

# **Request for Proposals for East Peoria Stormwater Planning Management**

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

Procurement # 2025-10  
Issued Date: Wednesday, March 5, 2025  
Question Deadline: Monday, March 17, 2025, at 3:30 p.m.  
Response Deadline: Wednesday, March 19, 2025, at 3:30 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 City of East Peoria's Stormwater Management System. Tri-County seeks responses 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 *City of East Peoria's Stormwater Management System* are due to the TCRPC office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, **no later than 3:30 p.m. on Wednesday, March 19, 2025**. Submissions received after that date and time will not be considered. Responses 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." Tri-County 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 \$34,685, including all service fees and expenses from TCRPC's Special Transportation Studies funding. Due to guidelines set by the grant funding source, all work related to the project must be completed and invoiced by November 30, 2025.

## **2.0 Project Description**

There are many locations throughout the City of East Peoria where erosion and sedimentation create problems for surface transportation. The project goal is to collect accurate data on storm sewer outfalls to help assess the degree to which the City's storm sewer infrastructure contributes to the erosion and siltation issue. The analysis will factor in other contributors, such as topography, filling operations, normal sheet drainage, or poor property management.

There are areas in the city where storm sewer pipes become plugged with siltation, causing stormwater and silt to flow over the streets and flood the roadways. Some of these locations have speed limits of 40mph and surprise traffic with water and debris in the roadway.

In some cases, it is known the siltation is coming from private property. In other cases, it is natural siltation, but the degree to which the city outfalls are contributing to the problem is unknown. The City's contribution to this issue will be assessed by expanding our inventory and knowledge of the storm sewer infrastructure. The ultimate goal is to develop a plan to mitigate the siltation and flooding along streets to improve roadway safety.

With funding provided by the Tri-County Regional Planning Commission, the City of East Peoria is requesting a consultant to aid in their stormwater asset inventory initiative. East Peoria has completed approximately 30% of its existing stormwater infrastructure from a previous Special Transportation Studies award in FY 2022. The

East Peoria Stormwater Data Collection field map from the FY 2022 efforts can be found at the below link.

<https://tcrpc.maps.arcgis.com/apps/instant/sidebar/index.html?appid=8549e024c9bd4ca58e8e6c85fcccc337>

The city is seeking assistance to continue this effort, with focus along the bluff. These areas are but are not limited to Bloomington Rd, Fondulac Dr, Illini Heights, Pekin Ave, Springfield Rd, and Washington St. With the recent torrential rainfall that the Central Illinois area has experienced, the need to address the City of East Peoria's stormwater management system has once again come to light.

The city is proposing that the project would continue the inventory of storm sewer infrastructure, such as outfalls, pipes, inlets, maintenance holes, and flow. The inventory would include the collection of relevant attributes, such as grate size, pipe size, material, location description, photo attachments, and notes. Along with the data collection, the selected consultant will perform an analysis to understand the extent of the sedimentation and erosion issues. The goal is to ensure that the City's stormwater management system is up to date and includes all relative infrastructure and attributes.

Ideally, televising pipes to narrow down pipe types among concrete, PVC, and metal would be included to aid in understanding problem areas within the existing stormwater system and mitigate any problems.

Negotiation of the final scope of services will occur upon consultant selection, but the project should include the following elements.

1. Storm Sewer Infrastructure Inventory
  - a. Identify areas of concern regarding missing storm sewer infrastructure.
  - b. Inventory storm sewer infrastructure in a GIS database, including relevant attributes such as pipe sizes, material, digital photographs, erosion severity, illicit discharge, etc.
2. Storm Sewer Assessment
  - a. Analyze existing storm sewer data and GIS data collected to understand the extent of the erosion and sedimentation issues impacting surface transportation.
  - b. Identify areas of concern regarding outfall locations.
3. Develop Cost Estimates for Future Project Work
  - a. Develop a budget to inventory the remaining areas of the city.
  - b. Develop a budget to identify future pipe televising probability.
  - c. Develop a budget to review available property/easement data to assess access, safety concerns, and topography. Prepare a template for site access if no easements exist.

- d. Develop preliminary cost estimates, including cultural and natural review and environmental documentation.

Please note that the City of East Peoria is open with assisting in data collection. TCRPC is able to supply East Peoria with one Trimble R2 GPS Unit with a Trimble VRS Network Subscription and assist with processing the storm sewer data.

The proposed deliverables for this plan are as follows:

- GIS Database of Storm Sewer Infrastructure
- Analysis and conclusion report
- Cost estimate for future project expansion

### **3.0 Submittal Procedure**

All submittals shall be sealed and identified as *City of East Peoria's Stormwater Management System* and submitted to:

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

Submittals are due no later than 3:30 p.m. on Wednesday, March 19, 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, 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 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.

### **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 *Section 5.4 Background and Prior Experience*.

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 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 (Approach)	30%	30
Project Capacity and Schedule	15%	15
Background and Prior Experience	25%	25
Project Management and Team	30%	30
Additional Strategies (Optional)	0%	5
<b>Total</b>	<b>100%</b>	<b>100*</b>

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

**7.0 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.

**8.0 Contract Negotiations**

Contract negotiations will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided, whether herein or in response to this solicitation or developed subsequently during the selection process. 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. 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.

### **9.0 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.

### **10.0 Schedule**

Procurement Opportunity Issued:	Wednesday, March 5, 2025
Question Deadline:	Monday, March 17, 2025, at 3:30 p.m.
Response Deadline:	Wednesday, March 19, 2025, at 3:30 p.m.
Committee reviews submissions:	March 20, 2025 – March 28, 2025
Contract Negotiations:	March 31, 2025

### **11.0 Communication**

In order to ensure the integrity of the procurement process and prevent undue influence prior to contract award, Respondent are only authorized to communicate in writing to TCRPC by email, mail, or in-person with the person identified in *Section 3.0 Submittal Procedure* or email address provided for submitting inquires in the *Section 13.0 Questions*.

Respondents shall not, prior to Award, contact or communicate, either verbally or in writing, with any TCRPC or Partners officials, personnel, or consultants for the purpose of discussing the requirements of the consultant procurement documents or the procurement process, other than the methods identified above. Unauthorized communication by a Respondent in violation of the foregoing may be cause for disqualification and/or rejection of the submission.

### **12.0 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 solicitation 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://tricitycountyrpc.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 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.

### **13.0 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 Monday, March 17, 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/>.

### **14.0 Attachments**

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

- Attachment I Identification of Projects Table

Attachment I: Identification of Projects Table

Name of Project	Client Name	Client Contact	Contact Title	Contact Number	Contact Email	Project Location	Project Type/Description	Key Team Members Involved	Experience for Consultant, Sub-Consultant, or Key Team Member