

TEXAS DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES DIVISION

SPECIFICATION NO.
TxDOT 968-85-69*
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WORKPLACE AND SPECIAL GENERATOR TRAVEL SURVEYS

PUBLICATION

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1. SCOPE: This solicitation is an Invitation for Bid (IFB) for services to provide the basic elements required for conducting Workplace and Special Generator Travel Surveys for the Transportation Planning and Programming Division, TxDOT. The goal is to obtain as much data as possible when conducting workplace and special generator travel surveys. Travel information collected will be utilized to update travel demand models for transportation planning. The identified study area is specified in Attachment A – Special Requirements. The Workplace and Special Generator Travel Survey consists of the following basic tasks:
 - 1.1. TASK A – Survey Selection, Sample and Recruitment
 - 1.2. TASK B – Pilot Survey
 - 1.3. TASK C – Coordinate and Conduct Full Surveys
 - 1.4. TASK D – Coordinate and Conduct Partial Surveys
 - 1.5. TASK E – Verify, Edit, Process and Geocode Survey Data
 - 1.6. TASK F – Survey Documentation and Reports
2. DEFINITIONS OF TERMS AND ACRONYMS
 - 2.1. ACR – Accumulative Count Recorder
 - 2.2. CFR – Code of Federal Regulations
 - 2.3. COMMERCIAL VEHICLE: Vehicles owned or leased by a business, agency, or private operator that are used for business purposes in the normal course of operations. Commercial vehicles are classified in two categories:
 - 2.3.1. Cargo Transport Vehicles: Vehicles that carry cargo or freight as a normal and typical part of business operations.

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- 2.3.2. Commercial Service Vehicles: Vehicles used for commercial purposes that do not include transporting cargo or freight.
- 2.4. FREE-STANDING WORKPLACE: A designated workplace where the points of vehicle access and parking are clearly established and are designed to serve that workplace only.
- 2.5. HOV – High Occupancy Vehicle
- 2.6. MPO – METROPOLITAN PLANNING ORGANIZATION: An association of local agencies established to coordinate transportation planning and development activities within a metropolitan region of over 50,000 population.
- 2.7. NAICS – North American Industrial Classification System
- 2.8. NON-FREE-STANDING WORKPLACE: A designated workplace where vehicle access points and parking are designed to serve more than one establishment.
- 2.9. PM – Project Manager
- 2.10. POC – Point of Contact
- 2.11. SAM – Statewide Analysis Model
- 2.12. SPECIAL GENERATOR: Land use activities unique to a region that attract and produce significantly more trips than would be indicated by the workplace employment, square footage or land area.
- 2.13. TAZ – TRAFFIC ANALYSIS ZONE: A geographic section dividing a planning area into similar areas of land use and land activity. TAZs are developed cooperatively between TxDOT and MPOs.
- 3. APPLICABLE LAWS AND STANDARDS: The vendor shall provide the specified service requirements in accordance with all federal, state and local applicable laws, standards and regulations necessary to perform the services, including, but not limited to:
 - 3.1. ASTM E1957-04 – Standard Practice for Installing and Using Pneumatic Tubes with Roadway Traffic Counters and Classifiers, latest edition.
 - 3.2. 23 CFR Part 450 – Planning and Assistance Standards, Subparts B and C, latest edition.
 - 3.3. Executive Order 11246 entitled “Equal Employment Opportunity” as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (Title 41, CFR, Part 60).
- 4. CURRENT ENVIRONMENT: TxDOT and MPOs need to update the basic travel information required for developing and calibrating trip generation and distribution models used in transportation planning. Long-range transportation planning efforts utilize traditional travel demand models that include trip generation, trip distribution, mode split, and 24-hour vehicular traffic assignment for metropolitan areas within Texas.

5. RESPONDENT QUALIFICATIONS: The respondent shall:

- 5.1. Be a company engaged in the business of conducting workplace and special generator or similar types of travel surveys, which include recruitment, interviews, geocoding, data reporting, and vehicle classification counts for a minimum of three years within the last ten years. Recent start-up businesses do not meet the requirements of this solicitation. A start up business is defined as a new company that has no previous operational history or expertise in the relevant business and is not affiliated with a company that has that history or expertise.
- 5.2. Have a minimum of three years experience within the last ten years successfully conducting and managing workplace and special generator surveys of similar scope for federal, state or local governmental entities.
- 5.3. Be in good financial standing, current in payment of all taxes and fees such as state franchise fees. TxDOT reserves the right to request a copy of the respondent's audited or un-audited financial statements.

When financial statements are requested, TxDOT will review the respondent's audited or un-audited financial statements to this solicitation in accordance with Texas Government Code, Title 10, Subtitle D, Section 2156.007 to evaluate the sufficiency of the respondent's financial resources and ability to perform the contract or provide the service required in the solicitation. TxDOT will be the sole judge in determining the sufficiency of the respondent's financial resources and ability to perform the contract or provide the service. Factors to be reviewed include:

- 5.3.1. Balance sheets
- 5.3.2. Net working capital
- 5.3.3. Current asset ratio
- 5.3.4. Liquidity ratio
- 5.3.5. Auditor(s) notes
- 5.3.6. Any notes to the financial statements

6. REFERENCES: The respondent shall submit a minimum of three references to substantiate the qualifications and experience requirements for similar services completed within the past ten years. References shall illustrate respondent ability to provide the services outlined in the specification. References shall include name, point of contact, telephone number, and dates services were performed. The response will be disqualified if TxDOT is unable to verify qualification and experience requirements from the respondent's references. The response will be disqualified if TxDOT receives negative responses. TxDOT will be the sole judge of references (Ref. Schedule 1 – Respondent Qualification and References).

7. KEY PERSONNEL QUALIFICATIONS: The respondent shall provide the following key personnel:

- 7.1. PM: A PM with a minimum of three years experience within the last ten years in project management for workplace and special generator surveys for the same or similar services and shall have the knowledge to develop and implement the service requirements in this specification.

- 7.2. SURVEY SUPERVISOR: A Survey Supervisor for each study area with a minimum of three years experience within the last ten years in performing and supervising travel surveys and shall have the knowledge to develop and implement the service requirements in this specification.
- 7.2.1. Each year of college or university attendance may be substituted for one year experience in performing and supervising travel surveys up to a maximum of two years.
- 7.2.2. 30 completed semester hours equals one year experience and 60 completed semester hours equals to two years experience.
- 7.3. DATA MANAGER: A Data Manager with a minimum of six months experience within the last five years in verifying, editing, geocoding and validating electronic data using ASCII file formatting as described in Para. 11.7., Task E – Verify, Edit, Process and Geocode Survey Data.
8. VENDOR REQUIREMENTS: The vendor shall:
- 8.1. Adhere to the TxDOT Terms and Conditions identified on the solicitation.
- 8.2. Conduct an orientation session prior to beginning survey work to be attended by all vendor employees, whether permanent, temporary or subcontractors, assigned to this TxDOT survey. The orientation session shall include, but not be limited to, an explanation of the survey goals, objectives, guidelines, and safety procedures.
- 8.3. Ensure vendor employees, whether permanent, temporary or subcontractors, removed from the survey are not allowed to return to any TxDOT project.
- 8.4. Provide a clearly designated Survey Supervisor to be on site within each study area during the times that surveys are being performed. Failure to provide a Survey Supervisor may result in the survey being shut down and rescheduled for completion at a later date. Any additional costs incurred due to rescheduling shall be the sole responsibility of the vendor.
- 8.5. Submit a detailed Survey Implementation Plan (Ref. Attachment B – Project Tasks) for all project tasks no later than 30 days after the post award meeting. The vendor shall monitor and update the Survey Implementation Plan throughout the term of the purchase order, revising as appropriate with prior approval from TxDOT. The Survey Implementation Plan shall include, but is not limited to, the following:
- 8.5.1. A logical sequence of tasks and deliverables included in each project period
- 8.5.2. A clear definition of each task and deliverable
- 8.5.3. Staff requirements for each task and deliverable
- 8.5.4. A target completion date for each task and deliverable
- 8.5.5. Task and deliverable relationships and dependencies
- 8.6. Provide project tasks as identified in Attachment B – Project Tasks.
- 8.7. Provide identification badges for all vendor employees, whether permanent, temporary or subcontractors, which include legal first name, last name, and current photograph.

- 8.8. Provide company business cards to vendor employees, whether permanent, temporary or subcontractors, assigned to conduct on-site surveys for distribution as necessary. Business cards shall contain a contact name and a toll-free telephone number for the public to call for comments or questions relating to the survey.
- 8.9. Establish a Toll Free '1-800' telephone number to address questions and comments regarding the survey prior to contacting the workplaces and special generators. The vendor shall:
 - 8.9.1. Have trained employees, whether permanent, temporary or subcontractors, experienced in fielding travel survey questions from the public to answer calls from 7:00 a.m. to 7:00 p.m. on weekdays during the time surveys are conducted.
 - 8.9.2. Ensure the vendor's employees, whether permanent, temporary or subcontractors maintain a positive and professional attitude and demeanor at all times respecting the caller's concerns and privacy when conversing with the public.
 - 8.9.3. Maintain records of all calls received. The call log shall be kept in electronic format and submitted with the Final Report unless requested by TxDOT prior to that time. Each call received by the vendor shall document the following:
 - 8.9.3.1. The date of the call
 - 8.9.3.2. The time of call using military time in hours and minutes
 - 8.9.3.3. Specific details of the nature or purpose of the call
 - 8.9.3.4. The survey location
 - 8.9.4. Use a pre-recorded message approved by TxDOT during weekends and from 7:00 p.m. to 7:00 a.m. on weekdays. The message shall provide basic details of the survey as well as time periods when the public can call back to speak with an individual.
- 8.10. Begin contacting workplace and special generators within 60 days after the post award meeting unless otherwise stated (Ref. Attachment A – Special Requirements).
- 8.11. When requested by TxDOT, attend or assist both the MPO and TxDOT representatives with any media event to publicize or respond to questions regarding the workplace and special generator travel survey.
- 8.12. Submit a monthly progress report between the first and fifth of each month. The progress report will include status of the previous month's work and any other information requested by TxDOT (Ref. Attachment B – Project Tasks).
- 8.13. **BILINGUAL REQUIREMENTS:** A minimum of one survey worker that is fluent in both written and oral English and Spanish shall be present at all times when:
 - 8.13.1. Workplaces and special generators are being contacted for recruitment in the survey.
 - 8.13.2. Vendor is meeting with workplaces and special generators that have agreed to participate in the survey and are predominately Spanish speaking.

- 8.13.3. Spanish is preferred by the workplaces and special generators. Spanish versions of the survey instruments provided by TxDOT shall be used. Changes to the Spanish version of the survey instruments require TxDOT approval prior to use.
- 8.13.4. All data collected in Spanish is required to be translated to English before submitting to TxDOT for review and acceptance.
- 8.14. BILINGUAL INTERVIEWERS AND WORKERS: The vendor shall provide Spanish-English bilingual telephone interviewers and workers on staff to ensure that Spanish speaking individuals and workplaces contacted for the survey are handled immediately and without callback.
- 8.15. TRANSPORTATION
 - 8.15.1. All vehicles utilized by the vendor shall be registered, inspected and insured in accordance with state law.
 - 8.15.2. All drivers of the vehicles shall have a valid driver license acceptable in the State of Texas.
- 8.16. SEXUAL HARASSMENT TRAINING: The vendor shall:
 - 8.16.1. Provide a sexual harassment training course to all vendor employees, whether permanent, temporary or subcontractors, who work on any TxDOT survey during the term of the purchase order. All employees, whether permanent, temporary or subcontractors shall attend or have attended this course within the past year.
 - 8.16.2. Possess and maintain an original, signed and dated certificate of completion for sexual harassment training for each employee, whether permanent, temporary or subcontractor. Certificates shall not be more than one year old.
 - 8.16.3. Provide a copy of each sexual harassment certificate for each employee, whether permanent, temporary or subcontractor when requested by TxDOT (Ref. Attachment B – Project Tasks).
 - 8.16.4. Maintain a zero tolerance policy on sexual harassment and immediately remove any employee from the survey not adhering to the policy.
- 8.17. BACKGROUND CHECKS
 - 8.17.1. Background checks shall be conducted on all permanent, temporary and subcontractor employees prior to assignment to TxDOT projects.
 - 8.17.2. The background checks shall include, but not be limited to, the following:
 - 8.17.2.1. Criminal records shall include all Texas counties and out-of-state counties based on the current and previous addresses of the employee for the last three years.
 - 8.17.2.2. Sex offender records shall include all Texas counties and out-of-state counties based on the current and previous addresses of the employee for the last three years. Persons convicted of sex crimes shall not be allowed to work on any TxDOT project.

- 8.17.2.3. The vendor's best effort to ensure permanent, temporary, or subcontract employees have not and will not pose any danger to, or compromise the safety of the public or TxDOT employees.
- 8.17.2.4. Vendor shall adhere to all federal laws and requirements for employability.

9. KEY PERSONNEL REQUIREMENTS

- 9.1. PM: The PM shall:
 - 9.1.1. Be a permanent employee of the respondent and serve as a primary point of contact for the term of the purchase order.
 - 9.1.2. Be responsible for the day-to-day operation of the service in accordance with the requirements of the purchase order.
- 9.2. SURVEY SUPERVISOR: The survey supervisor shall:
 - 9.2.1. Be a permanent employee of the respondent.
 - 9.2.2. Be present at all times when the surveys are set-up, conducted, and shut down.
 - 9.2.3. Ensure surveys are conducted safely, properly and courteously.
 - 9.2.4. Ensure all person or vehicle counts are conducted properly and all equipment is working properly.
 - 9.2.5. Ensure radios, CD players, MP3 players or any other similar devices are not used when survey is being conducted.
 - 9.2.6. Ensure chairs or umbrellas are not used in the survey area.
- 9.3. DATA MANAGER: The Data Manager shall be:
 - 9.3.1. A permanent employee of the respondent.
 - 9.3.2. Responsible for accurate processing, geocoding, editing, verifying, and correcting all survey data as described in the solicitation.

10. ADDITIONAL PERSONNEL REQUIREMENTS

- 10.1. APPEARANCE
 - 10.1.1. All employees, whether permanent, temporary or subcontractors, shall be well groomed, neatly dressed and shall wear long-sleeve or short-sleeve shirts and long pants, all of which shall be free of holes or tears.
 - 10.1.2. Tank-tops, shorts and cutoffs shall not be worn.
 - 10.1.3. It is recommended that all employees wear the same or similar shirt while conducting the surveys. The shirts may include the company logo, "survey crew," or "interviewer" on the shirt sleeve as appropriate.

10.1.4. All employees shall wear identification badges which include their legal first and last name and a current photograph.

10.2. CONDUCT: All vendor employees, whether permanent, temporary or subcontractors, shall treat the public, TxDOT employees and designated TxDOT representative(s) in a courteous and professional manner at all times.

11. SERVICE REQUIREMENTS

11.1. TASK A – SURVEY SELECTION, SAMPLE AND RECRUITMENT

11.1.1. Survey Selection: Designated TxDOT representative will provide the vendor with electronic data files containing the names and addresses of workplaces and special generators that have been randomly selected from the Texas Workforce Commission database.

11.1.2. Survey Sample: The minimum number of workplaces and special generators to be recruited and surveyed by the vendor is specified in Attachment A – Special Requirements.

11.1.3. Survey Recruitment: The vendor shall:

11.1.3.1. Use the script provided by TxDOT when contacting workplaces and special generators. A sample script and questions are shown in Form A of Attachment C – Survey Instruments. Any modifications made to the script or survey instrument shall be approved in writing by TxDOT prior to use.

11.1.3.2. Verify the phone number of each workplace or special generator to be contacted.

11.1.3.3. Contact and recruit each workplace and special generator in the order they are listed in the electronic data file to solicit participation in a full or partial survey to be conducted at the workplace and special generator location.

11.1.3.4. Consider a workplace or special generator as non-responsive and continue with the next workplace or special generator on the list if contact has not been made with the establishment after five attempts.

11.1.3.5. Maintain a call log on the number of workplaces and special generators contacted, including those establishments considered non-responsive. The call log shall be kept in electronic format and submitted with the Final Report unless requested by TxDOT prior to that time. Call log documentation shall include:

11.1.3.5.1. Number of establishments vendor attempted to contact

11.1.3.5.2. Number of establishments contacted

11.1.3.5.3. Name of workplace or special generator

11.1.3.5.4. Telephone number

- 11.1.3.5.5. Number of attempts to contact
 - 11.1.3.5.6. Date of call(s)
 - 11.1.3.5.7. Time of the call(s) using military time in hours and minutes
 - 11.1.3.5.8. Identification of each call's resolution
- 11.2. The participant recruitment survey shall obtain, at a minimum, the following data on each workplace and special generator:
- 11.2.1. The hours of operation.
 - 11.2.2. The number of full and part time employees and the estimated number of employees and visitors on an average weekday (Monday through Thursday) during the local area school year.
 - 11.2.3. The type of location: Free standing or non-free standing.
 - 11.2.4. The number of deliveries made on a typical week day (Monday through Thursday) during the local area school year.
 - 11.2.5. The number of vehicles owned or leased by the participant and used for business purposes and the number of vehicles by the following categories:
 - 11.2.5.1. Passenger car or sport utility vehicle
 - 11.2.5.2. Pickup truck
 - 11.2.5.3. Passenger or minivan
 - 11.2.5.4. Number of cargo transport vehicles
 - 11.2.5.5. Number of commercial service vehicles
 - 11.2.6. Submit all workplace and special generator data collected under Task A to TxDOT in the Final Report as specified under Task F – Survey Documentation and Reports and in the ASCII data file format in Attachment D – Data File Formats.
- 11.3. TASK B – PILOT SURVEY: This survey is identical to the full survey methodology detailed below. It is used as a practice survey to test survey procedures, survey instruments, data collection, processing, geocoding and survey methodology prior to performing any other survey. The required number of surveys to be completed for the pilot is specified in Attachment A – Special Requirements. The pilot survey shall be conducted using the appropriate forms in Attachment C – Survey Instruments. Pilot survey data shall be submitted in the ASCII data file format and accepted by TxDOT (Ref. Attachment D – Data File Formats).
- 11.4. TASK C – COORDINATE AND CONDUCT FULL SURVEYS: Conduct a full survey during a typical weekday (Monday through Thursday) during the local area school year at the locations agreeing to participate in a full survey. The full survey will be conducted during the normal operating hours. The number of locations is specified in Attachment A – Special Requirements.
- 11.5. Each full survey shall consist of the following data collection efforts:

- 11.5.1. Recruitment and General Survey: The data to be collected is identified and detailed in Form A of Attachment C – Survey Instruments, and Form A of Attachment D – Data File Formats.
- 11.5.2. Person or Vehicle Count: The vendor shall count all persons or vehicles entering and exiting the location during the normal operating hours for the workplace or special generator.
- 11.5.3. For a free standing location, ACRs may be made at the access points to the site provided the design of the access points are such that the counts may be made with accuracy level of 90% or higher.
- 11.5.4. If ACRs are used, the vendor shall calibrate the counters using manual counts for a one hour period and document the calibration factor for each counter location. This documentation shall be submitted to TxDOT with the full survey data for each workplace or special generator surveyed and counted using ACRs.
- 11.5.5. In lieu of ACRs, the vendor may use video cameras to record the vehicles entering and exiting the workplace site being surveyed and post process the recordings to count and classify the vehicles.
- 11.5.6. For free standing sites not suitable for vehicle counts and for non-free standing sites, the number of persons entering and exiting shall be counted manually. These counts shall be conducted at each entrance and exit beginning a minimum of one hour prior to the location's normal operating hours and ending no later than one hour after normal operating hours. If the location operating hours are 24 hours, the counts shall be done for the 24 hour period beginning at 6:00 a.m. the day of the intercept interview survey and ending at 6:00 a.m. the next day.
- 11.5.7. Intercept Interview Survey: The data to be collected is identified and detailed in Attachment C – Survey Instruments and in Attachment D – Data File Formats. TxDOT reserves the right to make modifications to the survey questions after the purchase order is awarded.
- 11.5.8. The vendor shall station interviewers at access points to the workplace or special generator including those access points used by employees.
 - 11.5.8.1. Interviewers shall approach persons entering or exiting and ask them to participate in a travel survey. Those agreeing to participate shall be surveyed.
 - 11.5.8.2. The minimum number of useable surveys the vendor shall obtain is the lesser of ten percent of the counted number of employees and visitors counted or 500.
 - 11.5.8.3. Interviews shall be conducted through the day during the normal operating hours.
 - 11.5.8.4. Interviews shall start one hour prior to the beginning of normal operating hours and end one hour after the close of normal operating hours.
 - 11.5.8.5. For locations that operate for 24 hours, interviews shall begin at 6:00 a.m. and end at 10:00 p.m.

- 11.5.9. Commercial Vehicle Count: The data to be collected is identified and detailed in Attachment C – Survey Instruments and in Attachment D – Data File Formats.
- 11.5.9.1. The vendor shall count the number of commercial vehicles making deliveries or pickups. The commercial vehicle count shall be reported and documented separately from the person or vehicle count.
- 11.5.9.2. The method used by the vendor to accomplish these counts may be manual, ACR, or video camera.
- 11.5.9.3. The commercial vehicle count shall be conducted on the same day as the person or vehicle count.
- 11.6. TASK D – COORDINATE AND CONDUCT PARTIAL SURVEYS
- 11.6.1. Coordinate and conduct partial surveys during a typical weekday (Monday through Thursday) during the local area school year at those workplaces and special generators agreeing to participate in a partial survey. The number of workplaces and special generators to be surveyed partially for each employment type is specified in Attachment A – Special Requirements.
- 11.6.2. Recruitment and General Survey: The data to be collected and reported is identified and detailed in Form A of Attachment C – Survey Instruments and Form A included in Attachment D – Data File Formats.
- 11.6.3. Person or Vehicle Count: The vendor shall count all persons or vehicles entering and exiting location during the normal operating hours.
- 11.6.4. For free standing locations, ACR counts may be made at the access points to the site provided the design of the access points are such that the counts may be made with an accuracy level of 90% or higher.
- 11.6.5. If ACRs are used, the vendor shall calibrate the counters using manual counts for a one hour period and document the calibration factor for each counter location. This documentation shall be submitted to TxDOT with the partial survey data for each location surveyed and counted using ACRs.
- 11.6.6. In lieu of ACRs, the vendor may use video cameras to record the vehicles entering and exiting the location being surveyed and post process the recordings to count and classify the vehicles.
- 11.6.7. For free-standing sites not suitable for vehicle counts and for non-free standing sites, the number of persons entering and exiting the location shall be counted manually. These counts shall be conducted at each entrance and exit beginning a minimum of one hour prior to normal operating hours and ending no later than one hour after normal operating hours. If the location has operating hours of 24 hours, the counts shall be done for the 24 hour period beginning at 6:00 a.m. and ending at 6:00 a.m. the next day.
- 11.6.8. Commercial Vehicle Count: The data to be collected is identified and detailed in Attachment C – Survey Instruments and in Attachment D – Data File Formats.

- 11.6.8.1. The vendor shall count the number of commercial vehicles making deliveries or pickups to and from the location. The total commercial vehicle count shall be reported and documented separately from the person or vehicle counts.
- 11.6.8.2. The method used by the vendor to accomplish these counts may be manual, ACR, or video camera.
- 11.6.8.3. The commercial vehicle count shall be conducted on the same day as the person or vehicle count.

11.7. TASK E – VERIFY, EDIT, PROCESS AND GEOCODE SURVEY DATA

- 11.7.1. TxDOT and its designated representative will provide computer programs to the vendor for use in checking the survey data prior to submitting the data to the designated TxDOT representative.
- 11.7.2. The vendor shall process the survey data into specified ASCII data files in a prescribed format. Examples of these file formats are shown in Attachment E – Data File Formats. Survey locations, addresses, trip origins, and trip destinations collected in the surveys shall be geocoded to longitude, latitude, study area TAZ, and the state zone system used in the SAM when the location, address, origin, or destination is outside the study area, but within the State of Texas. For example, a longitude of -97 degrees, 27 minutes, and 41 seconds would be coded as -97.461667. Surveys that lack an address or that contain an ‘incomplete’ address that is not sufficient to determine an accurate longitude and latitude point shall be eligible for no more than 50% payment of the unit value. The vendor shall geocode 95% of the trip origins and destinations to the appropriate zone system and 90% of the trip origins and destinations to the longitude and latitude. The following coding procedures shall be used:
 - 11.7.2.1. Locations within the State of Texas that cannot be geocoded shall be coded 666.666666 for the longitude and latitude and 6666 for the state zone.
 - 11.7.2.2. Locations that are in Mexico shall be geocoded 777.777777 for the longitude and latitude and 7777 for the zone.
 - 11.7.2.3. Locations that are outside the State of Texas shall be coded 999.999999 for the longitude and latitude and 9999 for the zone.
 - 11.7.2.4. Addresses, intersections, or specific place names collected in the survey shall still be entered into the data file even if it could not be geocoded to a zone for longitude and latitude. Locations that fall within the study areas that cannot be geocoded shall be coded 888.888888 for the longitude and latitude and 8888 for the zone.
- 11.7.3. Within 60 days of the date the survey data was collected, the ASCII files shall be electronically transmitted to TxDOT and the designated TxDOT representative as instructed in the post-award meeting.
- 11.7.4. Electronic data submittals will be accepted by TxDOT between the first and the fifth day of each month. Data submittals transmitted outside of this time period will not be recorded or accepted.

- 11.7.5. The data will be processed and checked to identify, but not limited to, records with missing or incomplete information or illogical data.
- 11.7.6. If TxDOT, within 30 days of original receipt, determines the data is unacceptable, the data shall be returned to the vendor with an itemized listing of the errors or problems for correction. Data files should not contain incorrect data entries. An incorrect data entry refers to a value or character in a specified field that is not valid in terms of the range of values or characters that may be input.
- 11.7.7. The vendor shall return the corrected data within ten calendar days of receipt to TxDOT and the designated TxDOT representative.
- 11.7.8. The vendor shall be solely responsible for any costs associated with correcting errors found in the data.

11.8. TASK F – SURVEY DOCUMENTATION AND REPORTS

- 11.8.1. Project Reports and Survey Instruments: Vendor shall number, organize, and sort all project reports and survey instruments and place them in labeled boxes. Boxes shall be labeled by study area and submitted to TxDOT at the end of the survey. Completed survey instruments and other documents created or completed during this project shall become the property of TxDOT.
 - 11.8.1.1. Three copies of the Preliminary Report shall be provided to TxDOT within 30 calendar days of acceptance of the final data set by TxDOT.
 - 11.8.1.2. Following acceptance of the Preliminary Report, 12 copies of the Final Report shall be prepared and delivered to TxDOT within 30 calendar days with all corrections and comments from review of the Preliminary Report incorporated. Final Reports shall be organized and spiral bound with durable plastic covers.
 - 11.8.1.3. Final Report shall be submitted on CD to TxDOT in Microsoft™ Word™ for Windows™, compatible with TxDOT's current version. All accompanying artwork (i.e. photographs, charts, illustrations) shall be included on the CD in JPEG or GIF format. The file name shall clearly reference the artwork's location in the Final Report. In addition, the Final Report shall be submitted on CD to TxDOT in Adobe Portable Document™ format (.pdf).

11.9. COMPLAINTS

- 11.9.1. Complaints filed by the public against the vendor or any employee of the vendor regarding work performed by the vendor under this service shall be answered in writing by the vendor to the complainant within five days of receipt of complaint with a copy to TxDOT.
- 11.9.2. The vendor shall provide a toll-free telephone number where complaints or requests for additional information can be referred (Ref. Para. 8.9.). The number shall be available to the public during normal work hours and answered either by vendor personnel or an answering machine.

11.9.3. The vendor shall provide business-type cards to the public as necessary, which will contain a contact name and the toll-free telephone number to call for complaints, comments, or questions relating to the survey. Failure to adhere to these requirements will be deemed grounds for cancellation of the purchase order.

12. VENDOR DELIVERABLES: The vendor shall submit:

- 12.1. Survey Implementation Plan (Ref. Para. 8.5.).
- 12.2. Recruitment call log and related documentation (Ref. Para. 11.1.3.5.).
- 12.3. Pilot survey data in the specified ASCII format (Ref. Para. 11.3. and Attachment D – Data File Formats).
- 12.4. Workplace and special generator travel surveys and geocoded survey data in the specified ASCII format (Ref. Attachment D – Data File Formats).
- 12.5. Monthly progress reports (Ref. Para. 8.12.).
- 12.6. Survey Reports and Survey Instruments in labeled boxes (Ref. Para. 11.8.1.).
- 12.7. Preliminary and Final Reports (Ref. Paras. 11.8.1.1. and 11.8.1.3.).

13. PERSONNEL CONTINUITY AND REPLACEMENT

- 13.1. TxDOT recognizes that events beyond the control of the vendor such as the death, physical or mental incapacity, long-term illness, or the voluntary termination of employment of the PM, will require that the vendor propose a replacement. In the event such a replacement is necessary, vendor agrees that personnel shall not begin work on the project without prior written approval from TxDOT.
- 13.2. The vendor agrees that the PM assigned to the project shall remain available for the entirety of the project throughout the term of the purchase order as long as that individual is employed by the vendor.
- 13.3. If TxDOT determines the PM is unable to perform in accordance with the service requirements or to communicate effectively; the vendor shall immediately remove that person.
- 13.4. Proposed replacement personnel shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Replacement personnel shall be provided at no additional cost to TxDOT. Resume(s) and reference(s) will be requested for the proposed replacements. TxDOT may reject any replacement if references or past working performance is questionable or unfavorable.
- 13.5. TxDOT will be the sole judge of the qualifications of the proposed replacement personnel.

14. VENDOR PERSONNEL SAFETY: The vendor shall provide all required safety equipment and instruct personnel to observe all safety policies, rules and requirements at all times.

15. WORK HOURS

- 15.1. Work hours are flexible due to the need to contact workplaces and special generators during individual hours of operation.
- 15.2. The workplace and special generator travel surveys are to be conducted Monday through Thursday during the local area school year, with the exception of school holidays.

16. SUBCONTRACTING

- 16.1. Subcontractors providing service under the purchase order shall meet the same service requirements and provide the same quality of service required of the vendor.
- 16.2. No subcontract under the purchase order shall relieve the primary vendor of responsibility for the services.
- 16.3. The vendor shall be the primary contact for TxDOT and subcontractor(s).
- 16.4. The vendor shall manage all quality and performance, project management, and schedules for subcontractors. The vendor shall be held solely responsible and accountable for the completion of all work for which the vendor has subcontracted.
- 16.5. TxDOT retains the right to check subcontractor's background and make a determination to approve or reject the use of submitted subcontractor(s). Any negative responses may result in disqualification of the subcontractor.
- 16.6. TxDOT reserves the right to request the removal of vendor's subcontractor staff deemed unsatisfactory by TxDOT.
- 16.7. Subcontracting shall be at the vendor's expense.
- 16.8. SOLICITATIONS OVER \$100,000: TxDOT will make an initial determination of whether subcontracting is probable. It is the respondent's determination if they choose to subcontract any of the work under this purchase order with a Texas Certified Historically Underutilized Business (HUB) or other businesses.
 - 16.8.1. If TxDOT has determined that subcontracting opportunities are probable, the class and items in which HUBs may be registered will be noted in the solicitation.
 - 16.8.2. The respondent shall identify all proposed HUB and other subcontractors at the time of response submittal. The required forms with video instructions can be found at the following website:

<http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan>
- 16.9. HUB SUBCONTRACTING PLAN (HSP) PRIME CONTRACTOR PROGRESS ASSESSMENT REPORT: After award of the purchase order, the vendor shall report all HUB and non-HUB subcontractor information using the HSP Prime Contractor Progress Assessment Report form. The report shall be submitted to the TxDOT contract manager monthly. The report shall be submitted monthly even during the months the vendor is not invoicing TxDOT. All payments made to subcontractors shall be reported. TxDOT may verify the amounts being reported as paid by requesting copies of cancelled checks paid to subcontractors.

- 16.10. During the term of the purchase order, if the vendor determines a need for a subcontractor change, TxDOT shall be notified in writing by the vendor within five work days of any proposed change. The vendor shall be required to provide references and work history for any proposed subcontractor to TxDOT. No change will be allowed without written authorization by TxDOT.
17. TRAVEL: All travel and per diem shall be included in the unit price.
18. CONFLICT OF INTEREST: The vendor, vendor's personnel, and vendor's subcontractor(s) shall affirm not to have, nor acquire any interest during the term of the purchase order that would conflict in any manner with the performance of the vendor's obligations in regards to services authorized.
19. FEDERAL FUNDING: The purchase order will be supported in part with federal funds, therefore, the following federal laws and standards apply:
- 19.1. Title 42 U.S.C. §§ 2000d-2000d-7, with the exception of sections 2000d-5 and 2000d-6, also known as – Title VI of the Civil Rights Act of 1964.
- 19.2. Title 49 CFR Subtitle A – Office of the Secretary of Transportation.
- 19.3. OMB Circular A-87 – Office of Management and Budget Circular relating to Cost Principles for State, Local and Indian Tribal governments.
- 19.4. OMB Circular A-102 – Office of Management and Budget Circular relating to Grants and Cooperative Agreements with State and Local Governments.
- 19.5. OMB Circular A-133 – Office of Management and Budget Circular relating to Audits of States, Local Governments and Non-Profit Organizations.
20. INVOICING INSTRUCTIONS: The vendor shall provide a comprehensive and detailed invoice with reference to the basis for each item charged. Original documentation that validates the charges shall be attached. The original invoice shall be sent to FIN_Invoices@txdot.gov unless otherwise shown on the purchase order to ensure timely payment and shall include the following:
- 20.1. Complete 16-digit purchase order number.
- 20.2. Vendor Employer Identification Number (EIN).
- 20.3. A comprehensive and detailed invoice with reference to the basis for each item charged.
- 20.4. Original documentation that validates the charges.
- 20.5. Location of study area on each invoice.
- NOTE: Invoices that require correction shall be resubmitted with a new invoice date.
21. PAYMENT REQUIREMENTS: Payment will be based on the receipt of deliverables meeting the specification requirements and accepted in writing by TxDOT.
22. TxDOT RESPONSIBILITIES: TxDOT will provide:
- 22.1. A contract manager and point of contact.
- 22.2. Recruitment script.

- 22.3. Examples of survey instruments to be utilized when conducting surveys.
 - 22.4. Spanish versions of survey instruments.
 - 22.5. Electronic data files containing the names and addresses of workplaces and special generators that have been randomly selected from the Texas Work Force Commission database. These files shall be consistent with the types of employment specified in Attachment A – Special Requirements.
 - 22.6. ASCII format in which data shall be submitted.
 - 22.7. Computer program for use in checking the survey data.
 - 22.8. Written approval of acceptance of completed tasks and data eligible for payment.
 - 22.9. Periodic audits or field reviews as needed to ensure the vendor is operating the program under the requirements of state law, specifications and terms and conditions of the purchase order.
 - 22.10. Consistent responses to anticipated frequently asked questions when calls are received on the vendor's toll-free telephone number.
 - 22.11. Press releases for use by MPO and TxDOT staff to increase public awareness and encourage participation by the public.
23. RESPONSE SUBMISSION: The following shall be submitted with the response. Failure by the respondent to submit the documentation listed below will disqualify the respondent from further consideration.
- 23.1. Section 1 – Original, signed, dated, and completed IFB.
NOTE TO RESPONDENT: If addendums are generated as part of this solicitation, include the original signed and dated addendum(s) in Section 1.
 - 23.2. Section 2 – Schedule 1 – Respondent Qualifications and Experience.
 - 23.3. Section 3 – Schedule 2 – Key Personnel Qualifications and References.
 - 23.4. Section 4 – Schedule 3 – Respondent References.
 - 23.5. HUB Subcontracting Plan (If Applicable).
24. AWARD
- 24.1. TxDOT reserves the right to award a single purchase order(s) to the company that provides the best value to TxDOT in performance of this service. TxDOT may award to a single vendor, multiple vendors or use any combination that best serves the interest of TxDOT.
 - 24.2. TYPES OF AWARD
 - 24.2.1. Single Award: One purchase order awarded to a single vendor.
 - 24.2.2. Multiple Award(s): A multiple award is a multiple purchase order for the same line item(s) from a single selection to two or more vendors to provide the same or similar goods or services.

- 24.2.3. Split Award: Award of separate line items on a single solicitation to different vendors resulting in two or more purchase orders.
25. POST AWARD MEETING: Vendor(s) shall be required to attend a post award meeting in Austin, Texas with TxDOT within 30 calendar days after the award of the purchase order. The purpose of the meeting is to discuss the terms and conditions of the purchase order and to provide additional information regarding the purchase order. Vendor(s) and TxDOT shall identify specific goals, strategies and activities planned for meeting particular program area objectives.
26. CONTRACT ADMINISTRATION: Administration of the purchase order is a joint responsibility of the TxDOT Transportation Planning and Programming Division and TxDOT Purchasing. TxDOT Purchasing staff will be responsible for administering the contractual business relationship with the vendor.
- 26.1. Any proposed changes to work, whether initiated by TxDOT or the vendor, shall receive final written approval in the form of a Purchase Order Change Notice signed by the authorized TxDOT purchasing agent.
- 26.2. Upon issuance of purchase order, TxDOT will designate an individual who will serve as the Contract Manager and point of contact between the agency and the vendor. The Contract Manager does not have any express or implied authority to vary the terms of the purchase order, amend the purchase order in any way or waive strict performance of the terms or conditions of the purchase order. This individual's contract management and contract administration responsibilities include, but are not limited to:
- 26.2.1. Monitoring the vendor's progress and performance and ensuring services conform to established specification requirements.
- 26.2.2. Managing the financial aspects of the contract including approval of payments.
- 26.2.3. Meeting with the vendor as needed to review progress, discuss problems, and consider necessary action.
- 26.2.4. Identifying a breach of contract by assessing the difference between contract performance and non-performance.
- 26.2.5. Other areas as identified by the Comptroller of Public Accounts State of Texas Contract Management Guide, latest edition.