

# **Request for Qualifications for Village of Bartonville Active Transportation Plan**

Tri-County Regional Planning Commission  
456 Fulton Street, Suite 401  
Peoria, Illinois 61602

Procurement # 2025-08

Issued Date: Wednesday, March 5, 2025

Question Deadline: Wednesday, March 19, 2025, at 3:30 p.m.

Response Deadline: Friday, March 21, 2025, at 1:00 p.m.

## **Notice to Consulting Firms**

Tri-County Regional Planning Commission (TCRPC or Tri-County), a regional planning agency serving Peoria, Tazewell, and Woodford counties in Illinois, seeks to collaborate with a qualified firm to provide professional services to assist the Village of Bartonville with the development an Active Transportation Plan. Tri-County seeks a Statement of Qualifications from interested and qualified firms to provide these services.

Qualified firms shall provide services based on the project description and requirements outlined in Section 2.0 Project Description. To submit questions related to this procurement opportunity, contact Tri-County staff in writing at [rfp-rfq@tricityrpc.org](mailto:rfp-rfq@tricityrpc.org); or 456 Fulton Street, Suite 401, Peoria, IL 61602.

Sealed submissions identified as *Village of Bartonville Active Transportation Plan* are due to the Tri-County Regional Planning Commission office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, **no later than 1:00 p.m. on Friday, March 21, 2025**. Submissions received after that date and time will not be considered. Submissions should be no more than 10 pages in length, excluding the exceptions as outlined in *Section 4.0 Submittal Format*, and include two hard copies and one digital copy.

Tri-County reserves the right to reject any or all submissions, waive informality and irregularities in the submissions, and select the firm that is in the best interest of TCRPC and in compliance with the terms set forth herein.

Tri-County is an Equal Opportunity Employer and invites Minority and Women-Owned Firms to submit.

## **1.0 Project Background**

Tri-County Regional Planning Commission (TCRPC or Tri-County) of Peoria, Illinois proudly serves Peoria, Tazewell, and Woodford counties as the “Steward of the Regional Vision.” TCRPC studies the needs and conditions of the region and develops strategies that enhance the area's communities. Tri-County offers a forum for leaders of area government to define regional issues, set regional goals, and cooperatively implement plans.

Tri-County is the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area. As the MPO, TCRPC conducts the continuing, cooperative, and comprehensive (3-C) transportation planning process required by law. Tri-County carries out this process by preparing regional plans and programs with the assistance of an MPO Technical Committee.

The MPO receives federal funding from the U.S. Department of Transportation. A portion of the Fiscal Year (FY) 2025 allocation has been set aside for this project. The total proposed budget for this project is currently \$48,000 from TCRPC’s Special Transportation Studies grant. The project budget may increase to \$60,000 as a \$12,000 local contribution from the Village of Bartonville is pending approval from the Village. Project submittals should identify different approaches dependent on the funding received for the project. Due to guidelines set by the grant funding source, all work related to the project must be completed and invoiced by December 31, 2025.

## **2.0 Project Description**

The Village of Bartonville (referred to in this document as “the Village”) is requesting assistance with the development of an Active Transportation Plan (ATP). Through this plan, the Village intends to improve existing bicycle and pedestrian infrastructure in anticipation of a growing demand for alternative transportation options. The purpose of this ATP is to modernize transportation in the Village by identifying gaps in service, analyzing the efficiency of current and proposed pathways, and assessing the effectiveness of prospective infrastructure improvements.

The Village recently updated its Comprehensive Plan. From this planning process, the Village realized its vision of connecting the community’s anchor institutional assets, such as the schools, library, park facilities, and employers. To bring this vision one step closer to reality, the Village is seeking help from a consulting team to further expand on this vision and develop an ATP that encapsulates the Village’s vision, project recommendations, programs, policies, and strategies. The ultimate goal is to create a safer, more comfortable, more connected environment for active transportation.

Furthermore, the ATP will identify steps to allow those of all ages, abilities, and socioeconomic backgrounds to commute, exercise, and recreate using active transportation alternatives. However, funding can be a challenge when aiming to construct projects to meet these needs. Therefore, the plan will include an outline of priority projects with potential funding sources, so the Village has an implementation strategy moving forward.

Fundamentally, this plan increases the Village's competitiveness when applying for state and federal grant funding for future active transportation-oriented infrastructure improvements. As with all grant opportunities, it is vital that applicants thoroughly detail the challenge that the infrastructure investment aims to address, the benefits of the project, and how the proposed enhancement will contribute to achieving said goal. Further, an ATP will aid the Village in carefully considering the potential impacts that the investment will have on its transportation system and more broadly, the region.

Tri-County and the Village propose the planning process to include the following:

- **Project Management**

This task includes the day-to-day management associated with successful development of the plan. The Consultant will be the primary party responsible for leading the development of this ATP and will provide all necessary coordination and technical input/analysis to successfully fulfill this role. This includes coordinating all aspects of plan development with a core project team, made up of key stakeholders.

- **Document & Data Assets Review**

The Consultant will assemble and review existing plans, documents, GIS information, and other datasets which may impact data collection needs and inform plan development. This will include, but will not be limited to, the [Village of Bartonville Comprehensive Plan](#), the Illinois Department of Transportation Active Transportation Plan, other area transportation improvement plans, Peoria Park District Plans, Bartonville School District plans, regional transportation plans, and Village land use and zoning codes.

- **Data Collection & Preparation**

This task will involve the collection, consolidation, and organization of the datasets and resources necessary to perform the analyses required for ATP development and populate the existing conditions section, implementation action plan, and priority projects listing. At a minimum, these datasets will include available bike and pedestrian crash data, bike and pedestrian asset inventory, roadway inventory, bike and pedestrian activity metrics, motorized volume data, local land use data, and points of interest.

- **Existing Conditions**

The Consultant will conduct qualitative and quantitative analysis of existing conditions related to walking and biking within the study limits. This work will describe how the current transportation system performs related to goals, such as safety, connectivity, equity, network utilization, livability, and preservation. Work will result in a State of Walking and Biking Technical Memo providing content and insight into final plan development. Content and findings from this section will also be incorporated into stakeholder/public workshops as defined in Stakeholder Engagement & Outreach task.

- **Stakeholder Engagement and Outreach**

This task involves the preparation and facilitation of stakeholder engagement and public outreach opportunities necessary to inform and develop the ATP and ensure public buy-in. The Village will lead the identification and invitation of stakeholders to the Steering Committee and Steering Committee meetings. The consultant will organize and facilitate stakeholder meetings and prepare summaries/minutes of these meetings. The Consultant will organize and moderate at least one public workshop/open house engagement opportunity. The Village will also provide leadership in identifying public engagement opportunities beyond the consultant-supported public workshop.

- **Project List & Action Plan**

The Consultant will utilize the stakeholder engagement and public outreach input to develop recommendations for improvements to the Village's active transportation network. This task will include a design standard toolkit, the prioritization of infrastructure projects (Implementation Strategy), and non-infrastructure action plan.

- **Plan Development**

This task is to populate the ATP template and deliver a draft and final document for review and adoption by the Village. The Village will lead the process to adopt the plan.

The proposed deliverables for this plan are as follows:

- Monthly invoices and progress reports
- GIS Datasets
- State of Walking and Biking Technical Memo
- Stakeholder engagement and outreach meeting summaries
- Active Transportation Design Standard Toolkit and Implementation Strategy
- Active Transportation Plan (draft and final)
  - Two hard copies and one electronic copy of the final plan

### **3.0 Submittal Procedure**

All submittals shall be sealed and identified as *Village of Bartonville Active Transportation Plan* and submitted to:

Michael Bruner, Senior Planner  
Tri-County Regional Planning Commission  
456 Fulton Street, Suite 401  
Peoria, IL 61602

Statements of Qualifications are due no later than 1:00 p.m. on Friday, March 21, 2025. No submissions received after that date and time are eligible for consideration by TCRPC. Please include two hard copies and one digital copy.

### **4.0 Submittal Format**

The submittal should be as concise as possible, include all elements outlined in *Section 5.0 Submittal Contents*, and when printed, shall be limited to a maximum of 10 pages, **not** including the following:

- Cover page, provided no substantive content is incorporated;
- Table of Contents, provided no substantive content is incorporated;
- Divider/Section Headers, provided no substantive content is incorporated;
- Back covers, provided no substantive content is incorporated;
- Identification of Projects Table; and
- Resumes of Key Team Members.

To ensure all submittals are formatted similarly, submittals shall use standard 8.5 by 11-inch page size and font no smaller than 10-point, unless otherwise specified. The format of the electronic copy shall be a searchable .pdf and preferably include a searchable bookmark for each subsection of the submittal. The submittal shall be organized in accordance with *Section 5.0 Submittal Contents*.

Tri-County and its partners reserve the right to reject submittals that exceed the page limit or to remove pages from the sections of any non-conforming submittal to bring it within the required page count. A "page" is defined as one single-sided piece of paper that has words, charts, tables, pictures, or graphics.

### **5.0 Submittal Contents**

Tri-County requests that interested respondents submit responses discussing the scope of services as described in *Section 2.0 Project Description*. Tri-County reserves the right to reject any or all submissions or portions of submissions, if it is deemed to be in the best interest of TCRPC or its partners.

The submittal should include the following content:

### **5.1 Transmittal Letter**

The transmittal letter should be placed on the firm's letterhead and signed by a signatory that is authorized to contractually obligate the respondent. The letter shall describe the submission's contents, provide a point of contact for questions, and any other information deemed appropriate. Lastly, please supply the location, telephone number, email address, and website of the respondent's office(s) providing professional services and their federal tax identification number.

### **5.2 Project Work Program (Approach)**

This section should be devoted to discussing the respondent's project understanding of *Section 2.0 Project Description*. Clearly describe your unique approach, methodologies, knowledge, and capabilities to be employed in the performance of the proposed Scope of Services. The respondent should provide a list of anticipated obstacles, a statement of their understanding of the required work, and confirmation that they, and if applicable, their subconsultant, are licensed to practice in Illinois.

Since the project budget may increase to \$60,000, as a \$12,000 local contribution from the Village of Bartonville is pending approval, project submittals should also identify different approaches dependent on the funding received for the project.

### **5.3 Project Capacity and Schedule**

The submission should provide evidence that the recommended team is committed to and has the capacity to complete the proposed project. Please include a general project schedule and estimated completion date with the understanding that the clients are interested in moving forward as quickly as possible with the plan.

This is a time-specific project, and if the selected firm cannot meet set timeframes for the project, then Tri-County has the right to negotiate with a subsequent firm. The selected consultant must complete all project work and invoicing no later than December 30, 2025. Therefore, the consultant must submit the final draft no later than November 30, 2025, to ensure sufficient time for review and approval.

### **5.4 Background and Prior Experience**

This section should describe the respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, brief history, any business current ownership structure, and any recent or materially significant proposed change in ownership. Please include any business certifications, such as Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), Small

Business Enterprise (SBE), etc., with the certifying grantor information. Additionally, this section should describe a minimum of three work experiences that are similar to *Section 2.0 Project Description*. Respondents should provide the names and roles of the individuals who worked on each identified project and distinguish those individuals who would also be assigned to work on this proposed project.

A minimum of three references from projects outlined above are required. Respondent should provide contact information, including names, phone numbers, and emails of all references. The respondent is responsible for ensuring that contact information for all references is current and correct. The inability to contact a reference and receive feedback may have a detrimental impact on the evaluating background and prior experience. The work experience and references should be listed in the same order, or references should be included on their associated project page. Please describe any relevant specialized knowledge or any issue the characteristics of which would be uniquely applicable in evaluating the experience of the respondent's firm to oversee the proposed project. Lastly, identify any proposed subconsultant, provide their firm's information (i.e., full legal name, date of establishment, type of entity, brief history, business certification with grantor information, and ownership structure), and outline their background, experiences, proposed project role(s), and their percentage of the total grant award.

The respondent must submit an Identification of Projects Table in the form attached as *Attachment I* with the required information set forth herein for each project cited or mentioned in the body of the submission. Although it is not necessary to include the projects listed in the resumes if not mentioned in the body of the submission. The Identification of Projects Table may be submitted on an 11 by 17 inch page size. The respondent is responsible for ensuring the contact information contained in their submission is complete and correct. Tri-County and its partners reserve the right to contact any person, client, and/or organization listed in the body of the submission, Identification of Projects Table, or resumes. The identification of Projects Table shall include the following:

- Name of Project
- Name of client
- Client point of contact
- Point of contact job title
- Point of contact current phone number
- Point of contact current email address
- Project location

- Identify project type or provide concise description.
- Key team members involved in the project.
- Identify who completed the project: Consultant, Sub-Consultant, or Key Team Members Prior Experience.

### **5.5 Project Management and Team**

Respondents should identify staff members, including those of any proposed subconsultant, who would be assigned to act for the respondent’s firm in key positions. Provide project roles and functions to be performed by each individual and indicate if they worked on any of the projects detailed under the Background and Prior Experience section.

This section should also include the resumes of each staff member assigned to the project team identified above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each such person, the relevant planning projects on which they have worked. If using a subconsultant, include this information for each subconsultant. Lastly, provide confirmation that the respondent and assigned project staff have not had a record of substandard work or engaged in any unethical practices within the last five years.

### **5.6 Additional Strategies (Optional)**

Additional services, ideas, innovation, or products, such as graphic design, cost-saving measures, safety measures, outreach methods, accessibility, DBE/WBE/MBE usage, etc. will be considered in the evaluation process. Up to five extra points are available to respondents that deploy strategies that exceed the established requirements detailed in this procurement opportunity that positively benefit TCRPC and its partners. This section is not required for successful completion of this procurement opportunity.

## **6.0 Anticipated Schedule**

RFP Issued:	Wednesday, March 5, 2025
Question Deadline for RFP:	Wednesday, March 19, 2025, at 3:30 p.m.
Response Deadline for RFP:	Friday, March 21, 2025, at 1:00 p.m.
Subcommittee reviews submissions:	March 24-28, 2025
Contract Negotiations:	March 31, 2025

## **7.0 Communication**

In order to ensure the integrity of the procurement process and prevent undue influence prior to contract award, all communication and questions should be addressed in writing to TCRPC by email, mail, or in-person to the individual identified in *Section 3.0 Submittal Procedure* or through the method identified in *Section 8.0 Questions*.



No other TCRPC or its partners officials, personnel, or consultants, and Selection Committee members should be engaged regarding this procurement process. Violations of this will result in the disqualification and/or rejection of the submission.

### 8.0 Questions

Inquiries may be submitted via email to [rfp-rfq@tricountyrpc.org](mailto:rfp-rfq@tricountyrpc.org) no later than 3:30 p.m. on Wednesday, March 19, 2025. Questions should be addressed in writing to the above email address; telephone calls will not be accepted. All questions and answers are posted publicly at <https://tricountyrpc.org/rfp-rfq/>.

### 9.0 Selection Criteria

Tri-County and its partners reserve the right to accept or reject any or all submissions. All submittals become the property of TCRPC and its partners upon receipt. A Project Review Subcommittee comprised of representatives from Tri-County and its partners will evaluate each submittal according to the following factors and 100-point scale:

<b>Criteria</b>	<b>Weights</b>	<b>Max Points</b>
Project Work Program	30%	30
Project Capacity and Schedule	15%	15
Background and Prior Experience	20%	20
Project Management and Team	25%	25
Past Performance	10%	10
Additional Strategies (Optional)	0%	5
<b>Total</b>	<b>100%</b>	<b>100*</b>

\*Please note that 100 points is the maximum allowable.

### 10.0 Selection Process

Tri-County and its partners will form a Project Review Subcommittee with a minimum of three members to review, score, and rank all submissions received by the deadline. Before holding the Selection Committee meeting, each member will provide their scores for each submittal using the above criteria. The subcommittee will then average their scores and rank the submissions. If necessary, the top two or three scoring respondents will be placed on a shortlist and invited to participate in an interview. Based on the interviews, the committee will adjust the average score to reflect the group's consensus and information gained from the presentations.

Tri-County and its partners retain the right to select from the consultants responding to this procurement opportunity. Any or all submittals may be rejected if they do not meet the Project Review Subcommittee's criteria or fail to comply with procurement specifications. Tri-County and its partners ARE NOT bound to

select the highest-scoring submittal. Tri-County and its partners reserve the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit. Tri-County also retains the right to withdraw this procurement opportunity at any time.

Contract negotiations will follow with the selected respondent to establish a detailed scope of services, budget, and schedule. If a mutually agreeable contract is not reached, Tri-County will terminate negotiations with that respondent and open negotiations with the second-choice firm. This process will continue until a firm that meets the basic qualifications has entered into an acceptable contract with TCRPC.

### **11.0 Contract Negotiations**

Contract negotiations will follow award selection. As part of the selection process, Tri-County will invite the selected respondent to submit a written Scope of Work with a fee proposal and, if accepted, ask them to enter into contract negotiations. 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. Tri-County expects to use a fixed-price contract with negotiated payment terms. The contract shall not be considered executed unless signed by the authorizing representative of TCRPC.

### **12.0 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.

### **13.0 Posting**

This procurement opportunity is advertised in local newspapers (Peoria Journal Star & Pekin Daily Times), the American Planning Association National Website, and the American Planning Association Illinois State Chapter Website. Additionally, this RFP will be sent to consultants that subscribe to Tri-County's procurement email list. The procurement packet, along with any questions received regarding this procurement opportunity, is available on the TCRPC website:

<https://tricityrpc.org/rfp-rfq/>

A Respondent who chooses to download a procurement solicitation will be responsible for checking TCRPC's website for clarifications and/or addenda. Failure to obtain clarification and/or addenda from the aforementioned website shall not relieve Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing a submission.

Please note there may be multiple clarifications and/or addenda. Any harm to the Respondent resulting from such failure shall not be valid grounds for a protest

against award(s) made under the solicitation. All Respondents are responsible for obtaining all procurement materials.

**14.0 Attachments**

The following pages are the attachments identified in this procurement document.

Attachment I: Identification of Projects Table

