



NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

MEMORANDUM

TO: NOACA Board of Directors

FROM: Grace Gallucci, Executive Director

DATE: March 4th, 2016

RE: **Resolution 2016-005 –2016 Traffic Count Contract Award**

ACTION REQUESTED

The Board of Directors is asked to approve the procurement of The Mannik & Smith Group, Inc. for NOACA's FY2017-FY2019 Traffic Count Program in the amount of \$112,910. Specifically, this action will authorize the Executive Director to execute a contract with The Mannik & Smith Group Inc.

The NOACA Finance and Audit Committee recommends this action.

BACKGROUND/JUSTIFICATION FOR CURRENT ACTION

In 2012, NOACA initiated a traffic count program focused on the local federal-aid system. In addition to being a vital input into the transportation planning process, traffic count information is used by transportation engineers and planners at NOACA and throughout the region.

For the FY2014-FY2016 Traffic Count Program, the NOACA Board of Directors passed Resolution 2013-016, which awarded a three-year traffic count contract to TMS Engineers, Inc., of Stow, Ohio. The term of the contract was July 1st, 2013-June 30th, 2016. All FY2016 counts have been completed (353).

For the FY2017-FY2019 Traffic Count Program, an RFP was released on December 9th, 2015 and proposals were due on January 11th, 2016. NOACA received eight proposals. One was not considered due to lack of DBE participation in its proposal.

Through the RFP, NOACA requested that cost be proposed on an itemized, cafeteria style basis (Unit cost by type of count). Using these individual costs and based on the count type distribution in our current Traffic Count Program, proposals ranged from \$77,859 to \$301,250. No specific traffic count locations have been selected at this time and will be prioritized by staff.

The evaluation criteria appear on the next page.

After careful review of the proposals, an internal evaluation committee, selected "**The Mannik & Smith Group, Inc.**" as the best and lowest.

CRITERIA	Weight%
Project Approach	40%
Demonstrated Experience	20%
Qualification of the Organization	20%
Cost	20%
TOTAL	100%

This recommendation was taken to the Finance and Audit Committee in February, where the Committee approved the action contingent on the legality of including cost as a scoring criteria component in the RFP.

The legal analysis and opinion from our counsel in regards to the inclusion of a cost factor in the evaluation of the Traffic Count proposal is that it is acceptable.

FINANCIAL IMPACT

The annual financial impact to NOACA would not exceed \$112,910, which is included in the fiscal year 2017 proposed OWP/budget.

CONCLUSION/NEXT STEPS

With Board approval, NOACA will enter into contract with The Mannik & Smith Group, Inc. for The FY2017-FY2019 Traffic Count Program, for the term July 1st, 2016-June 30th, 2019.

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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, and Medina, 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, in June 2013 the NOACA Board of Directors approved Resolution Number 2013-016, which awarded NOACA's previous Traffic Count Contract; and

WHEREAS, the FY 2017 OWP includes funds to hire a consultant(s) to perform the first 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 Request for Proposals issued on December 9, 2015, with proposals received on January 11, 2016, of which the firm Mannik & Smith Group, Inc., was the best proposal, with a cost not to exceed \$112,910 in fiscal year 2017.

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, and Medina that:

Section 1: The Executive Director is hereby authorized to enter into a contract for services with the firm Mannik & Smith Group, Inc., of Beachwood, Ohio, in an amount not to exceed \$112,910 for FY 2017.

Section 2: The Executive Director is hereby authorized to extend the contract for services on the same terms and conditions for both FY 2018 and FY 2019, 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 11th day of March 2016.

Secretary: 

Date Signed: 3/11/16