



TRIANGLE WEST

Transportation Planning Organization

Invitation For Bid (IFB)

Traffic Data Collection: Intersection Turning Movement Counts
(TMCs)

Issued October 2, 2026

1.0 Purpose

The Triangle West Transportation Planning Organization (TW TPO) invites qualified vendors to submit bids for traffic data collection services. The purpose of this Invitation for Bids (IFB) is to solicit bids from vendors that are prequalified under NCDOT's Traffic Data Collection discipline (**Discipline Code 309**) to provide traffic data collection services for TW TPO.

The selected vendor(s) will provide on-call traffic data collection services, including collecting site information and traffic data for each location, quality assurance/quality control (QA/QC), and data summarization. The required data collection consists of 13-hour turning movement counts at intersections, including vehicle and bicycle turning movements (left-turn, through, right-turn, and U-turn) as well as pedestrian counts. This data is used by a wide variety of projects, plans and programs for congestion management process, project development, safety and mobility initiatives, and planning.

2.0 General Information

The successful vendor shall enter into a contract with the Triangle West Transportation Planning Organization (TW TPO), including complying with all applicable requirements for indemnification, insurance, and other required policies and assurances.

TW TPO may reject any or all of the submissions as it deems in its best interests. TW TPO reserves the right to waive any irregularities or technicalities when it deems the public interest will be served thereby.



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This IFB does not commit the Triangle West Transportation Planning Organization (TW TPO) to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. TW TPO reserves the right to accept or reject any or all responses received because of this request for qualifications, or to cancel this request in part or in its entirety if it is in the best interest of Triangle West Transportation Planning Organization to do so.

The selected vendor or firm will contract with TW TPO and must agree to contract provisions, including applicable federal requirements.

2.1 Data Collection Area

The traffic data collection will be conducted within the Triangle West TPO planning area. All intersections selected for data collection shall be located within the TW TPO boundary.

2.2 Bid Item

The vendor shall provide all-inclusive pricing, including but not limited to labor, equipment, and materials necessary to perform 13-hour turning movement counts at 130 distinct intersections. Vendors shall complete and return the Pricing Table below with **Authorized Signature** by providing a Unit Price Per Intersection and a Total Price for all 130 intersections as the official bid item. All prices shall be stated in whole U.S. dollars.

Bid Item #	Description	Estimated Qty	Unit of Measure	Unit Price (\$)	Total Price (\$)
1	13-Hour Turning Movement Count Collection (Per Scope of Work)	130	Each (Intersection)		



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2.3 IFB Schedule

Advertise IFB	October 2, 2026
Deadline to Submit Questions about IFB	October 9, 2026, 12 pm
TW TPO Question Responses Posted	October 12, 2026
Bid Submittal Deadline	October 18, 2026
Tentative Candidate Selection	October 21, 2026
Target Project Start Date	November 1, 2026

2.4 Period of Performance/Contract Term

A Notice to Proceed is anticipated to occur no later than November 1, 2026, or possibly sooner dependent on contract negotiations. Due to the ongoing nature of this type of work, we are issuing this IFB to cover potential consultant activities for up to five months (through April 1, 2027).

2.5 Bid Submittal

All responses are limited to 15 pages, plus a one-page cover letter and the pricing table, which will not count toward the 15-page maximum. Responses shall be submitted electronically by email as **one (1) digital copy in PDF format**, with “TMC IFB 2026” in the email subject line, to the contact person listed in this document. Responses must be received electronically no later than 4:00 p.m. on October 18, 2026. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. Failure to submit a bid in strict accordance with instructions provided shall constitute sufficient cause to reject a Vendor’s bids(s). Solicitation responses are subject to Sealed Bidding requirements.

The address for electronic deliveries is: yanping.zhang@twtpo.org, however the IFB should be addressed to Doug Plachcinski, Executive Director, TW TPO.



3.0 Scope of Services

The Triangle West Transportation Planning Organization (TW TPO) is issuing this Invitation For Bid (IFB) for qualified Vendors (Consultants) to provide services for intersection traffic data collection projects ('Project'). The Vendor(s) selected for the Services are expected to provide timely services to TW TPO for traffic count data requests. In many instances, collection of traffic data is time sensitive. Types of traffic data collection that TW TPO expects to be provided by the Vendor(s) include the following:

The Consultant(s) shall collect collecting site information, and the number of vehicles and bicyclists making left, right, and through movements and the number of pedestrians at an intersection for 13 hours from 6 A.M. to 7 P.M of weekdays for the number of intersections proposed in the vendor's bid. The data should be summarized for the 13 hours and the three peak-periods (AM, Noon, and PM) as total volume by movement and separated by vehicle type (classification). The classifications shall be a) light vehicles, b) heavy vehicles (HV), c) bicyclists, and d) pedestrians. A VIDEO system is preferred to collect the data.

Other tasks include:

- Project management includes work necessary for communication and completion of the project tasks on time and within budget;
- Data processing and summarization in the format provided or approved by TW TPO;
- Quality assurance/quality control (QA/QC);
- Managing project schedules and tasks to ensure the timely and effective execution of deliverables listed below.

In general, the Consultant(s) shall provide the following deliverables upon completion of traffic data collection request or within other timeframes specified below:

- ❖ One completed field survey note in PDF format.
- ❖ One raw turning movement data file (PPD) with count data in 15-minute intervals for 13 hours and three (AM, Noon, and PM) peak periods. If PPD format is not applicable, new format should be preapproved.
- ❖ One turning movement data report (PDF) with count data in 15-minute intervals for 13 hours and three peak-periods (AM, Noon, and PM), and separated by all classifications.



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- ❖ One export file of raw turning movement data in an electronic format (csv or xls) with count data in 15-minute intervals for 13 hours and three (AM, Noon, and PM) peak periods.
- ❖ One summary file of turning movement data in an electronic format (csv or xls) with count data in 15-minute intervals, summary of total movements, summary of 13 hours and three (AM, Noon, and PM) peak hours by modes (light vehicles, HV, bicyclists, and pedestrians).
- ❖ Raw Video data in an electronic (DVD/HDD/SSD) format, if a video system was used.
- ❖ CONSULTANT shall submit a statement to Client, pledging that quality checks of the collected data were performed. This statement shall state that data were collected and properly checked, based on the TW TPO Data Collection Protocols and the work scope as well as the selected intersections from the full list of intersections by priority order.
- ❖ Monthly invoices and progress reports.
- ❖ Monthly touchpoint meetings or coordination if needed with the TW TPO Project Manager.

4.0 Bidder Qualifications

Bidder Qualifications must include a comprehensive response describing the vendor's knowledge and experience with the tasks described in the Scope of Services above. Bidder Qualifications must also include the following:

- *General Experience Summary* – the summary should emphasize the vendor's experience with traffic data collection and processing across a broad and diverse region, consistent with the details outlined in the Scope of Services section above.
- *Proposed Approach and Schedule* – the proposed approach should include a brief overview of how the consultant team will achieve the tasks and outcomes associated with the requested Scope of Services presented above, and a proposed timeline outlining anticipated major tasks; The consultant shall provide information on the understanding of, and approach to accomplish, this project, including its envisioned scope for the work, and a schedule to achieve the dates outlined in this IFB (if any project-specific dates are outlined below).



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Milestone	Schedule Date
Data Collection Completion Date:	3-4 months from notice to proceed
Data Processing and QA/QC:	1-2 months from notice to proceed

- *Project References* – references must include a brief project description, contact name, address, telephone number, and email address, and must provide evidence of similar work conducted within the last five years.
- *Project Team* – provide resumes for specific personnel that will be assigned to the project, including verification that they have experience with similar projects and will be capable of performing the work within the allotted period.
- *General Information* – a profile of the firm and current project descriptions must be included in this section; this section may also provide additional information the firm feels might be useful during the evaluation process.
- *Vendor Registration and ID Numbers* – any interested respondent must be a registered vendor with the North Carolina Department of Transportation (NCDOT). All vendors, including contract employees, subcontractors, and independent contractors, must be prequalified under **Discipline Code 309** (Traffic Data Collection). The vendor's NCDOT Vendor Identification Number and proof of current prequalification shall be included in the cover letter accompanying the IFB response.
- *Vendor's Responsibilities and Requirements* – Must have the financial ability to undertake the work and assume the liability, and meet the worker's compensation insurance together with other insurances and amounts listed in 8.1 ATTACHMENT A, Item 15. The vendor(s) must have an adequate accounting system to identify costs chargeable to the project.
- *Vendor's prequalification* – Must have the financial ability to undertake the work and assume the liability, and meet the worker's compensation insurance together with other insurances and amounts listed in 8.2 ATTACHMENT B, Item 15. The vendor(s) must have an adequate accounting system to identify costs chargeable to the project.



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5.0 Evaluation Process

Bidder Qualifications will be evaluated according to the vendor's relevant knowledge and experience in the tasks described in the Scope of Services and thoroughness in addressing the requirements listed in this IFB document. Evaluation criteria include, but are not limited to:

- Bidder qualifications, previous experience with similar projects, and technical competence of the proposed project team;
- Understanding and approach toward scope of services;
- Appropriateness and availability of proposed teams and personnel;
- Quality of references; and
- Proposed unit price & total price and ability to complete the project in a timely manner and meet the project schedule.

The selected vendor will be evaluated based on information submitted in response to the IFB. The first task undertaken by the selected consultant will be to more specifically define the work elements that are generally described in the Scope of Services, so that work will be authorized on a task assignment basis based on negotiated hours agreed to as necessary to complete the assigned task.

Triangle West Transportation Planning Organization (TW TPO) will select a consultant after analysis of all information provided in the qualification packages. TW TPO reserves the right to select the most competitive proposal. During the selection process, TW TPO will ensure that all answers or clarifications to questions posed by any respondent are provided through the RFP/RFQ/IFB website of Central Pines Regional Council by the response date shown in the Schedule section above. Triangle West Transportation Planning Organization reserves the right to negotiate a contract, including the final scope of work and contract price, with any respondent or other qualified party.

6.0 Method of Compensation

Upon selection, Triangle West Transportation Planning Organization will propose a contract to the selected vendor for review. The selected vendor will invoice Triangle West Transportation Planning Organization on a quarterly basis.



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7.0 Contact Information

Questions regarding this IFB must be received no later than the date and time listed on the IFB schedule above, and must be submitted by email to the contact email address listed below – no phone questions will be permitted. Based on the questions received, the project manager will provide any necessary answers or clarifications through the Central Pines Regional Council RFP/RFQ/IFB website at <https://www.centralpinesnc.gov/requests-proposalsqualifications> no later than the date shown in the IFB schedule above.

All Bidder Qualifications in response to this IFB must be received no later than the date and time shown in the IFB schedule listed earlier in this document, and must be submitted by email to the contact email address listed below.

All communications regarding this IFB must be directed to:

Yanping Zhang, yanping.zhang@twtpo.org, however the IFBs should be addressed to Doug Plachcinski, Executive Director, TW TPO

8.0 Attachment

8.1 Attachment A – Vendor’s Responsibilities and Requirements

8.1.1. All original calculations, field notes, drawings, videos, data files, and any other necessary project information prepared by Vendors (electronic and hard copy) shall be the property of the TW TPO.

8.1.2. Vendor shall be responsible for ensuring that submittals are accurate (by conducting internal data quality control checks) and in a format compatible with TW TPO analysis software or in a format compatible what TW TPO requires.

8.1.3. If requested to collect data when schools are in session, Vendor shall be responsible for contacting the appropriate schools (public, private, traditional, year-round, colleges, universities, day cares, etc.) to verify that the schools will actually be in regular session (not delayed openings, early release days, teacher workdays, track-out days, etc.). Vendor shall be responsible for requesting further instructions if school closure or other events affects requested deadlines. Vendor shall notify any affected schools of the date, time, and location of traffic data collection prior to conducting the actual work and explain



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what affects, if any, the data collection will have on traffic to and from the school. All correspondence shall be documented.

8.1.4. Vendor shall notify appropriate law enforcement agencies (Highway Patrol, Police, Sheriff, University, etc.) of the date, time, duration, and location of traffic data collection prior to conducting the actual work, preferably at least twenty-four (24) hours in advance.

8.1.5. Vendor shall be responsible for obtaining and securing all necessary permissions for the use of utility poles, public vehicular areas, right-of-way, etc., prior to collecting data. Vendor shall make this information available when requested.

8.1.6. Vendor personnel shall be equipped with cellular telephones or other communication devices to facilitate resolution of potential problems regarding the work.

8.1.7. Vendor personnel shall have identification (personal and company) at all times.

8.1.8. Any vehicles used on this project shall be equipped with markings identifying and prominently displaying the name of the Vendor. Any equipment installed in the field should also be marked with the name of the Vendor, Vendor website, and their contact information.

8.1.9. Vendor shall be responsible for the safety of its personnel (counters, count equipment installers, etc.), any sub-Vendors (contract employees, subcontractors and/or independent contractors utilized by the prime), and the traveling public and shall adhere to all applicable state and federal occupational safety and health laws and regulations. Vendor shall also conform to DOT Workplace Safety Manual SOP and MUTCD standards for mobile operations (if applicable).

8.1.10. Vendor shall be responsible for ensuring its personnel adhere to applicable state and federal labor laws and regulations regarding work hours, breaks, etc. Vendor staff shall not take breaks at the end of the count period.

8.1.11. Any revisions to the collected data shall be provided to the TW TPO. If failure to do so results in incorrect designs in plans prepared by others, the Vendor shall be fully liable for all claims against the TW TPO including redesign costs, delay costs, and the cost of other corrective measures as determined to be necessary by the TW TPO.

8.1.12. Vendor shall notify the TW TPO of significant changes within the Vendor (e.g., change of address, telephone number, project-related personnel changes, hiring or separation of project-related subcontractors or independent contractors, etc.).

8.1.13. Each request received by the Vendor from the TW TPO shall be considered a notice to proceed for that specifically requested work and location, and Vendor personnel shall keep a copy of the request with them at all times while collecting data. Requests will be



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provided through the online traffic data collection system, and locations will have GPS coordinates with six (6) decimals.

8.1.14. The Vendor shall verify that all equipment is used in accordance with manufacturer's specifications and is calibrated and working properly when installed.

8.1.15. If Vendor utilizes video or other technology that requires attachment to any poles, utilities, or other structures, they shall have prior approval from the structure owner and they shall be bonded, a licensed electrician, and have general liability insurance, and all work shall be in compliance with the NESC.

8.1.16. All work performed shall comply with federal, state and local statutes, ordinances, and codes.

8.1.17. All work performed shall comply with federal, state and local safety regulations and procedures.

8.1.18. Vendors shall complete all assignments, regardless of due date or submittal date, if they are assigned prior to the end of the contract.

8.1.19. Vendor shall be available for work on this project on and after the notice of proceed or Notice of Award.

8.1.20. Some weather conditions require the Vendor to contact the requestor to indicate that the Vendor will not proceed with the data collection and postpone to another eligible date. All such notifications shall be emailed prior to sending any personnel to the target site.

8.1.21. Vendor personnel shall provide on request to law enforcement officers, school officials, citizens, etc., their names, the names and phone numbers of their supervisors, and the name and phone number of the TW TPO project manager in order to facilitate independent verification of the validity of the work.

8.1.22. Vendor personnel shall not speculate, or provide opinions, on why the data is being collected, what it will be used for, or the potential results of any analysis.

8.1.23. Vendor shall ensure that any personnel (employee, contract employee, subcontractor, or independent contractor) working on this project is legally able to work on this project.

8.1.24. Vendor shall provide a current/updated list of employees, contract employees, subcontractors, and independent contractors within three (3) business days whenever requested by TW TPO.



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8.1.25. Vendor shall verify the status (current or former) and standing (employee, contract employee, subcontractor, or independent contractor) of any names provided by TW TPO within three (3) business days whenever requested by TW TPO.

8.1.26. Vendor shall not extrapolate/interpolate or otherwise falsify data.

8.1.27. Vendor shall notify TW TPO within one (1) business day of any incident resulting in injuries or fatalities to any individual, or damage in any amount equal to or exceeding \$2,000 to any property, as a result of doing work on this project, and shall fully cooperate with any subsequent questions or investigations related to the incident.

8.1.28. Vendor shall point out any discrepancies that may exist between route numbers, GPS coordinates, and/or street names in the field versus what TW TPO has provided for the request.

8.1.29. Vendor shall conform to specific measures for the quality control, validity, and acceptance of data as developed and distributed by TW TPO. However, data that appears to be suspect or has inconsistencies or imbalances that are unreasonable or cannot be explained may need to be re-tabulated or re-counted at no cost to TW TPO.

8.1.30. Vendor shall provide copies of equipment test and calibration logs upon request.

8.1.31. Vendors are solely responsible for the damage to vehicles resulting from their equipment or the installation of the equipment, and any compensation thereof for repairs and/or replacement of said vehicles.

8.2 Attachment B - NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

<https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>