



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

REQUEST FOR PROPOSALS

TRAFFIC COUNTS FOR MORPC REGIONAL MODEL VALIDATION

The Mid-Ohio Regional Planning Commission (MORPC) seeks a qualified, experienced consultant to collect traffic counts around central Ohio. The count locations are primarily in the MORPC regional model area but may also include counts within MORPC Area of Interest as shown in Appendix A. A multi-year traffic count program is being considered: the contract will last from July 1, 2022 to June 30, 2023 with possible contract extension(s) not to extend beyond June 30, 2025. The consultant selected for the program would be considered to continue the contract in the following year(s) if all the requirements are met or exceeded.

Counts to be collected under this contract include vehicle volume counts, classification counts, turning movement counts (TMCs) and bike & pedestrian counts. There are approximately 750 locations or intersections to be counted through June 30, 2025. MORPC reserves the right to reduce or increase the counts throughout the contract period. Final count locations have yet to be determined. A count location map from previous counting programs is provided in Appendix B as an example. Locations will be confirmed when individual task orders are issued, and GIS shape files can be provided upon request.

A count on a specific roadway segment may require either vehicle volume or classification data. These counts shall be bi-directional (except for one-way roads), cover a 24-hour (midnight-to-midnight) daily period, and be summarized in 15-minute totals with directional detail. Classification counts shall be summarized in two categories: P&A (FHWA classification 1-3), and B&C (FHWA classification 4-13). These segment counts represent the vast majority of the counts that is anticipated to be collected through this contract.

A TMC at a specific intersection may require vehicle counts, car/truck classification data, or pedestrian counts. These TMCs usually cover one to three hours in AM peak, Midday and PM peak periods, respectively. The counts shall also be summarized in 15-minute totals.

Bike counts may include bicyclist on a trail, a multiuse path along a roadway segment or counts of bicyclist using a designated bike lane. Pedestrian counts may include pedestrians using a trail, a multiuse path along a road segment or a sidewalk.

All the counts shall be collected only on a typical weekday (Tuesday through Thursday), excluding days around holidays, days with inclement weather, and days with special events in the neighborhood around the counting locations. Unless specifically requested by MORPC, counts shall not be performed within 36 hours before or after any major holidays. The consultant is required to convert the raw count data to a standard format as instructed in Appendix C and/or directed by MORPC staff. Final counts shall be submitted in electronic format (both Excel (.xls) and PDF) as instructed, with a picture of counting locations (an output can usually be generated by common traffic counter software).

MORPC is a voluntary association of local government communities in the 15-county Central Ohio area. Our organization strives to enhance the quality of life and competitive advantages of Central Ohio by working through local governments and other constituents. A catalyst for change, evidence of MORPC's work is seen every day through planning, programming and services in the areas of housing, transportation, water, land use, economic development, environment, public policy and technology. We assist our local government members by providing innovative solutions for the many challenges facing our growing region.

Consultants interested in being considered must submit a **PDF format copy of their proposal via email** to ngill@morpc.org with subject line **TRAFFIC COUNTS FOR MORPC REGIONAL MODEL VALIDATION**.

Respondents should expect an email reply upon submission. Proposals will be received by MORPC until **4:00 pm (ET), Monday, June 27, 2022**.

Submit PDF proposals to:

Nick Gill
ngill@morpc.org

All questions must be submitted in writing and should be submitted via email to Nick Gill at ngill@morpc.org. No answers will be given over the phone. Written answers, including any amendments to the RFP if necessary will be posted on MORPC's website. Responses to questions will be posted at <https://www.morpc.org/rfps-rfqs/>

The Mid-Ohio Regional Planning Commission in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Small, minority-owned, or woman-owned businesses are strongly encouraged to apply.

Neither MORPC nor any member agency of the Committee shall be liable for any costs incurred by the consultant in response to this RFP, or any costs incurred in connection with any discussions, correspondence or attendance at interviews or negotiation sessions.

All materials submitted in response to this RFP shall become the property of MORPC and may be returned only at MORPC's option.

All materials received shall be considered public information and shall be open to public inspection.

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I. PROPOSAL FORMAT

The proposal must address the following items in the following order. Failure of the proposal to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. MORPC reserves the right to accept or reject any or all proposals.

Each consultant shall submit a formal proposal not to exceed twenty (20) 8.5" x 11" pages (excluding tabs, dividers, etc.) and shall contain the following sections:

- A) Cover Letter
- B) List and Description of Deliverables and Project Schedule
- C) Budget or Cost Proposal
- D) MORPC Disadvantaged Business Enterprise (DBE) Goal Compliance/Subcontracting
- E) Examples of Similar Work and References

A.) COVER LETTER

The **cover letter** shall be signed by a representative authorized to legally bind the firm, and include:

- Name of the Project.
- Name of the Firm.
- Name, telephone number, and e-mail address of a contact person with authority to answer questions regarding the proposal (ideally the day-to-day project manager for this work).
- Name, address, and phone number of a contact person to be notified regarding contractual issues.
- Identification of the firm as a corporation or other legal entity.
- A statement that the proper will meet the MORPC DBE goal
- A statement that the proposal will be valid for 120 days

The letter shall state that the proposer:

- Has sole and complete responsibility for delivery of the required services.
- Is presently not debarred, suspended, proposed for debarment, declared ineligible or involuntarily excluded from covered transactions by any federal department or agency or the Ohio Department of Transportation.

The consultant shall clearly specify its commitment to meet the terms, conditions and requirements as defined in this RFP, and to perform the work within the anticipated time frame and budget.

B.) LIST AND DESCRIPTION OF DELIVERABLES AND PROJECT SCHEDULE

The consultant will include in the proposal a description of the methodology to be used, and a description of the final product. The proposal will also list and describe the deliverables that result from each step of the methodology. Administrative information such as the contractor's status, reporting procedures and the consultant's approach to effective communication with MORPC personnel shall be included.

One electronic copy of each deliverable shall be submitted. All materials created and submitted throughout the lifetime of the projects related to the contract shall become the property of MORPC. All materials received shall be considered public information and shall be open to public inspection.

MORPC expects that:

1. The counting period for the contract shall be from July 1, 2022 to June 30, 2023.
2. Raw data file in the standard format as given in Appendix C and in the PDF report format plus standard output format of traffic counter software such as Jamar TraxPro(PRN) and Hi Star(MDB) shall be submitted for review.
3. A monthly invoice shall be submitted associated with a progress report.

C.) BUDGET OR COST PROPOSAL

The cost per count shall include any traffic control required, equipment purchase or rental, any set-up or removal of road sensors, collection, processing, formatting and transmittal of the data.

MORPC expects a breakdown of all proposed cost elements. The proposal must identify:

24-Hour Volume Count

- Unit cost for one 24-hour traffic volume count for one direction
- Unit cost for one 24-hour traffic volume count for both directions
- Unit cost for one 24-hour traffic classification count for one direction
- Unit cost for one 24-hour traffic classification count for both directions

Peak Hour Turning Movement Count

- Set up cost for turning movement count per intersection
- Unit cost per hour for turning movement count with volume counts only
- Unit cost per hour for turning movement count with classification (car/truck) counts
- Unit cost per hour for turning movement count with classification & pedestrian/bike counts

24-Hour Turning Movement Count

- Unit cost per intersection for 24-hour turning movement count with volume counts only
- Unit cost per intersection for 24-hour turning movement count with classification (car/truck) counts
- Unit cost per intersection for 24-hour turning movement count with classification & pedestrian/bike counts

Pedestrian and Bike Count

- Unit cost for one 24-hour bicycle volume count for both directions, with:
 - Differentiation between in-street and on-sidewalk volumes
 - Directionality and side of roadway specified
- Unit cost for one 24-hour pedestrian volume count for both directions, with:
 - Directionality and side of roadway specified

Note: The above costs shall include all direct labor costs, overhead costs, non-salary direct costs including travel time, equipment costs, per diem, printing costs, conversion of data and delivery to MORPC. The proposed unit costs should be based on count locations within the MORPC regional model area. If necessary, any additional costs for counts outside the MORPC regional model area

may be specified in the proposal. All recorded videos shall be available to MORPC at no cost if video technology is being used at intersections.

The proposer should be aware that the project is funded with U.S. DOT funds and will be subject to all the requirements thereby imposed. In addition, as U.S. DOT funds are administered by the Ohio Department of Transportation (ODOT), this project will be subject to all requirements imposed by ODOT.

The proposer should be aware that it is the goal of MORPC to process and pay properly prepared and submitted invoices within 60 days, although that is not guaranteed. Improperly prepared and submitted invoices will be returned and will consequently not be processed and paid within the 60-day goal. Proof of payment will be required for all charges included on invoices.

D.) MORPC DISADVANTAGED BUSINESS ENTERPRISE (DBE) COMPLIANCE/SUBCONTRACTING

DBE Firm Participation

Working in cooperation with the Ohio Department of Transportation (ODOT), a 5 percent disadvantaged business enterprise (DBE) goal has been established for this contract per requirements of the U.S. Department of Transportation (USDOT). Respondents are expected to meet or exceed this goal. DBE firms must be certified through the Ohio Unified Certification Program. This section shall include a description of how the contractor will meet or exceed the 5 percent DBE goal. MORPC will expect contractors to meet the DBE percentage included in their contract, and will require ongoing reporting of this percentage during the contract life. MORPC will also include DBE prompt payment requirements in all contracts.

List items of work that are proposed to be subcontracted for this project, the proposed utilization of the sub-contractor(s), the name(s) of the sub-contractor(s), and the percent of work expected to be performed by each. Discuss their qualifications and the basis for their selection. Since, vehicle segment counts represent the vast majority of the counts that is anticipated to be collected through this contract, it is expected that the work assigned to a DBE would include vehicle segment counts.

E.) EXAMPLES OF SIMILAR WORK AND REFERENCES

The consultant will provide a list of similar projects undertaken on its own or by any member of a proposed team firms. It is preferred that the consultant can provide electronic copies of example volume and classification counts as well as peak hour turning movement counts. Project information must include references, names and telephone numbers. Please provide a list of at least three clients.

II. PROCUREMENT PROCESS

The selection of the project consultant will follow a multi-step process. The first step will be an evaluation of the written proposals using the criteria listed below.

EVALUATION CRITERIA

The proposal will be evaluated using the following criteria:

1. **Knowledge and experience in conducting traffic counts in central Ohio (20%)**
2. **The ability to deliver on schedule (20%)**
3. **Total cost and cost per location (50%)**
4. **Review of references as to similar projects (5%)**
5. **Miscellaneous considerations (5%)**

EVALUATION COMMITTEE

The Committee will conduct the evaluation of proposals and reserves the right to reject any and all proposals in whole or in part received in response to this request. The Committee may waive minor defects which are not material when no prejudice will result to the rights of any other consultants or to the public.

The second step would include oral presentations. Depending upon the relative merits of the proposals, two or three of the consultants will be invited to give an oral presentation and respond to questions from an interview panel. The second step may be waived if the Committee finds from the evaluation in the first step that one team is clearly more qualified to perform the study than the other teams.

CLARIFICATION INTERVIEWS

At MORPC's option, the consultant may be required to answer questions about the proposal. The purpose of the interview is to provide clarification of information presented in the written proposal. If interviews are necessary, MORPC will contact the consultant's authorized representative to schedule the time, date, and method of interview (e.g. in-person presentation or virtual meeting). The interview will be within two weeks of notification. The interview will be given by the Committee. If in-person interviews are requested, the consultant must comply at no cost or obligation to MORPC. A consultant's refusal to make a presentation as described shall result in the consultant's proposal being rejected from consideration for the project.

SELECTION AND NEGOTIATIONS

Based on the evaluation of the proposals, the most qualified consultant will be selected. If negotiation with the highest ranked consultant fails to result in a mutually acceptable agreement, MORPC will notify that firm in writing of the termination of negotiations. The next highest ranked consultant, as determined by the earlier technical proposal evaluation, will then be invited to enter into negotiations with MORPC. If negotiations again fail, the same procedure shall be followed,

with each next most qualified firm until a contract has been negotiated. If the remaining proposals are considered not to be qualified, the notification and selection processes will be repeated.

III. PROPOSAL TERMS & CONDITIONS

Evaluation of Proposal Compliance with Specifications

Understanding that no consultant may completely meet all requirements of the specifications, MORPC reserves the sole right to determine whether a proposal substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any proposal; and waive the right to accept a part, or parts, of a proposal, unless otherwise restricted in the proposal.

Modification and/or Withdrawal of Proposals

Modifications of a submitted proposal must be received by the designated due date specified. Withdrawal of proposals will be allowed only in those cases in which a written request to withdraw a Proposal is received by MORPC prior to the date and hour for receiving and opening Proposals. In such case, same will be returned to consultant unopened.

Proposer Qualifications

MORPC may require all proposers to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities. MORPC will not award a contract to a proposer who, in its opinion, is not fully qualified on the basis of financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligation to be undertaken competently and without delay.

Award of Contract

Each consultant acknowledges that MORPC will use its discretion and judgment in making the final decision and further acknowledges that no claim by the consultant will arise in any way relating to the exercise of that judgment by MORPC. MORPC reserves the right to accept the Proposal deemed to be in the best interest of MORPC or to reject any and all Proposals.

MORPC's Executive Director is the only individual who may legally commit MORPC to the expenditure of public funds. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific, written authorization to proceed.

GENERAL INFORMATION & REQUIREMENTS

Compliance with US DOT Regulations

The project will be funded from federal transportation funds. Consequently, the consultant must comply with all U.S. Department of Transportation regulations pertaining to federal transportation planning studies and non-discrimination in federally-assisted programs.

Ownership of Products

MORPC will retain the copyright for all data, materials, information, processes, studies, reports, surveys, proposals, plans, codes, scientific information, technological information, regulations, maps, equipment, charts, schedules, photographs, exhibits, software, software source code, documentation, and other materials and property that are prepared, developed or created under or in connection with this project. Therefore the submitter should anticipate that all products of this work effort will become the property of MORPC who will make them available to other government agencies and their contractors.

Deviation Clause

The consultant's attention is called to the condition that, if awarded a contract, the consultants will be required to furnish the particular item referred to in strict accordance with the specifications or

descriptions as proposed, unless a departure or substitution is clearly noted and described in the proposal, along with the reasons therefore.

Tax Exemption

MORPC is exempt from the payment of federal excise and transportation taxes levied under the provisions of the Internal Revenue Code. MORPC is also exempt from Ohio State Gross Retail (sales tax). The successful consultants will be furnished with any certificates of exemption required.

MORPC STATEMENTS ON DIVERSITY & INCLUSION

Equal Opportunity

The consultant agrees that it will not discriminate against any employee, applicant for employment, or sub-contractor and that it will take affirmative action to insure that employees, applicants and sub-contractors are treated equally during employment without regard to race, color, sex, gender identification, creed, religion, ancestry, national origin, sexual orientation, disability, genetic information, age, marital/familial status, military status (past, present, or future), limited English proficiency, or status with regard to public assistance.

Disadvantaged Vendors

Disadvantaged Vendors shall have the maximum opportunity to participate in the performance of contracts financed under this solicitation. In this regard, all proposers shall take all necessary and reasonable steps to ensure that minority vendors have the maximum opportunity to compete for and perform any subcontracts. Also, proposing firms are encouraged to notify MORPC if they meet one of the disadvantaged vendor designations, such as Minority Business Enterprise (MBE), Small Business Enterprise (SBE), or Women-owned Business Enterprise (WBE).

CONTRACTING REQUIREMENTS

The following are not part of the proposal requirements but will be requirements in the contract in addition to other contractual requirements. *Please also note that prior to negotiation, the firm selected for negotiation must provide average hourly rates for personnel assigned and a copy of the last audited financial statement.*

Compensation

Costs of any work performed under this contract shall be based on the detailed breakout of the unit costs for different types of counts agreed during contract negotiating.

Cancellation

MORPC reserves the right to cancel any contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, or any other misconduct on the part of the consultant.

Unresolved Finding for Recovery

The selected consultant affirmatively represents and warrants to MORPC that it is not subject to a finding for recovery under ORC 9.24 or that it has taken appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. The consultant agrees that if this representation or warranty is deemed to be false, the agreement shall be void *ab initio* as between the parties to this agreement, and any funds paid by MORPC to the consultant hereunder shall be repaid to MORPC immediately, or an action for recovery may be commenced immediately by MORPC for recovery of said funds.

Covenants of Consultant

The consultant will be required to covenant and warrant the following:

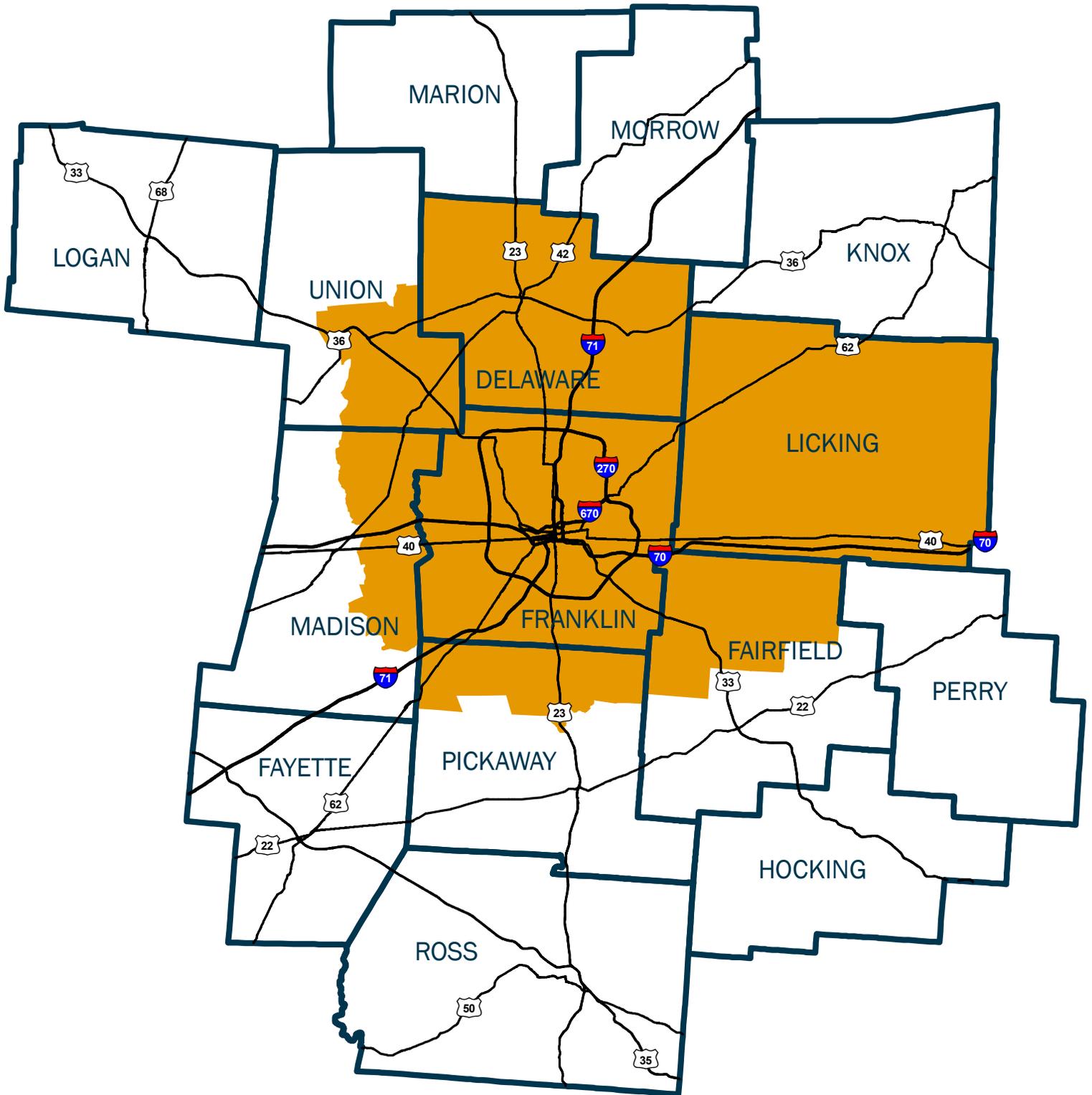
TRAFFIC COUNTS FOR MORPC REGIONAL MODEL VALIDATION

- a) Consultant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract, supported in whole or in part by the funding sources for this project;
- b) Consultant has not within a three (3) year period had one or more public transactions terminated for cause or default;
- c) Consultant will comply with the provisions of Section 1352, Title 31 of the U.S. Code, which prohibits the use of federal funds to lobby any official or employee of any federal agency, or member or employee of Congress; and to disclose any lobbying activities in connection with federal funds.

APPENDIX A

MORPC Area of Interest Map

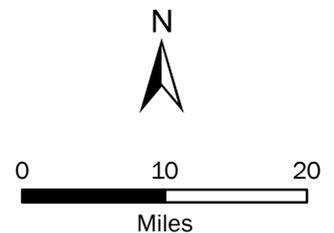
MORPC Area of Interest (15 Counties)



 MORPC Regional Model Area



The information shown on this map is compiled from various sources made available to us which we believe to be reliable.
O:\PROJECTS\P2022\Traffic Counts for MORPC Model\RFP2022\Map
5/2/2022

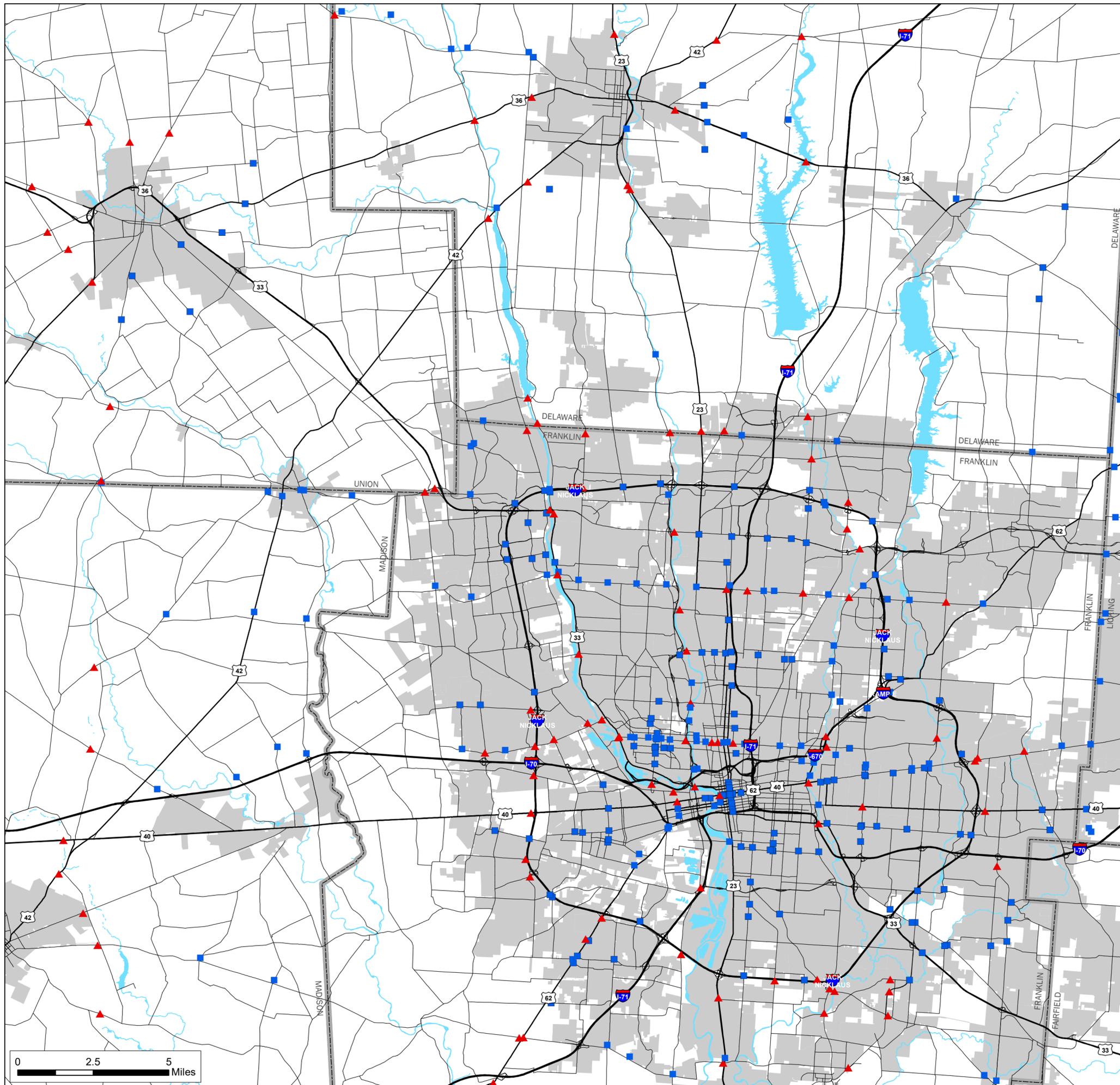


APPENDIX B

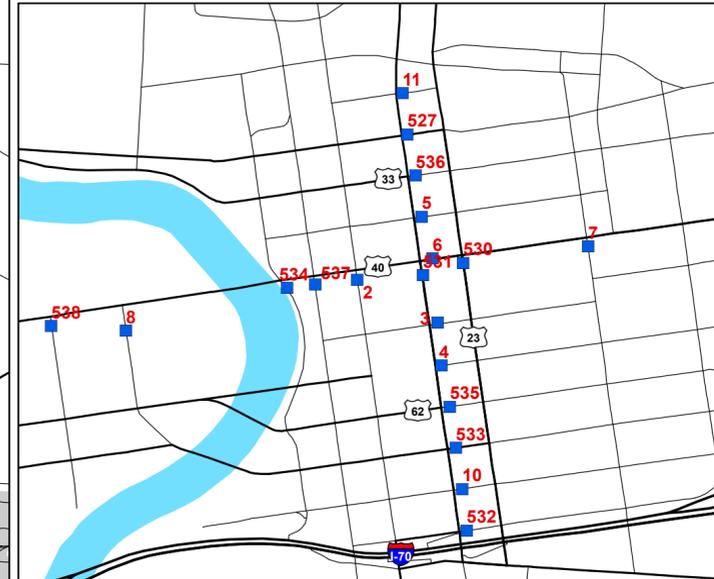
Count Location Map

(Provided as an example)

Traffic Count Locations (Sample locations from previous counting program)



Downtown Columbus Inset



Count Type

-  Classification needed
-  Classification not needed



APPENDIX C

Raw Data Reporting Format

1. 24 Hour Volume/Classification Counts

2. Turning Movement Counts

Note: Current MORPC Excel files for both 24-hour volume/classification counts and turning movement counts can be provided upon request.

1. 24 Hour Volume/Classification Counts

To facilitate data processing, we adopt a revised format from standard FHWA format for raw data reporting. For complete understanding of FHWA formats, please refer to the FHWA Traffic Monitoring Guide (last modified on July 31, 2019) at <https://www.fhwa.dot.gov/policyinformation/tmguide/>.

All raw traffic counts shall be converted to Excel spreadsheet as shown in Table B1 (please zoom in to see the detail). The spreadsheet shall contain one separate row of a 24-hour volume count for each direction, and one separate row of a 24-hour classification volume count for each classification category and each direction. 15-minute interval data is stored in the record at the columns as specified below. All numeric fields should be right-justified and zero-filled. The fields of each record are described one by one as follows:

Table B1: 24 Hour Volume (15-minute interval) Count Standard Format

CNT_LOC	RECORD TYPE	CODE	DIR	YR	MON	DAY	Day of WK	HR 1-1	HR 1-2	HR 1-3	HR 1-4	HR 2-1	HR 2-2	HR 2-3	HR 2-4	HR 23-1	HR 23-2	HR 23-3	HR 23-4	HR 24-1	HR 24-2	HR 24-3	HR 24-4			
47 032E	Classified	PA	3	2021	8	24	4	0	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0			
47 032E	Classified	BC	3	2021	8	24	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
47 032E	Classified	PA	7	2021	8	24	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
47 032E	Classified	BC	7	2021	8	24	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
47 033E	Classified	PA	3	2021	4	28	4	5	3	3	3	3	5	5	5	5	5	5	5	5	10	15	15	15		
47 033E	Classified	BC	3	2021	4	28	4	0	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0			
47 033E	Classified	PA	7	2021	4	28	4	6	2	2	2	2	6	6	6	6	6	6	6	17	26	26	17	17		
47 033E	Classified	BC	7	2021	4	28	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
47 034E	Classified	PA	3	2021	10	12	4	6	3	3	3	3	6	6	6	6	6	6	6	8	32	32	32	8	8	
47 034E	Classified	BC	3	2021	10	12	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
47 034E	Classified	PA	7	2021	10	12	4	6	4	4	4	4	6	6	6	6	6	6	6	8	21	21	21	8	8	
47 034E	Classified	BC	7	2021	10	12	4	1	2	2	2	2	1	1	1	1	1	1	1	3	6	6	6	4	3	3
46 060S	Classified	PA	1	2021	10	13	4	13	1	1	1	1	13	13	13	13	13	13	13	48	87	87	87	29	48	48
46 060S	Classified	BC	1	2021	10	13	4	7	0	0	0	0	7	7	7	7	7	7	7	11	3	3	3	3	11	11
46 060S	Classified	PA	5	2021	10	13	4	16	13	13	13	13	16	16	16	16	16	16	70	111	111	111	27	70	70	
46 060S	Classified	BC	5	2021	10	13	4	3	3	3	3	3	3	3	3	3	3	3	6	3	3	3	2	6	6	
25 064W	Volume Only	All	3	2021	10	27	5	5	2	2	2	2	5	5	5	5	5	5	14	12	12	12	3	14	14	
25 064W	Volume Only	All	7	2021	10	27	5	1	2	2	2	2	1	1	1	1	1	1	5	7	7	7	1	5	5	
34 046X	Volume Only	All	3	2021	5	6	4	194	108	108	108	108	194	194	194	194	194	194	377	563	563	563	300	377	377	
34 046X	Volume Only	All	7	2021	5	6	4	95	44	44	44	44	85	85	85	85	85	85	270	398	398	398	142	270	270	
35 010S	Volume Only	All	1	2021	5	6	4	10	3	3	3	3	10	10	10	10	10	10	46	46	46	46	18	46	46	
35 010S	Volume Only	All	5	2021	5	6	4	12	1	1	1	1	12	12	12	12	12	12	38	49	49	49	10	38	38	
35 039N	Volume Only	All	1	2021	5	6	4	6	1	1	1	1	6	6	6	6	6	6	14	35	35	35	3	14	14	
35 039N	Volume Only	All	5	2021	5	6	4	5	0	0	0	0	5	5	5	5	5	5	15	26	26	26	8	15	15	
46 001N	Volume Only	All	5	2021	5	6	4	11	13	13	13	13	11	11	11	11	11	11	62	116	116	116	40	62	62	
46 001N	Volume Only	All	1	2021	5	6	4	7	8	8	8	8	7	7	7	7	7	7	29	78	78	78	29	29	29	
46 059N	Volume Only	All	1	2021	5	6	4	0	0	0	0	0	0	0	0	0	0	0	4	10	10	10	1	4	4	
46 059N	Volume Only	All	1	2021	5	6	4	2	0	0	0	0	2	2	2	2	2	2	3	7	7	7	2	3	3	
36 001S	Volume Only	All	1	2021	5	6	4	8	6	6	6	6	8	8	8	8	8	8	36	44	44	44	20	36	36	
36 001S	Volume Only	All	5	2021	5	6	4	23	7	7	7	7	23	23	23	23	23	23	45	63	63	63	38	45	45	
47 003E	Volume Only	All	3	2021	5	6	4	14	5	5	5	5	14	14	14	14	14	14	50	110	110	110	36	50	50	
47 003E	Volume Only	All	7	2021	5	6	4	20	6	6	6	6	20	20	20	20	20	20	48	74	74	74	36	48	48	

1. **CNT_LOC** (Column 1): This is the location identification number used by MORPC, in a format like “xx ###D”, where xx is the district number, ### is the count number in the district, and D is a direction label (N, S, W, E, and X).

2. **RECORD TYPE** (Column 2)

- Volume Only = Traffic volume record
- Classified = Classification data record

3. **CODE** (Column 3): This is the code for classification data.

- ALL = Volume data only
- PA = Passenger & A Commercial (FHWA classification 1-3)
- BC = B & C Commercial (FHWA classification 4-13)

4. **DIR** (Column 4): This is the code of traffic direction. There should be a separate record for each direction.

Code	Direction
1	North
3	East
5	South
7	West

5. **YR** (Column 5): The year in which the data were collected.

6. **MON** (Column 6)

- 01 = January
- 02 = February
- 03 = March
- 04 = April
- 05 = May
- 06 = June
- 07 = July
- 08 = August
- 09 = September
- 10 = October
- 11 = November
- 12 = December

7. **DAY** (Column 7): Code for the day of the month of data, 01-31.

8. **Day of WK** (Column 8)

- 1 = Sunday
- 2 = Monday
- 3 = Tuesday
- 4 = Wednesday
- 5 = Thursday
- 6 = Friday
- 7 = Saturday

9-104. **HR1-1, HR1-2, HR1-3, HR1-4 ... HR24-1, HR24-2, HR24-3, HR24-4** (Total 96 periods=24*4): Provide the traffic volume counted during the 15-minute intervals.

Field	Minute Covered (15-min.)
HR1-1	12:00AM to 12:15AM
HR1-2	12:15AM to 12:30AM
HR1-3	12:30AM to 12:45AM
HR1-4	12:45AM to 1:00AM
HR2-1	1:00AM to 1:15AM
HR2-2	1:15AM to 1:30AM
HR2-3	1:30AM to 1:45AM
HR2-4	1:45AM to 2:00AM
HR3-1	2:00AM to 2:15AM
HR3-2	2:15AM to 2:30AM
HR3-3	2:30AM to 2:45AM
HR3-4	2:45AM to 3:00AM
.	.
.	.
.	.
HR22-1	9:00PM to 9:15PM
HR22-2	9:15PM to 9:30PM
HR22-3	9:30PM to 9:45PM
HR22-4	9:30PM to 10:00PM

HR23-1	10:00PM to 10:15PM
HR23-2	10:15PM to 10:30PM
HR23-3	10:30PM to 10:45PM
HR23-4	10:45PM to 11:00PM
HR24-1	11:00PM to 11:15PM
HR24-2	11:15PM to 11:30PM
HR24-3	11:30PM to 11:45PM
HR24-4	11:45PM to 12:00 Midnight

2. Turning Movement Counts

A turning movement count shall be converted to an Excel spreadsheet with two tabs named "Cars" and "Trucks", as shown in Table B2-1 and B2-2 (MORPC Turning Movement Count Data Collection Template), separately. If no truck counts are required, only Tab "Cars" is required to store vehicular and/or pedestrian counts, and Tab "Trucks" shall be left as blank for all the count cells. If truck counts are required, Tab "Cars" shall be used to store car and/or pedestrian counts, and Tab "Trucks" shall be used to store truck counts. The spreadsheet includes four approach fields such as Southbound, Westbound, Northbound, and Eastbound. Turning movements should be collected from all approaches including driveways that act as an approach (e.g., parking lot entrances). As shown in Table B2-1 and B2-2, data should be summarized in 15-minute increments throughout the count period (usually 4-6 hours).

Table B2-1: Turning Movement Count Standard Format for Cars – Tab "Cars"

TIME	SBR	SBT	SBL	SBPD	WBR	WBT	WBL	WBPD	NBR	NBT	NBL	NBPD	EBR	EBT	EBL	EBPD
7:00:00 AM	3	154	7		29	19	2		3	349	30		28	20	6	
7:15:00 AM	2	169	12		35	25	1		5	381	28		30	18	7	
7:30:00 AM	4	146	2		35	22	1		8	342	35		14	13	12	
7:45:00 AM	5	150	9		30	18	1		7	272	14		10	13	12	
8:00:00 AM	4	115	4		26	12	2		5	269	20		9	6	9	
8:15:00 AM	6	153	7		23	16	3		2	259	21		6	5	11	
8:30:00 AM	6	118	6		17	22	4		3	221	13		6	9	11	
8:45:00 AM	1	123	5		13	12	5		6	185	13		2	6	7	
11:00:00 AM	5	117	10		5	8	3		3	154	8		6	8	7	
11:15:00 AM	5	125	9		11	7	2		3	158	15		9	5	0	
11:30:00 AM	7	142	9		3	10	1		3	154	10		8	7	8	
11:45:00 AM	5	137	9		12	8	3		1	184	4		8	12	6	
12:00:00 PM	6	130	8		9	10	2		0	180	11		8	6	5	
12:15:00 PM	4	149	12		7	8	4		4	185	8		4	9	5	
12:30:00 PM	3	136	8		13	14	1		2	171	15		7	9	3	
12:45:00 PM	10	147	11		9	6	2		3	150	14		7	10	6	
4:00:00 PM	15	309	31		8	17	7		3	188	15		22	13	10	
4:15:00 PM	23	336	26		7	18	9		7	196	15		27	27	8	
4:30:00 PM	17	352	43		7	16	9		2	191	31		16	24	11	
4:45:00 PM	21	369	38		8	19	1		7	149	23		19	18	4	
5:00:00 PM	24	361	33		12	13	2		2	141	27		13	17	4	
5:15:00 PM	29	345	37		12	20	4		2	175	20		15	23	3	
5:30:00 PM	36	341	23		12	18	4		4	279	28		25	15	7	
5:45:00 PM	22	318	36		18	12	3		7	170	26		17	12	7	

1. **Location:** A description of intersections and any land marks, and major businesses adjacent to.

2. **SBPD, WBPD, NBPD, EBPD:** Fill out these columns if pedestrians' count requested.

Table B2-2: Turning Movement Count Standard Format for Trucks – Tab “Trucks”

TIME	SBR	SBT	SBL	WBR	WBT	WBL	NBR	NBT	NBL	EBR	EBT	EBL
Date:												
Location:												
7:00:00 AM	1	30	1	1	1	0	1	19	1	3	1	0
7:15:00 AM	0	31	0	1	2	1	0	17	1	4	0	0
7:30:00 AM	1	28	0	3	0	1	0	26	0	1	1	1
7:45:00 AM	2	19	1	2	4	2	0	26	4	1	0	1
8:00:00 AM	2	42	1	2	1	0	0	36	0	1	0	0
8:15:00 AM	1	32	1	1	3	2	0	27	0	1	1	0
8:30:00 AM	3	35	1	2	2	0	3	36	1	1	2	0
8:45:00 AM	0	36	2	1	2	0	3	31	0	1	1	0
11:00:00 AM	0	33	0	1	0	0	0	26	1	1	0	0
11:15:00 AM	1	27	1	2	1	1	2	33	1	0	0	0
11:30:00 AM	1	30	1	1	1	0	3	24	1	0	0	1
11:45:00 AM	3	29	0	1	0	2	1	38	0	1	1	0
12:00:00 PM	0	29	0	2	1	1	1	44	1	0	2	0
12:15:00 PM	1	33	2	2	1	0	1	39	2	0	0	1
12:30:00 PM	1	21	0	1	1	0	0	36	0	0	0	1
12:45:00 PM	1	33	2	0	2	1	1	21	2	1	0	2
4:00:00 PM	3	19	0	0	3	1	0	23	0	0	6	1
4:15:00 PM	0	25	1	3	2	0	3	29	1	0	3	0
4:30:00 PM	0	13	4	2	0	0	1	17	0	1	1	1
4:45:00 PM	0	18	1	0	1	1	0	15	2	3	0	0
5:00:00 PM	1	34	1	2	0	3	0	10	2	0	0	0
5:15:00 PM	0	30	0	3	0	1	1	23	0	0	0	0
5:30:00 PM	0	21	1	2	0	0	4	39	1	0	1	1
5:45:00 PM	0	22	1	1	2	0	1	23	1	0	0	1