

**MI Travel Counts III Statewide Household Travel Survey and SEMCOG Travel Counts 2015
Household Travel Survey - Requisition #1487
Q&A #5 and Information from Pre-proposal Webinar
05/06/14**

The following question was asked at the pre-proposal webinar and required follow-up from MDOT:

Q1. Could you clarify as far as the definition of complete for household size larger than five, would it be ok if only 4 members (or household size minus one) had completed?

A1. A household size 5+ will be considered complete if travel information is collected from all but one household member. This is noted in the footnote on page 2 of the MI Travel Counts Final Report.

Pre-proposal Webinar Recording

Here is the link to the pre-proposal webinar recording:

<http://michigandot.adobeconnect.com/p2lmm8j6xv3/>

Priced Proposal Template

We have edited the Priced Proposal Blank Template spreadsheet INFO tab to include the 32 tasks so that each proposal will have a consistent list of tasks included in the priced proposal. The spreadsheet is posted under the RFP.

Pre-proposal Webinar Slides

The slides from the Pre-proposal Webinar are included on the following pages.

MI Travel Counts III Statewide Household Travel
Survey and SEMCOG Travel Counts Household
Travel Survey

Pre-proposal Webinar

May 6, 2014



Reason for Webinar



- Provide an opportunity for interested consultants to ask questions and get clarification on the RFP.

Introductions



- MDOT Staff
- SEMCOG Staff
- Consultants

Agenda



- Short presentation
 - Highlight some areas of RFP, won't hit on everything.
- Q and A

MDOT and SEMCOG



- One RFP
- One consultant selection process
- Two contracts

- Coordinated survey effort

Selection Schedule



- Proposals due at noon, May 19, 2014
- Notification to consultants selected for interviews – June 12, 2014
- Consultant interviews – June 27, 2014 in Lansing
- Selection approved by MDOT CSRT – July 9, 2014
- Contracting process – July through mid-to-late September, 2014
- Begin work October 1, 2014

Sample Design



- MDOT – household size by income for 16 sample areas.
 - Attempt to improve urban sample areas from MTC I
- SEMCOG – household size, number of vehicles, and number of workers by county and city of Detroit

Sample Area Geography Relationships



MDOT sample area	SEMCOG minus WATS =	SEMCOG sample area
		Detroit
		Out Wayne
		Oakland
		Macomb
		Monroe
		St. Clair
		Livingston
	WATS =	Washtenaw

Methodology



- Primarily diary survey plus minimum 10-15% GPS households.
- Welcome any methods that could increase GPS households.
- GPS integrated into diary data and provided separately as well – don't want to "waste" GPS HHs.
- MDOT 3-day GPS, SEMCOG consultant to recommend GPS duration
- GPS correction factor plan

PR Plan



- Consultant will develop PR materials for review/dissemination by MDOT.
- Concerned about branding in SEMCOG area – need to have one message.

Data Items



- Start with reviews of previous MDOT and SEMCOG surveys.
 - SEMCOG Travel Count Final Report Appendices:
http://www.semco.org/TravelForecast_AdditionalMaterials.aspx
- SEMCOG survey needs to include all MDOT data items at minimum.
- SEMCOG looking to capture self-employed travel.

Incentives, Geocoding



- Use incentives wisely.
- MTC III incentive plan must be approved by MDOT Director.
- STC15 incentive plan must be approved by SEMCOG.
- SEMCOG will provide GIS address point data set for geocoding.

Pilot Survey and Data Deliveries



- Include adequate time to make changes after pilot.
- Data deliveries for SEMCOG area households are complex.
 - MDOT receives MDOT HHs that are collected using SEMCOG instruments but with only MDOT data items.
 - SEMCOG receives both MDOT and SEMCOG households with SEMCOG data items.

Priced proposal spreadsheet



The screenshot shows a Microsoft Excel spreadsheet titled "Priced Proposal Information Form". The spreadsheet is divided into several sections:

- PROJECT INFORMATION:** This section includes fields for Version (0.0001), CEN (14), Project Description (Travel Survey), Contract # Auth. No. (MDOT Project Manager), and Price Prop. Date (6/19/2014). It also lists project managers for various job numbers (JM 1 through JM 10).
- CONSULTANT TEAM INFORMATION:** This section contains a table for listing firms. The table has columns for Firm Name, Firm Roles, Firm Inst, On Rate (%), FCC Rate (%), DBE, FEDERAL ID NO., ADDRESS, and CITY. The first row shows "Firm 1" with a 100% On Rate and 2.00% FCC Rate.
- MASTER TASK LIST:** This section is partially visible at the bottom of the spreadsheet.

Q&A Procedures



- Type questions into chat box.
- Questions answered with phones open to allow for dialogue.
- Follow-up questions allowed prior to moving to next question.
- Recording of webinar will be posted to MDOT RFP website by May 8, 2014.
- Questions can be asked after today using e-mail procedure in RFP.

