

REQUEST FOR PROPOSALS

Travel Time and Origin-Destination Probe Data Pilot

RFP Published: September 8, 2022

Proposals Due: September 30, 2022

Issued by:

**Southwest Washington Regional Transportation Council
1300 Franklin Street, Suite 185
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1. GENERAL INFORMATION

1.1 DOCUMENT PURPOSE

This Request for Proposals (RFP) is for a subscription-based service to provide travel time/speed and/or origin-destination data. Proposals may include solutions for travel time/speed data only, origin-destination data only, or both. The contract period would be for up to three years, with potential for the bidder to extend services to other public agencies wishing to participate in this RFP.

One contractor will be selected to provide travel time/speed data for the duration of the contract period. One contractor will be selected to provide origin-destination data on an on-call basis during the contract period.

This RFP outlines a description of the contract services sought and the required documents to be submitted by interested firms. All responses shall be submitted by **3:00 p.m., Friday, September 30, 2022**. *Any responses received after the deadline will not be considered.*

The proposals received by the due date will be used to determine which firm, in the Evaluation Team's sole opinion, best meets the services requested. An evaluation team will review proposals, recommend a final ranking order of firms, and select the firm. Best and final offers may be requested, and a recommendation of final rank order shall then be determined. Any contract award will be made by the RTC Board of Directors in an open public meeting.

The successful consultant will be required to comply with Equal Employment Opportunity laws, as well as other applicable federal, state, and local laws and requirements.

1.2 AGENCY BACKGROUND

The Southwest Washington Regional Transportation Council (RTC) is designated by the Governor of the State of Washington to be the Metropolitan Planning Organization (MPO) for Clark County, Washington. As the MPO, RTC conducts numerous regional transportation planning activities for the region.

RTC is responsible for the development of the Regional Transportation Plan for Clark County (RTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), ITS planning and management, transportation operations planning, the Congestion Management Process, air quality planning, transportation demand management, development of the regional travel forecasting model, and other regional transportation studies.

RTC is responsible for the administration and management of the consultant contract.

1.3 FUNDING

Funding for this project will be provided by federal Surface Transportation Block Grant Program.

1.4 CONTRACT DURATION

The contract awarded as a result of this RFP will be for up to a 3-year period from the beginning of the contract period. RTC reserves the right to terminate the contract based on unsatisfactory provision of services or lack of funding.

2 GENERAL REQUIREMENTS

2.1 INDEPENDENT PRICE DETERMINATION

The prospective contractor guarantees that in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored programs.

2.2 AUTHORSHIP

Applicants must identify any assistance in preparing the proposal provided by agencies or individuals outside the proposer's own organization. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP. All proposals submitted become the property of RTC. It is understood and agreed that the prospective contractor claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. RTC has the right to reject or accept proprietary information.

2.3 PRICE WARRANT

The proposal shall warrant that the unit costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual or entity for the same services performed by the prospective contractor.

2.4 CONFLICT OF INTEREST

All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of RTC or the appropriate Advisory Board may have in the proposing agency or proposed project. Furthermore, the contractor must deliver services without conflict of interest regarding the provision of other services, such as employment.

2.5 SUBCONTRACTING

No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of RTC. Such intent to subcontract should be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the services or activities included in a subcontract.

2.6 CONSORTIUM OF AGENCIES

Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

2.7 EQUAL OPPORTUNITY

It is the policy of RTC to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. RTC is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all RTC services.

This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with Department of Labor regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity.

The prospective contractor must agree to provide equal opportunity in the administration of the contract and its subcontracts or other agreements.

2.8 AWARD OF CONTRACT

The successful Consultant must enter into an Agreement with RTC. The work shall be executed under the direction and supervision of the RTC Executive Director and his/her properly authorized agents, on whose inspection all work shall be accepted or condemned. The RTC Executive Director shall have the full power to reject or condemn any materials furnished or work performed under the Contract that does not conform to the terms and conditions set forth.

RTC is not responsible for any costs incurred prior to the effective date of the contract. RTC reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

2.9 DEBARMENT AND SUSPENSION

The contractor must certify that they are not debarred or suspended or otherwise excluded from or are ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension." The contractor must also certify that it will not contract with a subcontractor that is debarred or suspended.

2.10 LIMITATION

This RFP does not commit RTC to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

2.11 CANCELLATION OF AWARD

RTC reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, RTC reserves the right to limit the period of negotiation to sixty (60) days, after which time funds may be unencumbered.

2.12 REIMBURSEMENT

RTC will not reimburse suppliers for any costs involved in the preparation and submission of responses to the RFP or in the preparation for and attendance at subsequent interviews. Furthermore, this RFP does not obligate RTC to accept or contract for any expressed or implied services. RTC reserves the right to request any respondent to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the response.

2.13 PROPOSALS BECOME PUBLIC RECORDS

During the evaluation process, RTC treats all proposals with the highest level of confidentiality; however, once the evaluation process has been completed and a contract is awarded, the entire procurement becomes public information and subject to the Washington State Public Disclosure Act (RCW 42.17). Any proprietary information revealed in the proposal should, therefore, be clearly identified as such. RTC will notify any Proposer before releasing the proprietary information to any request for public records.

2.14 CONFIDENTIALITY

Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

2.15 INTERLOCAL AGREEMENT

RTC has made this RFP subject to Washington State Statute RCW 39.34. Therefore, the bidder may, at the bidder's option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the Proposer and the individual agency, with no liability to Southwest Washington Regional Transportation Council.

3 ADMINISTRATIVE REQUIREMENTS

Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

3.1 SINGLE AUDIT REQUIREMENTS

Any contract awarded as a result of this RFP will include provisions regarding fiscal management and accountability that meet the financial management systems requirements of an agreement with RTC.

3.2 OTHER AUDIT/MONITORING REQUIREMENTS

In addition, auditing or monitoring for the following purposes will be conducted at the discretion of RTC: Fund Accountability, Contract Compliance, and Program Performance.

3.3 INSURANCE

Prior to the signing of a contract, the contractor(s) selected must show evidence of a certificate of commercial liability for a minimum of \$1,000,000 per occurrence and commercial automobile insurance (if applicable).

If the Proposer or its employees use motor vehicles in conducting activities under the Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability, with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

4 WORK REQUIREMENTS

4.1 REQUIRED SERVICES

The Southwest Washington Regional Transportation Council (RTC) is seeking responses to this Request for Proposals from contractors interested in providing a subscription-based, probe data system for providing: 1) travel time/speed data and/or 2) origin-destination data.

The proposed system will collect transportation data within Clark County from a sample of road users, primarily passenger vehicles, which will then be used to calculate travel time/speed or origin-destination data. The probe data system will perform several primary functions:

- Calculate travel time/speed and/or origin-destination results based on probe data
- Report and visualize the travel time/speed and/or origin-destination data
- Archive historical data

The data will be provided via a vendor-supplied cloud service. The system will not require the RTC to install or maintain any network server, virtual machine, or sensors. Users will primarily access the system through a web-browser interface. Users will include RTC member agencies and contractors working on RTC member agency projects.

4.2 TRAVEL TIME AND SPEED DATA REQUIREMENTS

RTC desires travel time and speed data for all roadways federally classified as minor arterials or above within Clark County. The following are minimum requirements for the travel time/speed probe data system:

1. The system should measure and report travel time/speed on roadway segments.
2. The system should measure and report travel time/speed primarily for automobile users.
3. The system should report travel time results with an accompanying timestamp that corresponds to data collection time.
4. The system should retain all reported data at a minimum, from the start through the end of the contract.
5. The systems should provide travel time/speed data by direction of travel.
6. The system should allow user-defined start and end date and time for an analysis period.
7. The system should summarize results in hourly, or smaller, increments.
8. The system should provide travel/speed data primarily within Clark County, Washington
9. The system should report travel time/speed results at least 2-weeks from the current date.
10. The system should provide visualizations of collected travel time/speed data.
11. The system should be able to provide travel time/speed data, at minimum, for all roadways summarized below:
 - Interstate 5 between Interstate 84 (in Portland, OR) and Northern County Line
 - Highway 99 between 139th St. and Ross St.
 - Hazel Dell Rd. between Highway 99 and 63rd St.
 - Main St. between Ross St. and Mill Plain Blvd.
 - Interstate 205 between Interstate 84 (in Portland, OR) and Interstate 5
 - NE 112th Ave. / Chkalov Dr. / Gher Rd. between SR 500 and Mill Plain
 - St. Johns Rd. / St. James Rd. between NE 72nd Ave. and SR 500
 - Fort Vancouver Way between St. Johns Rd. and Mill Plain Blvd.
 - NE 72nd Ave. / Andresen Rd. between 119th St. and Mill Plain Blvd.
 - SR 503 between SR 500 and SR 502
 - 136th Ave. / 137th Ave. / 138th Ave. between Padden Parkway and Mill Plain Blvd.
 - 162nd Ave. / 164th Ave. between Ward Rd. and Mill Plain Blvd.
 - 164th Ave. between Mill Plain Blvd. and SR 14
 - 192nd Ave. between SE 1st St. and SR 14
 - SR 14 between Interstate 5 and Evergreen Highway
 - SR 501 / Mill Plain Blvd. / Fourth Plain Blvd. between Interstate 5 and NW 26th St.
 - Mill Plain Blvd. between Interstate 5 and 192nd Ave.
 - Fourth Plain Blvd. between Interstate 5 and 162nd Ave.
 - SR 500 between Interstate 5 and SR 503
 - 78th St. / 76th St. between Lake Shore Ave. and SR 503
 - Padden Parkway between 78th St. and 162nd Ave.
 - 99th St. between Lake Shore Ave. and St. Johns Rd.
 - 28th St. between Andresen Rd. and 164th Ave.
 - 18th St. between 112th Ave. and 164th Ave.
 - 134th St. / Tenney Rd. / Salmon Creek Ave. between NE 139th St. and 50th Ave.
 - 139th St. between NW 36th Ave. and NE 29th Ave.
 - SR 501 between Interstate 5 and 9th St.
 - La Center Rd. between Interstate 5 and E Fork Lewis Rd.
 - NE 179th St. / Cramer Rd. between 11th Ave. and SR 503
 - Fruit Valley Rd. / Lake Shore Ave. between Fourth Plain Blvd. and 119th St.
12. The system should be accessible using a vendor-provided, secure data portal.

13. The system should be accessible through commonly available computer software, such as a web browser.
14. The system should not require RTC to maintain servers, networking equipment, or field equipment.
15. The system should allow RTC and its assigned users (which may include entities outside of RTC such as Clark County, C-TRAN, Washington State Department of Transportation, and cities within Clark County, and others) access to the data portal. RTC may assign up to ten (10) users to the data portal. Users may be reassigned during the contract period.
16. The system should be accessible by multiple users simultaneously.
17. The system should provide only non-personably identifiable data to the users.
18. The system should allow for reporting and archiving of data to other systems through an Application Programming Interface (API).

For additional details on the desired use cases and operational scenarios, refer to the Systems Engineering documents provided in Attachment 3.

4.3 ORIGIN-DESTINATION DATA REQUIREMENTS

The following are minimum requirements for the origin-destination probe data system:

1. The system should measure and report origin-destination data primarily for automobile users.
2. The system should allow users to define an analysis zone or routes for reporting.
3. The system should be able to provide origin-destination data for analysis zones defined within the Clark County area.
4. The system should be accessible using a vendor-provided, secure data portal.
5. The system should be accessible through commonly available computer software, such as a web browser.
6. The system should not require RTC to maintain servers, networking equipment, or field equipment.
7. The system should allow RTC and its assigned users (which may include entities outside of RTC such as Clark County, C-TRAN, Washington State Department of Transportation, and cities within Clark County) access to the data portal. RTC may assign up to ten (10) users to the data portal. Users may be reassigned during the contract period.
8. The system should be accessible by multiple users simultaneously.
9. The system should provide only non-personably identifiable data to the users.

RTC intends to use the origin-destination data for the following use cases:

- Travel Demand Model Updates
- Interchange Studies
- Corridor Studies (both freeway and arterials)
- Incident Management

5 PROPOSAL DEVELOPMENT

5.1 RESPONSE DOCUMENTS

Responses should be prepared simply and economically, providing straightforward, concise descriptions of proposal to satisfy the requirements of the RFP. RTC shall not be liable for any expense incurred in the preparation of responses. All responses and submissions will become the property of RTC and will not be returned to the respondent.

5.2 ADDENDA TO RFP

RTC reserves the right to make any changes in the RFP as deemed appropriate. Any and all changes shall be made by written Addendum, which shall be issued by RTC to all interested firms that have been issued copies of the RFP from RTC.

5.3 INQUIRIES ON RFP

Questions on this RFP should be addressed in writing to the Procurement Coordinator via e-mail to procurement@rtc.wa.gov. The RTC Procurement Coordinator shall be the single point of contact during the entire response period.

All questions must be submitted by 12:00 noon, September 21, 2022. Any questions and concerns after this time will be addressed at the discretion of RTC unless it is determined that by doing so, the procurement process may be compromised.

5.4 PROPOSAL SUBMISSION

Proposals will be received by RTC until 3:00 p.m. (local time), Friday, September 30, 2022. Any response received after the prescribed deadline will not be considered.

Proposals may be mailed or hand delivered and shall be addressed as follows:

Mail/Hand Delivery:
Southwest Washington Regional Transportation Council
ATTN: Dale Robins
1300 Franklin St., Suite 185
P.O. Box 1366
Vancouver, Washington 98666-1366

The Proposals shall be sealed in an envelope, box, or other suitable package. To ensure proper identification and handling, mark in the lower left-hand corner of the envelope: "Probe Data Pilot."

One (1) copy and one (1) electronic file (PDF format on a USB drive) of the Proposal must be furnished to RTC at the time and place specified above.

RTC will send a confirmation e-mail once the file has been received by RTC in an acceptable format. RTC makes no provision for receipt of documents. Proposal submittals should, therefore, be sent in ample time to arrive at RTC before the actual due date. RTC shall not be liable for documents that do not arrive by the deadline.

5.5 PROPOSAL CONTENT

Response documents shall include the following:

- Proposal Summary
- Ability to Meet Minimum Requirements
- Product Description
- Price Structure

- Contractor Qualifications
- Certification Regarding Ineligible Contractors
- Affidavit Concerning Conflicts of Interest

Part I: The "Proposal Summary" form is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form nor substitute letterhead paper for it. If additional space is needed, a plain page may be attached behind this form. This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency.

Part II: The "Ability to Meet Minimum Requirements" should describe if the system provided by the vendor meets all the requirements included in Section 4.2 and/or Section 4.3. Clearly state if the Proposer is submitting to provide a solution for travel time/speed data only, origin-destination data only, or both. Provide comments if requirements are not applicable to the proposed system. Please label the document Part II: Ability to Meet Minimum Requirements.

Part III: The "Product Description" should describe the proposed system. This section should also describe how the proposed system can be used in typical analytical scenarios. Please also include any value-added or optional features that may be helpful to RTC and the regional partners. Please label the document Part III: Product Description. The information presented will provide a basis for contract negotiation and may be contained within the contract document.

For travel time/speed data, additional details on the desired use cases and operational scenarios can be found in the Systems Engineering documents provided in Attachment 3.

Part IV: The "Price Structure" section includes your product's unit cost line item budget for the probe data services. Unit cost estimates shall be included for all the transportation data collection elements you provide. Provide estimates for 3-years of access to data portal from execution date. For travel time/speed data, provide estimates for 1-year of procured data starting from contract execution date. For origin-destination data, provide 1-year of historical data. Include and label any optional or value-added services. Please label the document Part IV: Price Structure.

Part V: The "Contractor Qualifications" section includes a description of the contractor's relevant experience, skills, and ability to meet the required services and timeline. This statement should include qualifications for collecting the data listed and may include experience in the collection of other transportation data. This statement should also describe the ability to meet project scope and timeline. Misrepresentation of the information submitted in response to this section may result in the immediate termination of further business relationships with the Proposer. Each Proposer must also submit three references, including contact information. Please label the document Part V: Statement of Contractor Qualifications.

Part VI: Include signed Certification Regarding Ineligible Contractors and Affidavit Concerning Conflicts of Interest as Appendices.

6 PROPOSAL EVALUATION AND SELECTION

6.1 EVALUATION AND SELECTION PROCESS

Proposals received in response to this RFP will be evaluated by an Evaluation Team for completeness, organizational capacity, risk, and minimum qualifications. The Evaluation Team will include five (5) individuals from RTC, WSDOT, Clark County, City of Vancouver and C-TRAN. The Evaluation Team will select up to two (2) Proposers for a production demonstration session for both travel time/speed and Origin and Destination (Up to four Proposers).

Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the RTC Board of Directors.

The following timeline will be observed in selecting a Contractor:

Release Request for Proposals	September 8, 2022
Submittals Due to RTC	September 30, 2022
Demonstration	Week of October 17, 2022
Selection	November 1, 2022

6.2 EVALUATION AND SELECTION CRITERIA

The scoring from the Evaluation Committee will be averaged for each Proposer. The highest average scores from both the proposal and interview will be used to rank Proposers for consideration for contract award by the RTC Board. A maximum of one hundred (100) points are possible for proposals and thirty (30) points for product demonstration for a total of 130 points. The evaluation committee shall use the following criteria to evaluate qualified and eligible proposals to determine which firms will be invited for product demonstration. The five scores will be averaged to the tenth to determine rankings. Ties, as described below, will be broken by removing the high and low individual scores with the new averages compared. Proposed solutions for travel time/speed data and origin-destination data will be evaluated separately.

Proposals: A maximum of one hundred (100) points are possible for proposals per each evaluator. Individual scores will be averaged to determine ranking. The following Proposers that meet the following criteria will be invited for product demonstration:

- Proposers within 10 pts. of the highest average score within each category
- For travel time/speed data, Proposers that are within the top two (2) highest average scores
- For origin-destination data, Proposers that are within the top two (2) highest average scores

Ties for second place in each category will be broken by removing the high and low individual scores with the new averages compared. If there is still a tie, both firms will be invited to the product demonstration.

Criteria	Points
<p>Project Understanding</p> <p>The proposer’s understanding of the project goals and requirements</p> <p>Identify the pertinent issues and potential problems related to the project</p>	20
<p>Qualifications of The Proposer and Proposed Solution</p> <p>Ability of the proposed product to meet or exceed requirements as detailed in this RFP</p> <p>Demonstrated knowledge, expertise, and availability of the key staff (including sub-contractors)</p> <p>Identify and describe any additional services not identified in the Scope of Work section of this RFP. Provide examples where appropriate and useful.</p>	30
<p>Related Experience</p> <p>Team experience in performing work of a closely similar nature</p> <p>Experience working with public agencies and multiple stakeholders.</p> <p>Demonstrated success of the proposed product in past or current similar projects</p>	30
<p>Cost Effectiveness</p> <p>Realistic cost and value for services to be performed (not necessarily lowest)</p>	15
References	5
Total	

Product Demonstration: A maximum of thirty (30) points are possible during the interview round. After receiving invitation to the product demonstration, Proposers are encouraged, but not required, to provide sample data or a guest access to a data portal to RTC to supplement the product demonstration session.

Proposers may provide sample data based on the following on-going projects in the region to highlight the capabilities of the proposed solution in real world conditions:

- [NE 134th Street Adaptive Traffic Signals](#)
- [NE 179th Street Corridor Improvements](#)
- [I-5 – 179th Street Interchange Improvements](#)
- [SR 503 Corridor Plan: Vancouver to Battle Ground](#)

The evaluation committee shall use the following criteria to evaluate invited Proposers.

- Presentation/Demonstration (30 Points)
 - Strength and Fit of the Proposed Solution.
 - Clarity of Demonstration.
 - Demonstrative Understanding of the Project.

After the product demonstration and post-product demonstration discussions, the RTC Board of Directors will make the final decision.

6.3 CONTRACT AWARD

RTC will award a contract to the highest scoring Proposer in the travel time/speed category, and up to the two highest scoring Proposers in the origin-destination category. Should RTC not reach a favorable agreement with the highest scoring Proposers, RTC shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.

6.4 DISPUTES

RTC encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to RTC, P.O. Box 1366, Vancouver, Washington 98666-1366.

RFP TITLE: Travel Time and Origin-Destination Probe Data Pilot

PART I: PROPOSAL SUMMARY

1. GENERAL INFORMATION:

- a. Legal Name of Applicant/Company _____
- b. Street Address _____
- c. City _____ State _____ Zip _____
- d. Phone _____
- e. E-mail address _____
- f. Contact Person _____ Title _____
- g. Washington State Tax Registration Number: _____
- h. Employer Identification Number: _____
- i. Program Location (if different than above) _____

Does the proposal comply with the requirements contained within the RFP?

Yes No

Did outside individuals or agencies assist with preparation of this proposal?

Yes No If yes, describe.

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels and the approval of the RTC Board of Directors.

Signature, Administrator of Applicant Agency

Date

Print Name and Title

PART II: ABILITY TO MEET MINIMUM REQUIREMENTS

(Describe data collection methodology and attach examples of data summary reports)

PART III: PRODUCT DESCRIPTION

(Describe data collection methodology and attach examples of data summary reports)

PART V: CONTRACTOR QUALIFICATIONS

A. Previous Experience

Briefly describe your firm and the type of services offered in the past year, including relevant experience and skills for the transportation services described in this RFP. Emphasize the direct and related experience of your team's project personnel. Describe ability of your firm to meet the scope and timeline of the project.

B. References

Include a minimum of three client references. References shall include customer name, person to contact, telephone number, and e-mail. References should include a written description of the work performed.

Project 1: _____

Contact Person 1: _____ Phone 1: _____

E-mail 1: _____ Company 1: _____

Project Description 1:

Project 2: _____

Contact Person 2: _____ Phone 2: _____

E-mail 2: _____ Company 2: _____

Project Description 2:

Project 3: _____

Contact Person 3: _____ Phone 3: _____

E-mail 3: _____ Company 3: _____

Project Description 3:

APPENDICES

CERTIFICATION REGARDING INELIGIBLE CONTRACTORS

The _____ (Name of Proposer) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to this proposal.

The Proposer certifies or affirms the truthfulness and accuracy of the contents of the statement submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801 Et Seq. are applicable thereto.

Authorized Official

Attorney's Signature

Printed Name

Printed Name

Title of Authorized Official

Date

SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL
(RTC)

AFFIDAVIT CONCERNING CONFLICTS OF INTEREST
AND NONCOMPETITIVE PRACTICES

STATE OF _____)

COUNTY OF _____)

The undersigned, being first duly sworn, on oath states on behalf of the contractor:

A. Conflict of Interest

That the contractor by entering into this contract with RTC to perform or provide work, services, or materials to RTC has thereby covenanted, and by this affidavit does again covenant and assure, that it has no direct or indirect pecuniary or proprietary interest, and that it shall not acquire any such interest, which conflicts in any manner or degree with the services required to be performed under this contract and that it shall not employ any person or agent having any such interest. In the event that the contractor or its agents, employees, or representatives hereafter acquire such a conflict of interest, it shall immediately disclose such interest to RTC and take action immediately to eliminate the conflict or to withdraw from this contract, as RTC may require.

B. Contingent Fees and Gratuities

That the contractor, by entering into this contract with RTC to perform or provide services or materials for RTC has thereby covenanted, and by this affidavit does again covenant and assure:

1. That no person or selling agency bona fide employees or designated agents or representatives of the contractor has been employed or retained to solicit or secure this contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and

2. That no gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the contractor or any of its agents, employees, or representatives, to any official member or employee of RTC or other governmental agency with a view toward securing this contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this contract.

Company Name

By _____

Title _____

Subscribed and Sworn to Before Me

this _____ day of _____, 20_____.

Notary Public in and for the State of _____

residing at _____

Attachment 3
Travel Time Monitoring Concept of Operations