TO: NOACA Board of Directors

FROM: Grace Gallucci, Executive Director

DATE: June 5, 2020

RE: Resolution No. 2020-023: Procurement – NOACA Traffic Count Program

ACTION REQUESTED
The Board of Directors is asked to award a contract to Eggeman Engineering and Consulting LLC (EEC) for NOACA’s Traffic Count Program in the not to be exceeded amount of $112,000.

The Finance and Audit Committee recommended this action.

BACKGROUND/JUSTIFICATION FOR CURRENT ACTION
Since 2012, NOACA has been collecting traffic counts on specific locations for the purpose of calibrating and validating different modules of the NOACA travel forecasting model. NOACA collects traffic counts in the month of October every year in order to avoid any unusual traffic impacts from climate, holiday seasons, and school closings which could produce inaccurate or biased information. Traffic count locations are determined by NOACA staff pending what module(s) of the NOACA forecasting model requires calibrating.

Counting vehicular traffic along a particular street or turning volumes at an intersection is one of the sources of information for estimating morning and afternoon peak and daily traffic volumes. These traffic counts will be compared with traffic volumes estimated by the NOACA travel forecasting model at the calibration and validation step. This step is necessary for implementing a more realistic travel demand model. It should be noted that traffic counts should be collected in a manner that produces accurate and unbiased information for a typical day.

To continue this valuable work, NOACA issued a RFP on February 5, 2020 seeking qualified persons or firms to conduct traffic counts, for a three year period commencing on or around July 1st, 2020 and ending on June 30th, 2023. Closing date for the RFP was March 20th, 2020. NOACA received three proposals. Vendors were scored on four criteria: project approach, experience, qualifications and cost. The vendor with the highest score was EEC. EEC is DBE/EDGE-certified and ODOT prequalified.

FINANCIAL IMPACT
The annual financial impact to NOACA would not exceed $112,000, which is included in the fiscal year 2020 and 2021 approved OWP/budget.

CONCLUSION/NEXT STEPS
Pending Board approval, staff will engage the consultant in conducting traffic counts for NOACA’s planning needs.

GG/sm/8595c
RESOLUTION NO. 2020-023
(2020 TRAFFIC COUNT CONTRACT AWARD)

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

WHEREAS, the Northeast Ohio Areawide Coordinating Agency (NOACA) is the Metropolitan Planning Organization (MPO) for the counties of Cuyahoga, Geauga, Lake, Lorain, Medina, and the City of Cleveland and the areawide water quality management agency for the same region; and

WHEREAS, maintaining up-to-date traffic count data is essential to meeting NOACA's planning responsibilities as the region's MPO; and

WHEREAS, the data is necessary to validate various planning activities at NOACA; and

WHEREAS, the FY 2020 and FY 2021 OWP includes funds to hire a consultant(s) to perform the annual phase of a three-year traffic count program; and

WHEREAS, NOACA's procurement policy requires that these consulting services be obtained through a competitive process following all applicable federal, state, and local policies and regulations, which was accomplished through a NOACA issued RFP on February 5th 2020 seeking qualified persons or firms to conduct traffic counts, for a three year period commencing on or around July 1st, 2020 and ending on June 30th, 2023.

WHEREAS, the closing date for the RFP was March 20th, 2020. NOACA received three proposals. Vendors were scored on four criteria: project approach, experience, qualifications and cost. The vendor with the highest score was Eggeman Engineering and Consulting LLC (EEC). EEC is DBE/EDGE-certified and ODOT prequalified.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northeast Ohio Areawide Coordinating Agency, consisting of 45 principal officials serving general purpose local governments throughout and within the counties of Cuyahoga, Geauga, Lake, Lorain, Medina and the City of Cleveland that:

Section 1: The Executive Director is hereby authorized to enter into a contract for services with the firm Eggeman Engineering and Consulting LLC (EEC), in an amount not to exceed $112,000 for FY 2021.

Section 2: The Executive Director is hereby authorized to extend the contract for services on the same terms and conditions for both FY 2022 and FY 2023, based upon mutual agreement between NOACA and the contractor and satisfactory performance by the contractor.

Section 3: The Executive Director is authorized to transmit a certified copy of this resolution to appropriate Federal, State, and local agencies.

Certified to be a true copy of a Resolution of the Board of Directors of the Northeast Ohio Areawide Coordinating Agency adopted this 12th day of June 2020.

Secretary: __________________________

Date Signed: ___________