be rendered as part of this contract for the WVDOH.

Our Project Managers coupled with our experienced field technicians provides The Traffic Group, Inc. with unparalleled experience and expertise in the area of data collection which has been successfully exhibited through both our experience within the State of West Virginia as well as our experience on other State contracts. We feel confident in our abilities to successfully undertake and complete this contract for the West Virginia Department of Transportation, Division of Highways.



Merging Innovation and Excellence®

Traffic Engineers
and
Transportation Planners



Traffic Monitoring
System Data

RFQ Number 8690000003

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, has become part of the WVDOH over the past thirteen (13) years.

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.

Mickey A. Cornelius, P.E., Senior Vice President 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. Cornelius will also serve as a liaison to the West Virginia Department of Transportation, Division of Highways for this project. He served as the Principal-In-Charge and Quality Control Supervisor for our past contracts with WVDOH and many other data collection contracts totaling more than 50,000 mechanical volume/classification counts and over 6,000 turning movement counts. Please refer to Mr. Cornelius' resume for a detailed description of this experience and expertise.

Donald Hayes, Senior Vice President for The Traffic Group, Inc. will serve as our Senior Project Manager for this project. As Senior Project Manager, he will be responsible for overseeing all counts undertaken as part of this contract. Mr. Hayes will serve as the Primary Liaison to the Department. Over the last six (6) years, Mr. Hayes has managed the collection of traffic data on our contracts with the WVDOH. In addition, over the past five years, he has managed the collection of more than 50,000 mechanical volume/classification counts and over 6,000 turning movement counts. Please refer to Mr. Hayes' resume for a detailed description of his experience and expertise.

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 twelve (12) years 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. In total, Mr. Blair will commit approximately thirty (30%) percent of his time to this contract.

Tim McFarland, Assistant Project Manager of Field Services for The Traffic Group, Inc. will serve as same under this contract. With more than fifteen (15) years experience in the field of data collection, Mr. McFarland has served as an Assistant Project Manager on our five (5) former contracts with WVDOH. As such, he will be responsible for the scheduling, supervision, and processing of manual turning movement counts. Mr. McFarland has expertise in many of the software packages related to data collection including, but not limited to, the PEEK 261 and PETRA 2.09 software packages currently utilized by many of the government agencies.

Chris Hinkey will serve as a Field Supervisor 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 four (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.

In addition, The Traffic Group, Inc. will utilize three (3) full-time experienced field technicians on this contract who will be directly responsible for completing all manual turning movements requested as part of this contract. All three of these field technicians have worked under our past contracts with the WVDOH and are intimately familiar with the standards, process, and geography involved in completed these counts.

MICKEY A. CORNELIUS
P.E., PTOE
Senior Vice President

Principal-In-Charge
Quality Control Supervisor



Experience:

24 Years Experience

Registration:

Registered Professional Engineer:
MD, Civil, 1989 – #17243
DE, Civil, 1990 – #8491
PA, Civil, 1990 – #PE-040338-R
VA, Civil, 1994 – #025483

Certified Professional Traffic Operations
Engineer (PTOE), 1999 – #006

Professional Organizations/Affiliations:

Institute of Transportation Engineers
National Society of Professional Engineers
Maryland Association of Engineers
American Society of Civil Engineers
County Engineers Association of MD

Education:

B.S., Civil Engineering, 1983
Pennsylvania State University

Continuing Education:
Northwestern University
Traffic Institute
Traffic Engineering
Polytechnic Institute of New York
Traffic Engineering

General Experience

Mr. Cornelius is Senior Vice President of The Traffic Group, Inc., responsible for managing all traffic engineering, transportation planning, and data collection activities. He is experienced in Studies, Portable Machine Vehicle Length Classification Studies, Portable Machine Headway Studies, as well as Manual Turning Movement Counts and others.

Project Experience

West Virginia Department of Transportation – Statewide

Principal-In-Charge for data collection contracts including over 4,000 portable machine counts, and approximately 500 manual turning movement counts (per year).

Arkansas Department of Transportation – Statewide

Principal-in-Charge for three data collection contracts. One contract (1) mechanical volume counts, (2) manual turning movement counts, and (3) mechanical classification counts.

Maryland State Highway Administration – Statewide

Principal-in-Charge for statewide data collection contract which includes volume counts, mechanical classification counts, and turning movement counts

Maryland State Highway Administration – Statewide

Principal-in-Charge for statewide traffic engineering and design contract.

Maryland State Highway Administration – Districts 4 & 6

Principal-in-Charge for traffic engineering services contracts.

Virginia Department of Transportation - Salem, Richmond, Richmond and Northern Virginia Districts

Principal-In-Charge for data collection contract including portable machine volume and classification counts.

Delaware Department of Transportation - Statewide

Principal-in-Charge for data collection contracts. Portable machine volume and classification counts and manual turning movement counts were the emphasis of the contracts.

DONALD W. HAYES
Senior Vice President
Administration

Senior Project Manager



Merging Innovation and Excellence

Experience:

23 Years Experience

Professional Organizations/Affiliations:

Institute of Transportation Engineers (I.T.E.)
Baltimore/Washington Chapter

County Engineers Association of Maryland
(CEAM)

Education:

- *Civil Engineering Courses*
Johns Hopkins University
Essex Community College
Community College of Baltimore
- *Traffic Engineering Courses*
Northwestern Traffic Institute
National Highway Institute of
Transportation Engineers
Community College of Baltimore
Towson State University
- *Human Resource Courses*
Towson State University
Loyola Center for Small Firms

General Experience

Mr. Hayes is Senior Vice President of Administration for the corporation. He oversees all day-to-day Corporate Management Activities including, Accounting and Finance, Human Resources and Office Management and provides leadership and management to all three Corporate Management areas as well as the Executive and Administrative Assistant staff.

Mr. Hayes' long tenure with The Traffic Group, Inc. provides him with a wide range of knowledge to deal with complex issues associated the organization's corporate operational policies, objectives and initiatives.

Prior to moving to the Corporate Management Team, Mr. Hayes served as Vice President of the company's Data Collection Division. He managed all day-to-day activities of this Division for nearly 20 years. Under his direction, the Data Collection staff grew from three people to a staff of thirty-five. His expertise in this field allows Mr. Hayes to continue to provide advice and guidance to the Data Collection Division Director on numerous data collection activities.

Sample Project Experience

West Virginia Department of Transportation - Statewide

Project Manager for data collection contracts, each including over 4,000 portable machine counts, and approximately 300 manual turning movement counts.

Arkansas Department of Transportation - Statewide

Project Manager for two data collection contracts. One contract for mechanical volume counts and the second contract for manual turning movement counts.

Delaware Department of Transportation - Statewide

Project Manager for data collection contracts. Portable machine volume and classification counts and manual turning movement counts were the emphasis of the contracts.

State of Virginia Department of Transportation - Salem District; Richmond District; Northern Virginia District; and Hampton Roads District

Project Manager for data collection contracts including portable machine volume and classification counts. Over 10,000 counts have been conducted in the past 5 years.

Maryland State Highway Administration - Statewide

Project Manager for three statewide data collection contracts which include volume counts, mechanical classification counts, and turning movement counts.

JOHN BLAIR
Senior Project Manager

*Project Manager and
Contract Liaison*



The Traffic Group, Inc.

Experience:

12 Years Experience

Professional Organizations/Affiliations:

Institute of Transportation Engineers (I.T.E.)

Education:

B.S. in Business Administration/Economics

Data Collection Training

VDOT Traffic Counting Training

- Flag Person Certification
- Radar
- Loop & Acoustic

Various Equipment Manufacturer Training

General Experience

John Blair is Project Manager for our Field Services Division. With more than 12 years experience with The Traffic Group, Mr. Blair is proficient in the set-up, checking and maintenance of the mechanical counter data collection activities. Mr. Blair has worked under the direction of The Traffic Group on VDOT contracts since our first contract and is now responsible of overseeing all contracts with the Department. He is also extremely familiar with Maryland State Highway Administration (MSHA) traffic data collection procedures and regulations and in his Assistant Project Manager capacity for MSHA contracts, has the experience necessary to perform the site evaluation procedures outlined within the Manual.

Mr. Blair is also knowledgeable in the use of the state-of-the-art Automated License Plate Recognition (ALPR) technology utilized by The Traffic Group. This non-intrusive technology is used to conduct Origin and Destination Studies; Parking Studies; Travel Time Analyses; Congestion Management Studies; and, Speed Studies.

Sample Project Experience

West Virginia Department of Transportation – Statewide

Project Manager for data collection contracts - each including over 4,000 portable machine counts and approximately 300 manual turning movement counts.

Arkansas State Highway and Transportation Department

Project Manager for three state-wide data collection contracts, which include mechanical volume counts, mechanical traffic classification counts, and manual turning movement counts.

Virginia Department of Transportation: Salem, Northern Virginia, Hampton Roads, Richmond, Staunton and Culpeper Districts

Project Manager responsible for undertaking all data collection activities including portable machine axle, classification manual radar, and loop counts. Approximately 3,700 counts are undertaken annually under these contracts.

Maryland State Highway Administration

Assistant Project Manager for manual and mechanical counts for Contracts BCS 97-83EE, BCS 98-19B, BCS 99-31C, BCS 2000-24C, BCS 2002-01A, and BCS 2005-16.

Hawaii Department of Transportation

Assistant Project Manager for data collection contracts including volume and classification counts.

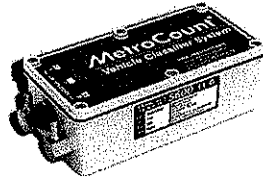


Merging Innovation and Excellence®

Traffic Engineers
and
Transportation Planners

EQUIPMENT RESOURCES

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

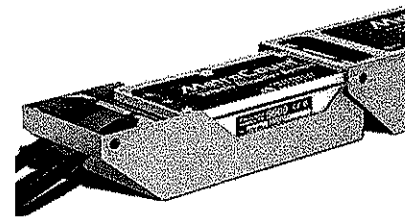


Dedicated solely for use on this contract for the West Virginia Department of Transportation, Division of Highways, The Traffic Group, Inc. will utilize **two hundred fifty (250) MetroCount 5600 Series Roadside Units** manufactured by MetroCount. These machines have the capability of collecting all types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

The MetroCount 5600 Series Roadside 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.

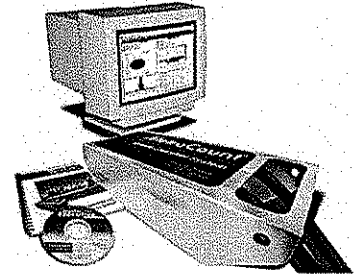


Traffic Monitoring
System Data

RFQ Number 8690000003

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 intersection. 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.