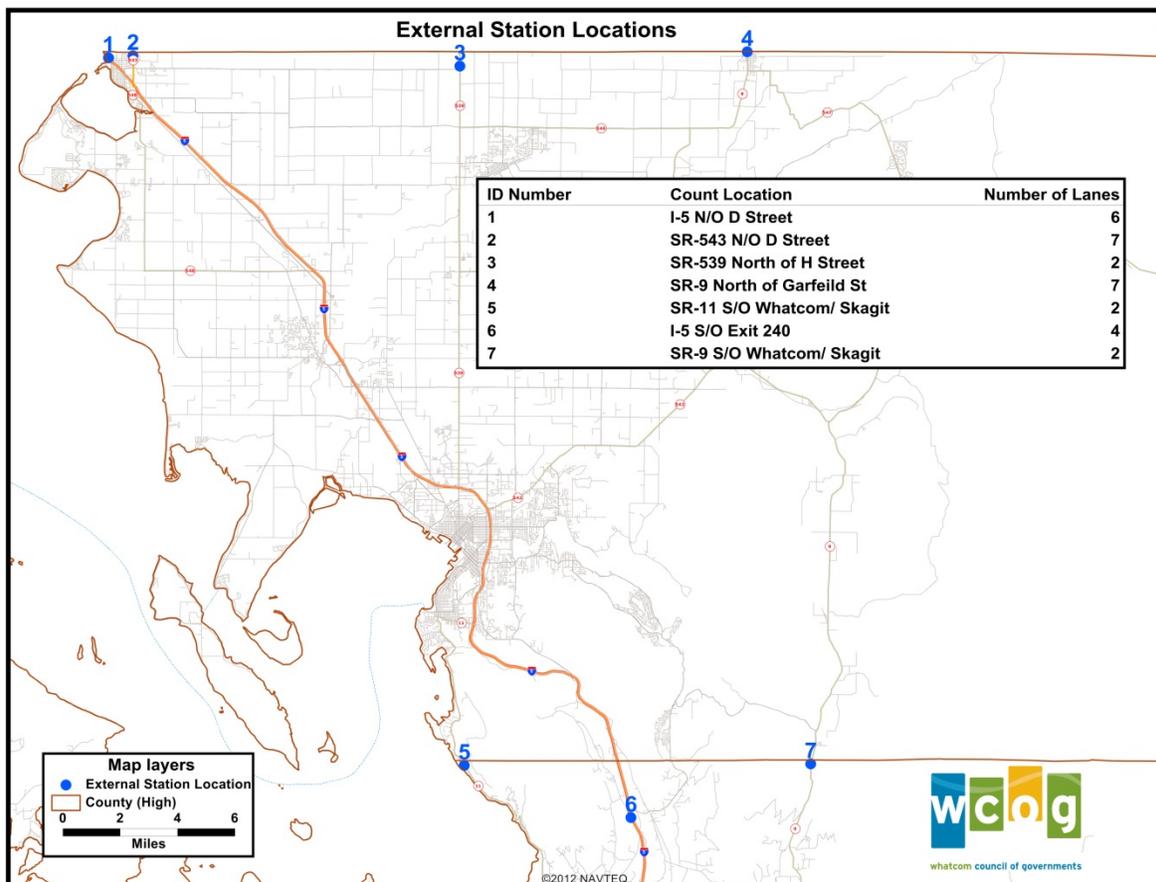


Whatcom Council of Governments Request for Proposals

Video License Plate Survey

Introduction

The Whatcom Council of Governments (WCOG) is seeking proposals from qualified professionals to conduct a video license plate survey that will inform the recalibration of the TransCAD Trip-Based Model. The selected consultant for the project will be responsible for conducting a video license survey at the seven cordon stations of the region, including all necessary equipment and technical support. The external station locations are located in the image below.



Proposed Scope of Services

Task One: Cordon Station Site Field Review

The selected consultant will be responsible for identifying the appropriate locations for the survey work. However, it is assumed this will include at least one (1) station at each of the seven (7) entry points. Additional tasks will involve permitting coordination, logistics of field survey crews, and anticipated sampling size error associated with the survey.

Task Two: Survey

Under this work task, the selected consultant will be responsible for collecting a 24-hour video license plate survey before June 14, 2013. The survey should be taken on either Tuesday, Wednesday, or Thursday excluding May 28 and include tube counts that collect volume, speed, and classification at each external station.

Task Three: Summer Survey Data Processing

Once an appropriate 24-hour sample has been collected at the seven cordon stations, the selected consultant shall be responsible for transcribing the survey data in an acceptable format to the WCOG.

Task Four: Survey Report

Once the survey processing is complete, a survey report shall be prepared that details the results of the survey, the sample size collected, and any abnormalities that may have influenced the results of the survey as well as a matrix with license plate matched at each site.

Timeline

Project must be complete no later than June 30, 2013.

Funding

Whatcom Council of Governments anticipates funding for this project.

Submittal Documentation

The submittals is limited to a total number of two (2) pages both sides including cover page, submitted on 8.5 X 11 paper, and with type size no smaller than 12 points.

All respondents shall submit proposals via email to rfp@wcog.org

Submittals are due no later than Monday May 20, 2013 close of business (5:00 PM).

Information regarding this RFP

Questions regarding this RFP may be submitted by e-mail only to: rfp@wcog.org. No questions by telephone or other means will be answered. For the benefit of all proponents, responses to selected questions will be anonymously posted on the internet by WCOG at: www.wcog.org/rfp

Other information

The Whatcom Council of Governments assumes no obligations of any kind for expenses incurred by any respondent to this solicitation. No minimum amount of work is guaranteed.

Persons with disabilities may request this information prepared and supplied in alternative forms by calling WCOG at (360) 676-6974.

ADA, civil rights, & EEO

The Whatcom Council of Governments, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

Prospective consultants are hereby advised that due to U.S. Federal funds being used for this project, Federal Equal Employment Opportunity (EEO) requirements will apply.