



Request for Proposals

PPUATS Urban Pavement Survey

Tri-County Regional Planning Commission requests proposals from qualified firms to collect and process pavement condition data for federal-aid local jurisdiction roads in the Peoria-Pekin Urbanized Area. The goal of this project is to survey the streets, rate the pavement condition, and to provide data compatible to a regional GIS-based asset management system used in the regional planning and prioritization of road projects.

TCRPC will accept sealed proposals submitted **by 4:00 PM Friday, March 2, 2018** for establishing a contract with a qualified firm. Responses received after that date and time will not be considered. Firms are responsible for ensuring that TCRPC staff receives their responses before the deadline indicated. Firms should submit **five (5) hard copies and one (1) electronic copy** of their proposal.

Background

Tri-County Regional Planning Commission (TCRPC) of Peoria, Illinois provides staffing to the Peoria-Pekin Urbanized Area Transportation Study (PPUATS), which is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area. PPUATS membership is comprised of three counties, fourteen municipalities, and the mass transit district.

The MPO receives funding from the U.S. Department of Transportation and Illinois Department of Transportation. A portion of these transportation planning funds has been allocated to this project. Upon proposal review, TCRPC reserves the right to undertake a portion of the project as outlined above for a lesser amount and/or over a shorter time period.

Project

The MPO desires to develop a regionally-comprehensive inventory of pavement data for roads eligible to receive federal funds targeted at urban road reconstruction or resurfacing. This survey would be key to introducing pertinent data, allowing for a more transparent and objective look at regional prioritization of road funding. At the same time, the MPO desires to assist counties and municipalities in local asset management efforts by providing pavement condition data for significant roadways under their jurisdiction.

This project will gather comprehensive pavement distress data for all streets eligible for the federal Surface Transportation Block Grant program in the Peoria-Pekin Urbanized Area. Such data shall be processed into PCI ratings, (or other meaningful scores on a well-documented scale) and be made compatible with ESRI ArcGIS Software. Once this data has been collected, it can be analyzed and used to prioritize future funding programmed by the MPO.

Scope of Services

The scope of services sought by the Tri-County Regional Planning Commission shall include the provision of all required labor, materials, equipment, and expertise related to the collection, processing, and creation of the urban pavement condition inventory. The following items must each be addressed in a proposal.

Item 1: Meetings – A stakeholder committee of county and municipality technical staff shall assist TCRPC staff in guiding and reviewing this project. An initial kickoff meeting, various progress meetings, and final presentation to MPO members shall be required.

Item 2: Data Collection & Processing

a. Pavement condition data is to be collected for those roadways within the urbanized area that are functionally classified as major or minor collectors and arterials*. 2016 data from IDOT's Illinois Roadway Information System (IRIS) estimates these roads of interest total approximately 343 centerline miles.

*Marked state routes, highways, interstates or roads and streets with a "local road" functional classification are not to be included in the base scope.

Data collection shall be conducted during optimal conditions to provide high quality data. Data collection shall not occur in rain, snow, fog, or in any condition that will adversely affect data quality. The pavements shall not be wet/damp nor have snow/ice or standing water on them at the time of collection.

b. In addition to collecting the pavement condition data described above, the contractor(s) will also be responsible for processing the data to calculate pavement condition metrics. Acceptable metrics would be:

- Pavement Condition Index (PCI)
- IDOT's Condition Rating Survey (CRS) scale
- Other – Any custom metric must be able to be adapted to either PCI or CRS scores and approved by MPO stakeholder committee prior to use

c. Final pavement data shall be broken down into two distinct ESRI ArcGIS-compatible products described below. Pavement condition data will be provided in summary tables (MS Excel) that can be tailored to different geographies for distribution among MPO members.

- **Product #1: IRIS:** All pavement condition data will need to be integrated into the most current Illinois Roadway Information System (IRIS) shapefile.
- **Product #2: Custom:** Segments shall begin or end at intersections with other roadways, and where the following changes in roadway characteristics occur:
 - Curb vs. Ditch
 - Number of Driving Lanes
 - Pavement Travel Lane Surface Type
 - Travel Lane Width

- Total Pavement Width
- Presence or Absence of Turn Lanes or Other Auxiliary Lanes
- Presence or Absence of Shoulders
- Presence or Absence of Parking

Item 3: Reports & Recommendations

A final, regionally comprehensive report of roadway pavement condition shall be compiled, distributed, and presented to MPO members. A draft of such report shall be made available to TCRPC staff and the stakeholder committee for review prior to the presentation.

OPTIONAL Items:

If funding allows, the following items are desired. Please provide a separate price for each.

Width Data – Report all width data for Travel Lane widths, Turn Lane or Auxiliary Lane widths, Shoulder widths, Parking widths, and Total Pavement widths to the nearest one (1) foot as an average for each segment.

Metropolitan Planning Area Roads – 160 Estimated total centerline miles – Data collection and processing as described in Item 2 could be expanded to include collectors and arterials beyond the Urbanized Area boundary, but within the Metropolitan Planning Area.

Rural Planning Area Roads – 438 Estimated total centerline miles – Data collection and processing as described in Item 2 could be expanded to include collectors and arterials beyond both the Urbanized Area boundary and the Metropolitan Planning Area, but within Peoria, Tazewell and Woodford Counties.

Local Roads – Data collection and processing could also be expanded to include a sampling (5 – 10%) of local roads mileage (according to functional classification) within each jurisdiction.

Pavement Management Software – Assistance in acquisition of and training in use of software to facilitate a potential regional pavement management system.

ADA Ramps – Inventory of sidewalk ramps identifying how many ADA compliant ramps are needed at each intersection (only for roads of interest listed in Item 2).

Deliverables

This contract will result in the following deliverables:

1. Schedule of anticipated meetings as described in Scope of Services, not to average more than bi-weekly throughout the project.
2. Before data collection begins, a copy of the methodology that will be used to collect pavement condition data must be submitted to TCRPC for review and acceptance, including a data quality management plan, for all aspects of Item 2 in the Scope of Services.

3. An initial equipment validation report along with images collected during the validation will be provided before pavement data collection starts.
4. Pavement condition data will be integrated into the IRIS shapefile and provided by the contractor to TCRPC staff in draft form for review by October 1, 2018 and in final form by November 1, 2018. (Product #1 – Item 2.c.)
5. Pavement condition data summary tables (MS Office compatible) and corresponding geodata (ESRI GIS compatible) for the region will be provided to TCRPC by the contractor in draft form by November 1, 2018 and in final form by December 1, 2018. (Product #2 - Item 2.c.)
6. Final Report and Presentation shall be delivered to MPO members at their meeting on December 5, 2018. A Draft shall be made available to TCRPC two weeks prior.

Proposals

The following information shall be included under the title “**PPUATS Urban Pavement Survey - RFP Response**”:

1. Name of Proposer
2. Proposer address
3. Proposer telephone number
4. Proposer federal tax identification number
5. Name, title address, telephone number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the proposer.

Contents of Proposal

Proposers should letter and number responses exactly as the questions are presented herein.

Interested proposers are invited to submit proposals that contain all the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Personnel/Professional Qualifications
4. Approach
5. Project Schedule
6. Proposed Compensation
7. Additional Requested Information

1. Introduction (transmittal letter)

By signing the letter and/or offer, the Proposer certifies that the signatory is authorized to bind the Proposer. The proposal should include:

- a. A brief statement of the proposer’s understanding of the scope of the work to be performed;
- b. A confirmation that the proposer meets the appropriate state licensing requirements to practice in the State of Illinois if applicable;

- c. A confirmation that the proposer has not had a record of substandard work within the last five years
- d. A confirmation that the proposer has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Proposer feels appropriate;
- g. The signature of an individual who is authorized to make offers of this nature in the name of the submitting Proposer.

2. Background and Experience

Proposers should:

- a. Describe Proposer's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership. The same information is to be give for any proposed subconsultant. If subconsultants are anticipated, differentiate the roles proposed for each firm or consultant involved in the project and estimate the percentage of work assigned to each.
- b. Identify the location of offices for the firm and for proposed subconsultants, and the office location responsible for managing the project.
- c. Describe any prior engagements in which Proposer's firm assisted a governmental entity with any other projects relating to Asset and/or Pavement Management and Planning. Proposer should include three examples of work on similar projects as described in the Scope of Services. Proposer should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work proposer cites in this section.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Proposer's firm to handle the proposed project.
- e. Describe any relevant specialized knowledge in pavement management planning.

3. Personnel/Professional Qualifications

Proposers should:

- a. Identify staff members who would be assigned to act for Proposer's firm in key management and field positions providing the services described in Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designed above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each such person, the relevant projects on which they have worked. If sub-consultants will be used, include this information for each sub-consultant.

4. Approach

Proposers should:

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services.
- b. Present innovative concepts, approaches, and methodologies, if any, not discussed in the Scope of Work for consideration.
- c. **Submit a proposal that addresses as many of the tasks listed in Scope of Services above as deemed feasible by the Proposer within the proposed timeframe.**

5. Project Schedule

The proposal shall include a general project schedule and estimated completion date with the understanding that TCRPC and its partners are interested in moving forward quickly with the plan. All activities and deliverables must be complete by December 15, 2018.

6. Proposed Compensation

The selected Consultant will be compensated on a unit-price basis for each task listed under Scope of Services.

- a. Provide the consultant's general fee structure for providing identified services. Where applicable, provide unit prices for deliverable items described in the Scope of Services. Any final price per task will be subject to a cost reasonableness determination and final negotiation.
- b. Provide typical billing rate schedule for assigned personnel, including rate schedules for any proposed subconsultants.
- c. For tasks that lack a definable work product, provide fully-loaded hourly rates for responsible personnel. The estimate of costs and person hours per work item must be an exhibit in the consultant proposal and must be represented as a "cost not to exceed".
- d. Provide other pricing information if applicable.
- e. TCRPC is not liable for any cost incurred by any proposers prior to the execution of an agreement or contract created as a result of this RFP. TCRPC shall not be liable for any costs incurred by the selected consultant that are not specified in the contract.

7. Additional Requested Information

- a. Briefly describe the potential cost-efficiencies available should local MPO partners desire to have pavement data collected for their full roadway network, or other possible asset inventory items such as signs, lights, curbs, inlets, manholes, or other structures in the street or ROW.
- b. Provide recommendations of feasible software solutions that could facilitate shared remote access to regional pavement management databases. At this time, it is an

optional item in the Scope of Services, but TCRPC seeks recommendations for future software-related enhancements of this pilot project.

All proposals should be sealed and identified on the outside as:

PPUATS Urban Pavement Survey RFP Response

Five printed copies and one digital PDF of the proposal and the required information shall be provided and addressed to:

Hannah Martin, Transportation Planner
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, IL 61602

Selection Process

TCRPC reserves the right to accept or reject any or all proposals. All submittals become the property of TCRPC upon receipt. TCRPC will evaluate each proposal according to the following factors on a 100-point scale:

1. **(20 points) Experience and Technical Competency**
The consultant's response should reflect qualifications and experience necessary to successfully execute the Scope of Services and provide corresponding deliverables.
2. **(25 points) Project Cost**
The consultant's response must demonstrate value and responsibly estimated costs for the base scope of services and optional tasks.
3. **(20 points) Record of Success and References**
The consultant's response should demonstrate success on similar projects and provide examples of similar work, including at least three references with contact information. Reviewers will also assess the applicability and relevance of the consultant's experience and previous projects.
4. **(25 points) Approach & Expansion Feasibility**
The consultant's response should describe their unique capacities to complete the project and demonstrate these in responsive workplan, addressing all items in the Scope of Services. As this is a pilot project, the approach taken will also be judged against perceived feasibility for continuing and expanding upon this current effort.
5. **(10 points) Other**
Additional items of consideration include the ability to staff the project locally and overall presentation

All submittals will be reviewed by TCRPC staff and a committee made up of MPO representatives. All submittals will be scored and ranked, however the committee IS NOT bound to select the highest-scoring submittal. TCRPC and its partners may interview one to three firms for this project upon consensus of the selection committee. TCRPC reserves the sole right to invite one firm to the contract development stage or to reject all candidates that submit.

Contract Development

Contract development will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP or developed subsequently during the selection process. A fixed-price contract is expected to be utilized, with payment terms to be negotiated with the selected respondent. The contract shall not be considered executed unless signed by the authorizing representative of TCRPC.

Compliance with Laws

The selected firm agrees to be bound by all applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the contract.

Omission of Scope

Please indicate if you believe a major item(s) is (are) missing from the scope of services outlined in this RFP.

Questions

TCRPC staff will answer all questions related to this RFP until 4:00 pm, February 23, 2018. All questions and answers will be posted publicly on TCRPC's website.

Questions may be addressed to:

Hannah Martin, Transportation Planner

Hmartin@tricityrpc.org

(309)-673-9796 x 225