



REQUEST FOR PROPOSALS

Procurement of Active Transportation Traffic Counters

Summary and Background:

Buckeye Hills Regional Council (BHRC) is a council of governments established in 1968 and serves the counties of Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington in rural Appalachian Ohio. Buckeye Hills administers funding from multiple State and Federal sources in the areas of community and economic development, transportation planning, and aging services to address the needs of member communities.

Buckeye Hills Regional Council is a designated Ohio Regional Transportation Planning Organization (RTPO) for Southeast Ohio, in partnership with the Ohio Department of Transportation (ODOT). The RTPO seeks to allow local officials to have more input in transportation decisions within the region, especially because local participation is critical in making responsible transportation decisions with limited state and federal budgets. As the RTPO, it is the responsibility of Buckeye Hills to gather active transportation-related data using devices such as traffic counters for all modes of transportation, including but not limited to bicycles, pedestrians, and vehicles.

Project Description:

Buckeye Hills Regional Council is seeking proposals from suppliers of traffic counters. All products submitted for consideration must be capable of gathering all active transportation data points, including but not limited to bicycles, pedestrians, and vehicles. With new traffic counters on hand, it is the goal of BHRC to increase the data collection quality and capabilities of our RTPO.

RFP Due Date:

Buckeye Hills Regional Council has set a due date of 4:00p.m. November 10, 2023 for this RFP. All submissions must be received by the due date to be considered.

Requirements to be Responsive to RFP:

The response to this Request for Proposals shall be prepared in accordance with the rules codified in 2 CFR 200 (Unified Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and submitted with all relevant product information with pricing included. BHRC may solicit additional information at a later time.

Part 1 – Company and Response Information Summary

The respondent must provide information as follows:

1. Company Name and Address in which to send contract/service agreement (if awarded)
2. Company Description and Overview
3. Website Address
4. Name, Bio, Phone Number, Email Address of Key Representative(s) that will be responsible for communicating with Buckeye Hills staff

Part 2 – Product Information

Provide a description of traffic counter products. Traffic counters must be capable of collecting all active transportation data points, including but not limited to bicycle, pedestrian, and vehicle data. How are the data points delivered to BHRC?

Part 3 – References

Provide up to three (3) relevant customer testimonials and reviews of your products.

Part 4 – Cost

BHRC anticipates entering into an agreement for traffic counter products with the successful respondent. All products and any subscription services submitted through this RFP must include pricing information.

Timeline and Deliverables:

Interested respondents should respond by email to Melissa Zoller, Planning Director, at mzoller@buckeyehills.org. The subject line should read 'BHRC RTPO Active Transportation Traffic Counters RFP'.

RFP Issued	October 23, 20023
Questions Concerning the RFP Due to Melissa Zoller	November 6, 2023
Proposals Due	4:00 p.m. November 17, 2023
Notification of Award	December 5, 2023

Responses received after the time and date specified are not eligible for consideration. Failure to provide this information may result in rejection of the response. BHRC reserves the right to reject any response not prepared and submitted according to the provisions herein outlined and may reject any or all responses.

IMPORTANT NOTE: The respondent is cautioned against last-minute attempts to meet the due date & time. BHRC will not be responsible for network outages and other related internet malfunctions on the part of the respondent in submitting their proposal.

Evaluation and Selection:

All qualified responses submitted in accordance with the terms of the RFP will be evaluated to determine the most responsive entity. A uniform selection process will be used to evaluate all proposals.

Staff from BHRC will review and evaluate all responses received in response to this Request for Proposals. Proposals will be grouped per expertise area, evaluated, and ranked based on the selection criteria outlined below. After the conclusion of the evaluation process, the firms, groups, or persons will be ranked in priority order, with the highest-ranking firm, group, or person being selected to negotiate a contract and scope of services with BHRC. If a contract satisfactory to both parties cannot be negotiated, BHRC will then enter negotiations with the next highest-ranked firm, group, or person, and so on, until an agreement is reached.

In the event BHRC elects to negotiate a contract with a selected firm, group, or person, BHRC reserves the right to negotiate such terms and conditions of the contract, including, but not limited to, scope, role, price, and staffing which may be in the best interests of BHRC.

Proposal evaluation will be based upon the following criteria:

- Quality of traffic counter products
- Scope of traffic counter subscription services
- Demonstrated experience from the perspective of references

Discrimination:

No person in the United States must, on the grounds of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance.

To effectuate compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.), as amended, BHRC is required to include the following in any solicitation or contract and these provisions will be incorporated into the contract between BHRC and the selected consultant (CONSULTANT). The CONSULTANT will need to abide by these provisions:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance.
2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
3. The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 et seq.) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation.
4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance. For purposes of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), non-federal entities must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.
5. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
6. Any other applicable non-discrimination law(s).

Disclaimers:

Buckeye Hills Regional Council reserves the right to accept or reject any and all responses received to this posted RFP and to re-advertise for new submissions. Buckeye Hills Regional Council will not be responsible for any costs incurred by respondents in the preparation of a response to this RFP. Buckeye Hills Regional Council reserves the right to delay or discontinue the selection process at any time. Buckeye Hills Regional Council reserves the right to award all, part, or none of the project in the best interest of the overall project and will not be held responsible for any impact on respondents resulting from this decision. Buckeye Hills Regional Council reserves the right to request modifications to any documentation submitted if it is in the best interest of the project prior to the time of selection. Buckeye Hills Regional Council reserves the right to request clarification or additional information from a respondent prior to selection. Buckeye Hills Regional Council reserves the right to negotiate with the selected respondent to provide additional services not outlined in this RFP if necessary and in the best interest of the project. The evaluation and selection of the Consultant will be based on the information submitted in the entity's proposal, including estimated cost, scope of work, and creativity. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response. Entities should respond clearly and completely to all requirements. Entities must be as concise as possible with respect to presenting a clear and complete proposal. Deviations and exceptions from terms, conditions, or specifications from this RFP shall be described fully on the entity's letterhead, signed, and attached to the response. In the absence of such a statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications, and the entity shall be held liable. This RFP is the official media governing proposal procedures. No other documents, letters, or oral instructions shall have any influence whatsoever, unless incorporated by reference herein, or unless an official AMENDMENT is made to this document by the issuing office. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. BHRC may contact any RFP respondent after receiving its submittal to seek clarification on any portion thereof. Proposals will not be returned to the RFP respondents.