

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS
METROPOLITAN PLANNING ORGANIZATION**

REQUEST FOR PROPOSALS

**FOR THE 2012 FORT WORTH TRANSPORTATION AUTHORITY (THE T)
BOARDING/ALIGHTING AND SPEED STUDY**

SEPTEMBER 16, 2011

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INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is requesting written proposals from consultant firms to conduct a Speed and System-Wide Boarding and Alighting Study for the Fort Worth Transportation Authority (The T). The initial major task in this request is the conducting of a dual pilot study for the boarding and alighting to compare an onboard survey method and a security video method, which eliminates the need for being onboard the bus for data collection; one of these methods will be selected for system-wide data collection. In addition, the activities in this request include conducting a full count of boarding and alighting on all bus routes of The T's system; the measurement of the trip time and dwell time of operating buses; and an estimation of the relationship between bus speed and average auto speed in the paths of the buses based on sampled routes. The study will require the development of a dual pilot study plan, development of data collection plans, training of surveyors, development and implementation of a quality control plan for the data collection, creation of databases, and analysis and documentation of the results. Engineering services are not anticipated for this study. Innovative approaches in data collection are encouraged.

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

The North Central Texas Council of Governments (NCTCOG) is a voluntary association of, by, and for local governments, and was established to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. NCTCOG's purpose is to strengthen both the individual and collective power of local governments and to help them recognize regional opportunities, eliminate unnecessary duplication, and make joint decisions.

BACKGROUND

Since 1974, NCTCOG has served as the Metropolitan Planning Organization (MPO) for transportation in the Dallas-Fort Worth (DFW) Metropolitan Area. NCTCOG's Transportation Department is responsible for regional transportation planning for all modes of transportation. The Department provides technical support and staff assistance to the Regional Transportation Council (RTC) and its technical committees, which compose the MPO policy-making structure. In addition, the Department provides technical assistance to the local governments of North Central Texas in planning, programming, coordinating, and implementing transportation decisions.

PURPOSE AND NEED

The Fort Worth Transportation Authority (The T) operates multi-modal transit systems in North Central Texas. The T's system consists of about 45 bus routes including 44 fixed routes and one rider request small-area zone in Richland Hills, and one commuter rail line named Trinity Railway Express. The T provides public transportation services within the city limits of Fort Worth, Blue Mound, and Richland Hills, Texas. The T also has seven park-and-ride locations and ten transfer centers.

This study has three purposes:

1. Full count of boarding and alighting on all routes of The T's system. The main purpose of this study is to measure demand and capacity of all fixed route bus services and determine route performance. Trip-specific, stop-specific, and time-point specific data will be collected to analyze existing service and to plan future levels of bus service. The T typically makes route and schedule modifications three times per year. Data collected

from this study will guide The T's staff in planning future service adjustments and obtain information to be used as a reference for amenities placement.

2. Measurement of the trip time and dwell time of operating buses, which will be used to fine-tune bus operations.
3. Estimation of the relationship between bus travel time and average auto travel time in the paths of the buses based on sampled routes. This purpose is to provide a better understanding of how comparable the bus speed is with the automobile speed. For transit modeling purposes, the in-vehicle travel time has both moving speed and transit stop components. The moving speed of buses on a roadway segment is impacted by the speed of non-transit vehicle classes. In the NCTCOG travel model, the moving speed for the buses is assumed to be the same as the speed for the auto and truck vehicle classes. Through this systematic investigation of observed speeds, it can be determined if an alternative procedure for the calculation of transit travel times is warranted. This part of the study should be conducted on 10 sample routes specified by NCTCOG. The speed of the automobiles should be investigated on the same days that the routes are being surveyed.

The T has an average daily weekday ridership of just over 22,000. The T's revenue hours and trips for May 2011 are provided in Appendix A. The T's operating schedule and stop information are provided in Appendix B.

PROJECT SUPPORT

The project will be conducted under the guidance and supervision of a Project Review Committee (PRC), which may include members of NCTCOG and the Fort Worth Transportation Authority. The responsibilities of the PRC will be to serve as the principal technical review committee for this

project. NCTCOG shall serve as project manager to implement a mutually agreed upon scope of work, to champion the project, and monitor weekly progress. NCTCOG shall also serve as the contract manager and procurement administrator for the project.

WORK PROGRAM

The work program for the 2012 Fort Worth Transportation Authority (The T) Boarding/Alighting and Speed Study is summarized by the tasks outlined below. Consultants are invited to propose modifications to these tasks and to exercise creativity in responding to the project's needs. Modifications to the tasks and task sequencing which will improve the effectiveness of the study effort, while containing costs, are encouraged.

SCOPE OF WORK

The work program for the Fort Worth Transportation Authority's Boarding and Alighting and Speed Study is outlined by the following tasks. These tasks have been designated to accomplish the planning, data collection, data processing, analysis, and reporting necessary to meet the study objectives. Consultants are encouraged to review these tasks and to exercise creativity in responding to the study needs. Modifications to the tasks and task sequencing, which will improve the effectiveness of the study while containing costs, are encouraged.

Proposals must contain a pilot study comparing the two different methods of performing boarding and alighting studies: an onboard method and a security video camera method. The onboard method is where staff boards the buses to perform the boarding and alighting counts. The security video camera method will make use of viewing the security cameras' video footage to perform the counts; details on the software and hardware of the video are provided in Appendix C. Although

the consultant may suggest their own method, a sample implementation plan is also provided in Appendix C.

Task 1: Project Administration

The consultant will develop a Project Management Plan that will outline the efforts and schedule for the tasks listed. The consultant should feel free to add details to the tasks, based on previous experience that would provide for a better product.

The consultant will monitor the study's progress (costs, schedules, and milestones), hold a start-up meeting with the Project Review Committee (PRC), and provide monthly progress reports for the PRC. The project start-up includes meeting with the PRC to refine study objectives, finalizing a project work plan, and reviewing existing data. Additional meetings should be held to present and discuss preliminary and final results with the PRC.

Task 2: Dual Pilot Study for Data Collection

Task 2.1

The consultant will be responsible for developing a plan for a dual pilot study. The dual pilot study plan will be documented and submitted for review by the PRC for concurrence before the two pilot studies begins.

The pilot studies will include conducting the data collection of boarding and alighting data and speed data on one route for an entire day using (1) an on-board counting method and (2) a video counting method and comparing the results. The consultant can propose another method to replace the onboard method in the dual pilot study; this will be subject to approval by the PRC.

Task 2.2

The consultant will be responsible for providing and training surveyors to ride or observe each bus trip and record the following information:

- Departure time and number of passengers on board at the beginning and end of each trip;
- Arrival time, departure time, longitude, latitude and number of passengers boarding and/or alighting at each passenger stop;
- Arrival time and intersection at each time point the bus passes through on the trip, even if no boarding/alighting activity takes place;
- Number of wheelchairs boarding and alighting at each passenger stop;
- Number of bicycles loaded and unloaded at each passenger stop;
- Number of open strollers loaded and unloaded at each passenger stop; and
- Number of open baggage carts loaded and unloaded at each passenger stop.

The counts should be taken on Monday, Tuesday, Wednesday, or Thursday. Martin Luther King Day (January 17, 2012) and Presidents' Day (February 20, 2012) will not be considered valid collection days. The dual pilot data collection should begin no earlier than January 1, 2012 and should be completed by February 29, 2012. Consideration of other days of the week as valid collection days will be subject to the approval of the PRC. The consultant should send the list of planned trips to be collected each week to the Project Manager and the quality control staff specified in Task 5.

Task 2.3

The consultant will create a table comparing the results of the two pilot studies. The consultant will create a report detailing the advantages and disadvantages of each data collection method to the PRC; this report should include discussions of accuracy of the counts and implementation of each method. The consultant will organize a meeting or conference call between PRC members so the PRC and consultant together can choose the method that will be for used for the full data collection effort outlined in Task 3.

Task 3: Boarding and Alighting Data Collection

Task 3.1

Based on the review of the two pilot studies, the PRC and consultant will choose a method for the data collection. The consultant will be responsible for developing a data collection plan for boarding and alighting data. The data collection plan will be documented and submitted for review by the PRC for concurrence before data collection begins.

The data collection should produce clean records for 100% of trips and service hours on Weekdays, Saturdays, and Sundays. To account for trips where there may be concerns about the data and the trip must be recounted, the consultant's proposal should be based on covering 115 percent of all trips and service hours. If there are any questions or concerns with the data, including if the quality control staff counts show that the trip was counted incorrectly, then the trip must be recounted.

The counts should be taken on Monday, Tuesday, Wednesday, Thursday, Saturday, and Sunday. Spring Break Week (March 10-18) and Easter Weekend (April 6-8) will not be considered valid collection days. Data collection should begin no earlier than March 1, 2012 and should be completed by May 13, 2012. Consideration of other days of the week as valid

collection days will be subject to the approval of the PRC. The consultant should send the list of planned trips to be collected each week to the Project Manager and the quality control staff specified in Task 4.

Task 3.3

The consultant will be responsible for developing a budget for any electronic devices, computer hardware, and/or computer software required to complete the video data collection. After the project is completed, all mDVR Review Stations and mDVR Removable Hard Drives purchased for the project will be provided to NCTCOG for distribution to The T.

Task 3.4

The consultant will be responsible for training surveyors. The consultant will provide surveyors to ride or observe each bus trip and record the following information:

- Departure time and number of passengers on board at the beginning and end of each trip;
- Arrival time, departure time, longitude, latitude and number of passengers boarding and/or alighting at each passenger stop;
- Arrival time and intersection at each time point the bus passes through on the trip, even if no boarding/alighting activity takes place.
- Number of wheelchairs boarding and alighting at each passenger stop;
- Number of bicycles loaded and unloaded at each passenger stop;
- Number of open strollers loaded and unloaded at each passenger stop; and
- Number of open baggage carts loaded and unloaded at each passenger stop.

Task 4: Speed Data Collection

Task 4.1

The consultant will be responsible for developing a data collection plan for speed data. This speed data collection plan will be documented and submitted for review by the PRC for concurrence before speed data collection begins.

The speed data collection involves collecting speed data of an automobile driving the same route as a bus; this will establish the average speed of the roadway. For each of ten routes, a driver must collect Global Positioning System (GPS) data for one full day spanning from 6 a.m. to 8 p.m. This study should be done on the following routes: 1, 2, 3, 21, 25, 26, 46, 61, 62, and 66.

Task 4.2

The consultant will be responsible for training automobile surveyors. The consultant will provide surveyors to drive the route path and record time, longitude, and latitude information using a GPS device.

The speed data should only be collected on Monday, Tuesday, Wednesday, or Thursday. Spring Break Week (March 10-18) and Easter Weekend (April 6-8) will not be considered valid collection days. Data collection should begin no earlier than March 1, 2012 and should be completed by May 13, 2012.

Task 4.3

Within one month of the last speed data collection day, the consultant will provide the following:

- 1) The raw data from the automobile and bus speed study should be provided in a text **file**, comma-separated values file, or other file **format** approved by NCTCOG. Each file must be labeled with the route number, date, and time.

- 2) A link-based output table for automobile and buses which contains route, date, time, link name, and speed or travel time. This should be provided in a comma-separated value file, an Excel 97-2003 file, or a Microsoft Access database. NCTCOG will provide a roadway network file which will contain the routes being surveyed and the links that make up the route. The consultant will need to use this file to create this table.

Both products must be reviewed by the NCTCOG Project Manager.

Task 5: Quality Control

Task 5-1

The consultant will develop a plan for assuring the overall quality of the data collection effort. The data quality plan should assure that there is a 95% confidence that 90 – 100% of the boarding and alighting counts at each stop are recorded correctly. The methodology must include performing duplicate boarding and alighting counts on some of the same stops of the same trips on the same days and times that the main data collection is being conducted. The data quality plan will be documented and submitted for review by the PRC for concurrence before data collection begins.

One suggested methodology is to perform 80 boarding and alighting counts at random stops at random times on trips to be counted by the main data collection during each day of the data

collection. These 80 boarding and alighting counts could be broken down to perform multiple counts of sampled trips at one stop; for example, five counts of sampled trips could be sampled at each randomly selected stop.

Task 5-2

The consultant will provide personnel to perform the quality control counts according to the approved methodology on each data collection day. A table listing the date, time, route, trip, stop, boarding and alighting for each stop studied should be sent to the Project Manager and to the manager of the main data collection within two days of the counts being recorded. The consultant must demonstrate how the checks are being performed each week, and list the main data counts which have been incorrect and therefore have forced a recount of the corresponding trip.

Task 6: Data Coding, Processing, and Analysis

Task 6.1

The consultant will be responsible for coding, editing, and correcting all collected data. Quality control procedures for this task should be identified in the proposal. The details of the quality control methods should be approved by the PRC.

Task 6.2

The consultant must create trip-by-trip and route-by-route reports of the boardings and alightings collected in Task 3.

Task 6.3

The consultant must create tabulations of the data for a typical Weekday, Saturday, and Sunday. The Tabulations needed are the following:

1. Boarding count by route, stop, and time of day;
2. Alightings by route, stop, and time of day;
3. Total Boarding count by stop and time of day;
4. Total Alightings by stop and time of day;
5. Wheelchair boardings by route, stop, and time of day;
6. Wheelchair alightings by route, stop, and time of day;
7. Total Wheelchair boarding count by stop and time of day;
8. Total Wheelchair alightings by stop and time of day;
9. Bicycles loaded by route, stop, and time of day;
10. Bicycles unloaded by route, stop, and time of day;
11. Total Bicycles loaded by stop and time of day;
12. Total Bicycles unloaded by stop and time of day;
13. Mean, Maximum, and Minimum passenger load factor by route and by time of day;
14. Stop after which Maximum Passenger load factor occurs by route and by time of day;
15. Stop after which Minimum Passenger load factor occurs by route and time of day;
16. Mean, Maximum, and Minimum dwell-time at each stop by route and by time of day;
17. Percentage of early, on-time, and late departures from each scheduled time point, by route and by time of day;
18. Total Strollers loaded by stop and time of day;
19. Total Strollers unloaded by stop and time of day;
20. Total Baggage Carts loaded by stop and time of day; and
21. Total Baggage Carts unloaded by stop and time of day.

For the speed study, the consultant must create tabulations of the speed of a bus compared to an automobile along the same route by route by time of day for a typical Weekday.

Task 6.4

This data will be provided to NCTCOG and The T in both printed and electronic format on a route-by-route basis. The final survey data will also be provided to NCTCOG and The T in an electronic form compatible for use in Microsoft Access 97-2003.

Task 7: Documentation

Task 7.1

All of the above listed tasks and tabulations will be completely documented and synthesized into a final report, including all processes and procedures used in this study. The processes and procedures include, but are not limited to, study preparation, pilot study description and analysis, study data collection, equipment used, actual implementation, study data processing, and study results. Within one month of the last data collection day, electronic copies of the draft final report should be provided to the NCTCOG Project Manager and PRC for review and comment.

Task 7.2

Following acceptance by the PRC, six (6) final reports must be prepared and delivered to NCTCOG with all corrections and comments incorporated into the final version; final reports should be neatly bound.

The consultant also should submit six (6) final reports on CD ROM to the PRC. The final reports on CD ROM should include a Portable Document Format (PDF) version.

SCHEDULE AND BUDGET

This project should be completed within nine months of the date of Notice to Proceed (NTP).

The consultant team will be expected to include a project timeline as a part of its proposal.

NCTCOG anticipates issuing an NTP on December 1, 2011. The selected consultant should be prepared to start the pilot data collection in the February 2012 timeframe. The consultant will be responsible for correcting any errors found in the data for a period of up to three months following completion of the last data collection trip. Data collection should be completed by May 13, 2012 unless otherwise approved by the Project Review Committee. Milestones should be identified and dates for deliverables clearly indicated.

The proposer shall develop a budget based on the scope of services to be performed and submit it with the proposal. To assist the Consultant Selection Committee in their evaluations, the proposal must identify total costs and person hours for each project task. The schedule of each consultant shall not exceed 270 days (nine months) from the date they are authorized to proceed. The budget available for this project is approximately \$270,000. This item has been identified in the 2011-2012 Unified Planning Work Program (UPWP).

CONSULTANT SELECTION CRITERIA

The Consultant Selection Committee (CSC) will review all proposals and select a firm it considers qualified to undertake the project. The following criteria will be used to evaluate the proposals:

- | | | |
|----|--------------------------------------|------------|
| 1. | Project Understanding | 25 percent |
| 2. | Scope of Services | 25 percent |
| 3. | Project Manager/Staff Qualifications | 20 percent |
| 4. | Project Cost | 15 percent |

- | | | |
|----|---|------------|
| 5. | Firm Qualifications/Consultant References | 10 percent |
| 6. | Project Schedule | 5 percent |

If the Consultant Selection Committee determines that interviews will be required before a final decision can be made, the interviews will take place at the NCTCOG offices in Arlington, Texas on Monday, October 31, 2011. Proposers should be willing and able to attend these interviews, if necessary. Consultants who are invited to an interview will be notified by the close of business on Wednesday, October 27, 2011 that an interview has been scheduled.

Other requirements are that the Disadvantaged Business Enterprise participation must meet the 26.79 percent goal identified for this type of procurement and that an Affirmative Action Plan is included in the Proposal. Failure to comply with these requirements may result in finding the Proposal to be non-responsive.

Following final negotiations of the work plan and costs satisfactory to NCTCOG, the consultant will be asked to execute a contract with NCTCOG. A Notice to Proceed will be issued upon execution of the contract. NCTCOG reserves the right to reject any and all proposals, to contract for any or all portions of the project with the selected consultant, or to hire multiple firms.

The successful responder(s) to this Request for Proposals is expected to provide qualified personnel to accomplish each portion of the work in this study. NCTCOG will maintain the right to request the removal of any personnel found, in its opinion, during the course of work on this project, to be unqualified to perform the work.

The Sample Contract, provided in this transmittal, contains federal requirements which must be included with all proposals submitted. Appendices C through K of the sample contract contain compliance requirements and certification forms which must accompany the proposal. **Failure to comply with these requirements may result in finding the Proposal non-responsive.**

All questions regarding the services required shall be directed in writing by email to TransRFPs@nctcog.org by the close of business on Friday, September 30, 2011. All questions and responses will be posted on NCTCOG's website at <http://www.nctcog.org/trans/admin/rfp/> by the close of business on Wednesday, October 5, 2011. NCTCOG reserves the right to respond to inquiries as it deems necessary.

Appendix A: Total Number of Revenue Hours and Revenue Trips

Below is a definition of each service, along with the total number of trips and hours for service beginning May 30, 2011. Since service provided by the commuter rail (Trinity Railway Express), The T's Paratransit service (MITS), and the Rider Request bus are not included in this study, their revenue trips and hours are not provided.

- Radial Route: 17 Fixed routes that traverse throughout the service area that either interline through downtown Fort Worth or turnaround within downtown Fort Worth.

Weekday revenue trips = 782

Weekday revenue hours = 684.7

Saturday revenue trips = 458

Saturday revenue hours = 426.0

Sunday revenue trips = 197

Sunday revenue hours = 184.3

- Crosstown Routes: Three (3) fixed routes that traverse throughout the service area but do not operate to or through downtown Fort Worth. Connects to a fixed route at a transfer center along the route.

Weekday revenue trips = 147

Weekday revenue hours = 123.9

Saturday revenue trips = 89

Saturday revenue hours = 92.0

Sunday revenue trips = 53

Sunday revenue hours = 58.7

- Feeder Routes: Five (5) fixed routes focused on transit centers and rail stations to facilitate transfers and to feed and distribute riders to/from other routes. These routes function partly as crosstown routes accommodating non-Central Business District (CBD) trips.

Weekday revenue trips = 184

Weekday revenue hours = 118.3

Saturday revenue trips = 142

Saturday revenue hours = 91.47

Sunday revenue trips = 62

Sunday revenue hours = 35.68

- Circulator Routes: Three (3) fixed routes that provide circulating service on a fixed weekday schedule. These routes usually provide access to niche/specific markets such as universities, shopping, entertainment, business parks, CBD population centers or other attractions.

Weekday revenue trips = 190

Weekday revenue hours = 56.1

Saturday revenue trips = 85

Saturday revenue hours = 20.5

Sunday revenue trips = 85

Sunday revenue hours = 20.5

- Express Routes: Seven (7) direct service, mostly to downtown Fort Worth, from a single origin with few or no intermediate stops.

Weekday revenue trips = 59

Weekday revenue hours = 28.2

No Saturday or Sunday service

- Special Service Routes: Five (5) routes that are added to provide service to specific locations. Also included is the Saturday Stockyards Trolley.

Weekday revenue trips = 39

Weekday revenue hours = 11.6

Saturday revenue trips = 90

Saturday revenue hours = 33.9

No Sunday Service

The total number of revenue trips and revenue hours is listed below.

Service	Revenue Trips	Revenue Hours
Weekday	1,401	1022.8
Saturday	864	663.8
Sunday	397	299.2
TOTAL	2,662	1,981.2

Knowledge of The T's service area, streets, and landmarks and knowledge of Title VI requirements are strongly preferred.

Appendix B: Operating Hours and Stops

Operating Hours

Fixed-route bus service operates seven days a week with the following hours:

- 4:30 am to 11:40 pm on Weekdays
- 5:30 am to 11:40 pm on Saturday
- 5:50 am to 8:50 pm on Sunday

Stops

There are 1,950 unique bus stop locations, some of which are served by two or more routes for a total of 2,550 bus stops to be reported.

Appendix C: Security Video on Fort Worth Transportation Authority's Buses

Use of the Hardware and Software

The T has five to eight video cameras on each of its buses which record footage onto removable hard drives using Verint mDVRs. Video is collected at a rate of 30 frames per second, alternating frames from each camera. The views of the cameras include a view outside of the bus through the windshield, a view of the front door and fare box, and a view of the back door and stairwell (on buses where a back door exists); a screenshot of the video produced by three of these cameras is shown in Exhibit 1. Video is collected during all times when the bus' ignition is turned on. The video for a trip on these buses can be retrieved by detaching the mDVR removable hard drives from a bus and downloading it using a mDVR Review Station. The system also records the time and GPS information. GPS information is viewable under Event Data on the right-top of the video, but cannot be downloaded separately; if GPS information is not available, the pane will list the phrase "No Event Data."

In order to view the video for a certain day, the video must be downloaded from the mDVR Removable Hard Drive. First, it is necessary to have a mDVR Review Station connected to a computer. Then the mDVR Removable Hard Drive must be inserted into the mDVR review Station. Downloading the video clip involves selecting the date through the Verint Vid-Center 4.2 interface; specifying the start time and duration, or start time and end time; and choosing which camera views should be included. It is also possible to create a video clip to be viewed on a machine without the Vid-Center software installed on it; this requires the video to be downloaded and then "wrapped" so it is saved as an executable file. NCTCOG conducted tests on download speed, wrap speed, and wrap size; the information from these tests is presented in Exhibit 2. The costs of the mDVR review station and Removable Hard Drive are provided in Exhibit 3.

Exhibit 1: Screenshot of views of 3 cameras on a bus



Exhibit 2: Vid-Center Download and Wrap Information
(Based on NCTCOG tests, values for 1 hour of video)

	Download Time	Wrap Time to External Hard Drive	Wrap Size
3 Cameras	7 minutes	1 minute	~0.93 GB
6 Cameras	9 minutes	2 minutes	~1.5 GB

Exhibit 3: Estimated Hardware/Software Costs

Equipment	Cost
mDVR Review Station (1 st)	\$4,500.00
mDVR Review Station (2 nd or more)	\$3,600.00
mDVR Removable Hard Drive – 500 GB	\$900.00

Sample Video Retrieval Plan

Day 1:

- The consultant will review “blocking” and develop a schedule for mDVR Removable Hard Drive retrieval assuming use of 10 hard drives.
- The consultant will contact The T staff to ask which bus numbers were used for the blocks that the consultants would like to survey on that day. From this, the consultant will develop a list of buses whose mDVR Removable Hard Drives should be collected that night.
- The consultant provides The T with 10 mDVR Removable Hard Drives to be used as replacements hard drives that night.
- A T staff member or consultant staff member would remove hard drives from the ten buses after the buses have completed their trips for the day or before the operating time begins on the following morning. A T staff member or consultant staff member would put replacement hard drives back on these buses and confirm proper function.
- A T staff member or consultant staff member would label the hard drives with the bus number, block number, and the date.
- The consultant would pick up these 10 hard drives in the evening or the following morning.

Day 2

- The consultant would export or export and wrap the previous day's (Day 1) collection of data.
- The consultant will choose the next 10 "blocks" to be reviewed on a given day and repeat the procedure for swapping the hard drives that night.