



# **REQUEST FOR QUALIFICATIONS**

**RFQ 354-TR26-02**

**Project Title: On-call Services for Traffic Data Collection**

**Issue Date: July 25, 2025**

**Due Date: August 21, at 2:00 PM ET**

**Issuing Department: Transportation**

**Direct all inquiries concerning this RFQ to:**

**Tom Reilly**

**Email: [tom.reilly@carync.gov](mailto:tom.reilly@carync.gov)**

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# 1. Introduction

## 1.1 Purpose

The Town of Cary is seeking one or more qualified firms to provide on-call traffic counting services. These services will support a variety of transportation planning, engineering, and operational initiatives by delivering accurate, timely, and reliable traffic data. Selected firm(s) will be responsible for collecting, processing, and submitting traffic count data in formats compatible with the Town’s analysis and reporting systems. Cary aims to establish one or more consultants capable of performing traffic data collection on an as-needed basis to inform decision-making, support project development, and address community concerns.

Cary is seeking proposals from qualified consultants to provide services for the Collection of Traffic Data on an ‘as and when required’ basis at various locations for a period that will be for two years with the option to renew for (1) one year upon mutual agreement by Cary and the Consultant.

Services will be provided through an On-Call Master Agreement with task orders utilized for individual project needs. The Agreement shall have an initial term of two (2) years, at the end of which, Cary will have the option, at its sole discretion, to renew the Agreement on the same terms and conditions for up to a total of one (1) one year term.

A detailed scope of services is provided in Section 4 of this solicitation. Information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at: <https://evp.nc.gov/solicitations/>

## 1.2 Background

Requests for traffic related data come under Cary’s Transportation and Traffic Engineering programs, such as pavement, roadway, and bridge design efforts. This includes pavement rehabilitation, construction, maintenance, construction staging, and traffic management. Data gathered in support of Cary’s programs include road tube automatic traffic recorder counts, intersection turning movements for traffic signal design and operations, and vehicle type classifications for pavement design and environmental analyses (air quality and noise levels). Traffic data collection is also needed to adequately respond to citizen’s concerns and issues.

## 1.3 RFQ Timeline

<b>RFQ Process</b>	<b>Date and time</b>
RFQ Advertisement Date	<i>July 25, 2025</i>
Deadline for written questions	<i>August 5, 2025, at 2:00 PM</i>
Town Response to Questions (anticipated)	<i>August 7, 2025</i>
<b>Submittal Due Date and Time</b>	<b><i>August 21, 2025, at 2:00 PM</i></b>
Evaluation Meeting (anticipated)	<i>August 2025</i>
Interviews (if required)	<i>August 2025</i>
Selection Announcement (tentative)	<i>September 2025</i>

## 1.4 Questions

Requests for clarification and questions to this RFQ must be received by the Town not later than the date shown above in Section 1.3, entitled “RFQ Timeline”, for the submittal of written inquiries. The Town will not entertain any further questions after the due date. All questions related to this solicitation must be submitted in writing (via email) to **Tom Reilly** at [Tom.Reilly@carync.gov](mailto:Tom.Reilly@carync.gov). Indicate “**RFQ #354-TR26-02 – Questions**” in the subject of the email. Questions submitted via telephone will not be answered.

The Town shall issue addenda reflecting questions and answers to this RFQ, if any, which shall be posted to [NC eVP website](#). No information, instruction or advice provided orally or informally by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

**It is important that all Respondents submitting to this RFQ periodically check the NC IPS website for any Addenda. It is the Respondent’s responsibility to ensure that all addenda have been reviewed and, if required, signed and returned.**

## 1.5 Submittal Requirements and Contact Information

Electronic responses ONLY will be accepted through the NC eVP website. Interested parties must be logged in to submit proposals electronically. Registration information is available at [NC Electronic Vendor Portal \(eVP\)](#). Proposals must be clearly marked with name of the submitting company, the RFQ number and RFQ title (**Company Name\_ RFQ #354-TR26-02\_Traffic Data Collection**).

Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF), on or before the submittal due date and time provided in Section 1.3. Submissions that do not comply with the stated submission method will be deemed non-responsive.

Cary reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Qualifications (RFQ). Any incomplete proposal may be eliminated from competition at the discretion of Cary.

It is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section by the due date and time specified in Section 1.3 RFQ Timeline.

## 1.6 Rights to Submitted Material

All proposals and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the Town. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, as well as other Town staff and members of the general public who submit public record requests. *Any proprietary data must be clearly marked.* In submitting a Proposal, each Prospective Proposer agrees that the Town may reveal any trade secret

materials contained in such response to all Town staff and Town officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the Town to assist in the selection process. Proposals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

### **1.7 Communications**

All communications of any nature regarding this RFQ with any Town staff, elected Town officials, evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.5 prior to the deadline provided in Section 1.3. Violation of this provision may result in the Firm’s proposal being removed from consideration.

### **1.8 Lobbying**

By responding to this solicitation, the Firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the Town or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

### **1.9 Gifts and Favors**

Contractor shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32

### **1.10 Proposer Expenses**

The Town of Cary will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Town of Cary and/or its representatives. Further, the Town of Cary shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

### **1.11 Proposer Acceptance**

Submission of any proposal indicates a Proposer’s acceptance of the conditions contained in this RFQ unless clearly and specifically noted otherwise on Appendix V, “Exceptions to RFQ,” and submitted with proposal. The Town of Cary has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Town’s best interests to do so. The Town of Cary reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in the Town of Cary’s best interest.

Moreover, the Town of Cary reserves the right to make no selection if proposals are deemed not in the best interest of the Town of Cary.

## **2. QUALIFICATION PACKAGE**

Responses must follow the format outlined below. The Town may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format. Total proposal length shall be limited to thirty (30) total .pdf pages. The forms in the appendix do not count toward the page limit.

### **2.1 Request for Qualifications Required Document Format**

Responses should be divided into sections, listed sequentially as follows:

#### **Section 1: Cover Letter**

Provide an introduction letter summarizing the unique qualifications of your Firm to meet the needs of this project. This letter should be presented on the Firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the Town on behalf of the Firm. Include the name, title, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

#### **Section 2: Corporate Background and Experience**

Include background information on the Firm and provide detailed information regarding the Firm's experience with similar projects. Provide a list of all similar contracts performed in the past five years, accompanied by at least five references, including contact persons, firm, telephone number and email address (See Appendix II).

Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the Firm's proposal. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

#### **Section 3: Project Understanding, Approach and Schedule**

Provide a comprehensive narrative, outline, and/or graph demonstrating the Firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

#### **Section 4: Team Firm, Experience and Certifications/Qualifications**

This section must include the proposed staffing, deployment and firm of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all executives, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the

responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

## 2.2 Hourly Rates

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful contractor. One copy of the hourly rates for all proposed project personnel should be uploaded (Appendix 1) as a separate file using the same naming standard (**Company Name\_ RFQ #354-TR26-02\_Hourly Rates**). It is recommended to provide hourly rates by staffing category and the staff submitted should fall within the categories submitted.

## 2.3 Qualifications Package Documents

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

# 3. PROPOSAL EVALUATION

## 3.1 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Corporate Background and Experience	2		
Project Understanding	3		
Project Approach	3		
Team Firm, Experience, and Qualifications	5		
<b>Final Score</b>			

### Score Points

0- Missing or Does Not Meet Expectation  
 1- Partially Meets Expectation

2- Meets Expectation  
 3- Exceeds Expectation

## 3.2 Final Selection

Proposals will be reviewed after opening and will be ranked in order of choice, at which point contract negotiations will begin with the most qualified firm. Cary will provide our standard template at this time for review. If negotiations are unsuccessful, the Town will then pursue negotiations with the next most qualified firm.

The Town shall not be bound or in any way obligated until both parties have executed a contract. The Town also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ including any written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded Contractor to perform as represented may result in contract cancellation.

### **3.3 Notice to Proposers**

It shall be the Proposer's responsibility to read the Instructions, all relevant exhibits and attachments, and any other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. Proposers are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.

## **4. SCOPE OF SERVICES**

Cary is issuing this Request for Qualifications (RFQ) for qualified engineering consulting firms (Consultants) to provide traffic engineering services related to multiple traffic data collection projects ('Project'). The Consultant(s) selected for the Services are expected to provide timely responses to Cary for traffic count data requests. In many instances, collection of traffic data is time sensitive. Types of traffic data collection that the Cary expects to be provided by the Consultant(s) include the following:

### **A. Turning Movement Counts Data**

The turning movement counts quantify volume of traffic for each movement by the approach from which the vehicle enters and by the direction in which it leaves the intersection. Each approach into the intersection (signalized, unsignalized, and roundabout) may have multiple movements (left-turn, U-turn, thru, and right-turn). The data collection shall capture all traffic movements at these intersections traversed by motorists, pedestrians, bicyclist, and other non-motorized (including electric assisted personal mobility devices) transportation modes.

Typical turning movement counts shall be conducted in fifteen (15) minute increments on Tuesdays, Wednesdays, and Thursdays. However, other increment durations and data on Saturday and/or Sunday may also be requested by Cary.

Turning movements counts are usually collected from 6:00 AM to 10:00 PM. In addition, peak hour 6:00 to 9:00 AM and 4:00 to 7:00 PM on weekdays and between 11:00 AM to 1:00 PM on weekends turning movement counts may also be requested.

### **B. Pedestrian, Bicycle, and Other Non-Motorized Data**

Pedestrian, bicycle, and other non-motorized (including electric assisted personal mobility devices) transportation data collection will generally be performed at marked

or unmarked crosswalks at a signalized and unsignalized intersection, mid-block crossing, or other locations requested by Cary.

The counts shall be collected in fifteen (15) minutes increments, unless otherwise requested by Cary, on all day(s) of the week, including Saturday and Sunday.

The data is usually collected between 6:00AM to 8:00 PM; however, other time durations may also be requested based on the project needs.

Provide photos and/pr graphics of the equipment location and indicate weather condition during data collection.

### **C. Traffic Volumes, Speed and Vehicle Classification Counts Data**

Volume, speed, and vehicle classification data is generally collected to determine the number, direction, speed, and classification of vehicles at a given location. Vehicle classification consists of determining the percentages of automobiles and truck in the traffic stream at a particular location.

The speed count information shall include but not limited to, mean, mode, median, pace, and 85<sup>th</sup> percentile speed.

### **D. Spot Speed Distribution Data**

Spot speed data is generally collected to determine the free flow speed of vehicles (usually single vehicle or platoon-leading vehicles) at a particular location.

The data shall be collected in fifteen (15) minute increments during the AM and PM peak periods and/or for a minimum duration of twenty-four (24) continuous hours; unless otherwise requested by Cary.

### **E. Travel Time Data**

Travel time data is the amount of time required for a vehicle to travel from one particular location to another, and data collection is typically performed during peak volume hours to obtain travel characteristics while traffic is operating under loaded conditions.

Travel time data is usually collected between specific locations along the route.

### **F. Origin-Destination Data**

Origin-destination data determines the trip patterns and travel choices of the travelling public.

The data is usually collected during peak hours but can vary based on the project needs.

### **G. Queue Data**

Queue data is a measure of demand within or exceeding capacity, and is usually measured by the number of vehicles, or distance, from a specific point along an approach typically performed during peak volume hours.

A queue is formed when a line of stopped or nearly stopped vehicles is created by some traffic control device, notably a signal or a stop sign, or due to some movement

restriction, for example a queue build-up behind a vehicle waiting for a gap in order to make a left turn.

Queue data shall be recorded in one (1) minute increments, unless otherwise requested by Cary. The data should report the maximum and average queue lengths of numbers of vehicles.

#### **H. Parking Occupancy Data**

Parking occupancy data determines the number of vehicles parked on-street/off-street at the time of the peak parking demand.

The data shall be collected in five (5) minute increments, unless otherwise requested by Cary during daylight or evening on any day(s) of the week, including Saturday and Sunday.

Provide photos of the area while conducting the parking survey.

#### **I. Delay Data**

Delay data is collected to determine the time, in seconds that vehicles have to wait at a location, usually a stop controlled or signalized junction.

This data typically collected for the approach with the highest estimated volume during the critical peak hours to obtain delay characteristics while traffic is operating under the heaviest conditions.

Based on project need, delay data at all approaches of an intersection may be requested.

#### **J. Gap Data**

Gap Data includes the time and/or distance between vehicles passing a particular point on a roadway.

Gap data shall be collected in fifteen (15) minute increments, unless otherwise requested by Cary.

#### **K. Saturation Flow Rate Data**

Saturation flow rate data is collected at a signalized intersection by phase showing the number of vehicles, with respect to time, allowed to travel through the location during one cycle.

#### **L. Roundabout Turning Movements**

Roundabout count report is collected to determine the capacity and performance efficiency of the roundabout approaches. It sums up the turning movement volume of a roundabout. It also clearly details the entry, traffic circulation and exit flow rate for each roundabout leg, from origin to destination.

#### **M. Video Data**

Video data shall include the collection of movements by vehicles and non-motorized transportation modes and its interactions at a fixed location such as intersection, mid-block crossing, sidewalk, pathway, or a location along a roadway/corridor.

Although, video data will typically not include any traffic data processing or tabulation, however, data extraction may be requested at a later date after reviewing the video.

#### **N. GIS Data Collection**

Use an ESRI ArcGIS software platform to provide layers that locates and inventories physical assets throughout Cary. This may include grade/slope data for greenways.

#### **Other Considerations**

All traffic data collection requests will be coordinated by Cary's Transportation Department.

Collection of traffic data will generally require a short time period to complete in order to respond to administrative, legislative, and public demands. A reasonable time period to complete traffic data requests will be identified by Cary and it is the expectation of Cary that the Consultant will meet these deadlines.

Traffic data collection will be made within the Cary limits or within its ETJ.

Consultant's vehicles used to collect traffic data must be clearly marked to identify the Consultant's name and telephone number. This may be accomplished using magnetic signs that can be attached to the vehicle or by some other reasonable means.

Consultant shall not block, impede, or obstruct the free movement of traffic, including cyclists and pedestrians, while collecting traffic data.

Consultant shall not enter private property for the sole purpose of collecting traffic data without the permission of the private property owner.

If Consultant will be using video recording equipment for the purpose of data collection, the Consultant should have the ability to properly install, secure, and maintain the equipment to protect public health and safety as well as not impact normal traffic operations.

Traffic data collection shall be consistent with the ITE Manual of Transportation Engineering Studies, Manual of Uniform Traffic Control Devices, Highway Capacity Manual guidelines, and generally in accordance with sound traffic engineering principles.

If the data collection is flawed due to machine or operator error, the count shall be redone at no cost to Cary.

The Consultant will be asked to provide a task order for each traffic data collection request made by Cary. The task order shall include the description of the work to be completed, schedule for completing the work, and the price to complete the work. Once the task order is received Cary will authorize the Consultant to begin the requested work.

#### **Deliverables**

In general, the Consultant should provide the following deliverables when completing a traffic data collection request.

- Traffic count data shall be submitted to the Town of Cary via email and must include at least one (1) electronic file in a format acceptable to the Town. Preferred formats include Microsoft Excel (.xlsx), CSV (.csv), or PDF. Prior to submission, the

Consultant shall confirm the preferred file format and data structure with Cary to ensure compatibility and consistency with internal systems.

- Provide a summary report with the following minimum information:
  - Site sketch showing north arrow, approach lanes, lane movement designations, intersection skew angle, approach grades, etc., with identification of approach legs by US or State route number, and/or non-state system street name.
  - Provide a description of weather, count dates and times, etc...
  - Posted speed limits of roadways.
  - Show presence of traffic control devices, such as traffic signals, flashers, stop signs, etc., and the location of these devices.
  - Identify the presence of construction activity in the area that may affect reliability of traffic count data.
- Provide a description of any traffic congestion, such as that due to vehicle queues not clearing intersection approaches during traffic signal phases, lack of signal progression, or signal malfunction. Time of congestion occurrence should be noted.

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## 5. EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the Firm.
- The potential contractor has read and understands the conditions set forth in this RFQ to include TOC general conditions/service terms, any addenda, and all attached exhibits and agrees to them with no exceptions.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX I

## Hourly Rate Schedule

Awarded Contractor shall perform the services to be performed as set forth in this RFQ and more particularly described in Section 5 utilizing the following hourly rate schedule below.

Position Title	Hourly Rate

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signed by: \_\_\_\_\_  
                  [Type or Print Name]

Title of Signer: \_\_\_\_\_

## APPENDIX II

### References

Offeror **must** supply at least (5) five Governmental Agency or Private Company references for which similar consulting services have been performed during the past (5) five years. Offerors are cautioned to provide accurate reference information. References will be checked during evaluation period.

**OFFEROR:**

\_\_\_\_\_

**CITY, STATE, ZIP:**

\_\_\_\_\_

**Reference #1**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #2**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #3**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #4**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reference #5**

**Agency or Firm Name:** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Fax Number:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_