

Request for Statement of Qualifications

County of Tazewell, Illinois

November 21, 2025

Phase III Engineering for the Tri-County Multi-Jurisdictional Guardrail Improvement Project

**FY 2023 Local Highway Safety Improvement Program
Systematic Guardrail Improvements
HSIP #202112023**

Procurement # 2026-03

Issued Date: Friday, November 21, 2025

Question Deadline: Thursday, December 4, 2025, by 3:30 p.m.

Response Deadline: Monday, December 8, 2025, by noon.

Notice to Consulting Firms

On behalf of Tazewell County, Tri-County Regional Planning Commission (TCRPC or Tri-County) seeks Statements of Qualifications (SOQs) from qualified consulting firms to provide phase III construction engineering for systematic guardrail improvements in the tri-county region of Peoria, Tazewell, and Woodford counties in central Illinois. Qualifications-Based Selection (QBS), in accordance with the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535/), will be used to determine a successful respondent.

As a prequalification of submittal, all Prime firm must be prequalified through IDOT in Special Services – Construction Inspection. Qualified firms shall provide services based on the project description and requirements outlined in *Section 2.0 Project Description*. Submissions are due to the Tri-County office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, **no later than noon (12:00 p.m.) on Monday, December 8, 2025.**

Submissions should be no more than ten (10) pages in length, excluding the exceptions as outlined in *Section 4.0 Submittal Format*, and emailed to rfp-rfq@tricountyrpc.org. Hard copies are not required. Submissions received after that date and time will not be accepted.

Tazewell County and 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 Tazewell County and in compliance with the terms set forth herein. Tazewell County and Tri-County is an Equal Opportunity Employer and invites Minority and Women-Owned Firms to submit.

1.0 Project Background

Starting in the Fall of 2018, Tri-County Regional Planning Commission (TCRPC) staff developed a guardrail inventory pilot project for Limestone Township, Peoria County, Illinois, to locate and inventory all guardrails under township jurisdiction and maintenance. During field data collection, staff documented guardrail attributes to determine locations that warrant replacement to bring these areas up to current safety standards. Upon completion of the pilot project, TCRPC staff expanded the project to include the 13 participating jurisdictions.

TCRPC staff submitted a grant application to the Illinois Department of Transportation (IDOT) for their Highway Safety Improvement Program (HSIP) in June 2020 to replace damaged guardrails or guardrails deemed non-crashworthy in the guardrail inventory. The initial application was unsuccessful, but TCRPC resubmitted in May 2021 and was awarded a not-to-exceed \$3,000,000 HSIP grant from IDOT.

As a non-taxing entity, TCRPC is not eligible to serve as the lead agency for this project; therefore, Tazewell County is the lead agency and is working with the other twelve participating jurisdictions. The other participating jurisdictions are the Village of Bartonville; Deer Creek Township Road District, Tazewell County; Greene Township Road District, Woodford County; Groveland Township Road District, Tazewell County; Hallock Township Road District, Peoria County; Limestone Township Road District, Peoria County; Village of Morton; Morton Township Road District, Tazewell County; City of Pekin; City of Peoria; Tremont Township Road District, Tazewell County; and, Washington Township Road District, Tazewell County.

2.0 Project Description

IDOT awarded the tri-county region of Peoria, Tazewell, and Woodford counties in central Illinois HSIP funding for systematic guardrail improvements. This project has undergone Phase I and II Engineering for replacing and/or upgrading guardrail and guardrail terminals with have been identified as deficient in order to achieve compliance with current design criteria. This work includes 97 individual locations and approximately 26,000 linear feet of guardrail across three counties (Tazewell, Peoria, and Woodford) and 12 jurisdictions. The proposed project does not take place on any significant routes or state routes.

The engineering for this Project will be funded in part with federal HSIP funds. The project was held during [IDOT's November 7, 2025 Letting](#) and was awarded to the low bid of Lovewell Fencing, Inc. of \$2,498,941.00 and has 120 Working Days. Below is a breakdown of guardrail locations by County and Jurisdiction.

- Peoria County: 42
 - Village of Bartonville (BRT): 2
 - Hallock Township Road District (HKT): 13
 - Limestone Township Road District (LMT): 21
 - City of Peoria (PIA): 6

- Tazewell County: 54
 - Groveland Township Road District (GVT): 16
 - Morton Township Road District (MNT): 1
 - Village of Morton (MOR): 8
 - City of Pekin (PEK): 2
 - Tremont Township Road District (TMT): 4
 - Tazewell County (TZC): 22
 - Washington Township Road District (WHT): 1
- Woodford County: 1
 - Greene Township Road District (GNT): 1

Construction Engineering Services must follow the requirements of the Illinois Department of Transportation as they relate to federally funded projects. The Scope of Service required includes the preparation of all Phase III Engineering work that conforms to Federal, State, and local standards, guidelines, and practice. All work products shall become the property of Tazewell County and made available to IDOT, Tazewell County, and each Participating Jurisdiction.

The prime consultant shall be prequalified by IDOT in Special Services – Construction Inspection and provide complete construction engineering services necessary to ensure the project is built in accordance with approved plans, specifications, and applicable standards. Quality Assurance (QA) oversight and verification of the Contractor's Quality Control (QC) must be performed by the respondent firm or one of its subconsultants. The firm must also provide all necessary vehicles and equipment to perform the required services.

The Scope of Services includes conducting all pre-construction activities and coordination with the contractor and affected jurisdictions. This also includes performing any necessary as-built field reviews to establish baseline conditions, verifying quantities and limits for all 97 locations, and coordinating with utilities to identify and resolve potential conflicts.

The consultant shall provide resident engineering and construction observation throughout the 120 Working Day contract. Responsibilities include monitoring traffic control, overseeing guardrail and terminal removal and installation, responding to field issues, reviewing submittals, and maintaining daily documentation of project activities.

The consultant shall perform or coordinate all required material testing, inspection, and certification in accordance with IDOT procedures. The consultant will also maintain complete project records, supporting documentation, and accurate tracking of pay item quantities.

Duties include preparing and submitting pay estimates, evaluating the need for extra work or plan modifications, and preparing any required change orders or additional documentation.

The consultant shall complete all project closeout activities, including conducting final inspections, verifying punch list completion, preparing final quantities, and compiling all required as-built documentation for submission to the appropriate agencies.

3.0 Submittal Procedures

All submittals shall be identified as *Tri-County Multi-Jurisdictional Guardrail Improvement Project* and submitted to:

Michael Bruner
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, Illinois 61602
rfp-rfq@tricountyrpc.org

Submittals are due no later than noon (12:00 p.m.) on Monday, December 8, 2025. No submissions received after that date and time will be accepted. Submissions should be emailed to rfp-rfq@tricountyrpc.org. Hard copies are not required.

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

In partnership with Tazewell County, the Tri-County Regional Planning Commission 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 (Technical 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. In this section, please provide evidence that the Prime Consultant is prequalified through IDOT in Special Services – Construction Inspection.

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, short history, 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 a 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.

6.0 Selection Criteria

Tazewell County reserves the right to accept or reject any or all submissions. All submittals become the property of Tazewell County and its partners upon receipt. A Selection Committee comprised of representatives from Tazewell County and its partners will evaluate each submittal according to the following factors and 100-point scale:

Criteria	Weights	Max Points
Technical Approach	5%	5
Firm Experience and Expertise	30%	30
Staff Experience and Expertise	30%	30
Workload Capacity	10%	10
Past Performance	15%	15
Local Presence	10%	10
Total	100%	100

7.0 Selection Process

Tazewell County will follow its current Qualification Based Selection Procedures (QBS) to select the Consulting Engineering Firm. The County will form a Selection Committee with a minimum of three (3) members and review, score, and rank all SOQs received by the deadline.

Before holding the Selection Committee meeting, each member will provide their scores for each submittal using the above criteria. The Committee averages their scores, and the top three scoring consulting firms are placed on a shortlist. If there are other firms within 2% of the minimum score, the Committee may choose to expand the short list to include more than three firms. Based on the Committee discussion and, if necessary, information gained from presentations and interviews, the average score is adjusted to reflect the group's consensus and information gained from the presentations.

Tazewell 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 Selection Committee's criteria or fail to comply with procurement specifications. Tazewell County and its partners ARE NOT bound to select the highest-scoring submission. Tazewell County and its partners reserves

the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit. Tazewell 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, Tazewell 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 the County.

8.0 Contract Negotiations

Contract negotiations will follow award selection. As part of the selection process, Tazewell County will invite the selected respondent to submit a written 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 RFQ or developed subsequently during the selection process. Tazewell 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 Tazewell County.

9.0 Conflict of Interest

Tazewell County requires consultants to submit a disclosure statement with their procedures. Tazewell County requires the use of IDOT BDE DISC 2 Template as their conflict-of-interest form. The form can be found on IDOT's website on their [Prequalification webpage](#).

10.0 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.

11.0 Schedule

RFQ opens:	Friday, November 21, 2025
Deadline for RFQ questions:	Thursday, December 4, 2025, at 3:30 p.m.
RFQ closes and is due:	Monday, December 8, 2025, at 12:00 p.m.
Subcommittee reviews SOQs:	December 9 – 15, 2025
Interviews (if needed):	December 22, 2025
Contract Negotiations:	January 5 – 9, 2026
Committee Approval:	January 20, 2026
Board Approval:	January 28, 2026

12.0 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 by email, mail, or in-person with the person identified in *Section 3.0*

Submittal Procedure or email address provided for submitting inquiries in the *Section 14.0 Questions*.

Respondents shall not, prior to Award, contact or communicate, either verbally or in writing, with any Tazewell County, 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.

13.0 Posting

This procurement opportunity is advertised in the Pekin Daily Times, and posted on TCRPC's 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://tricountyrpc.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 Questions

Inquiries may be submitted via email to rfp-rfq@tricountyrpc.org no later than 3:30 p.m. on Thursday December 4, 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/>.

15.0 Attachments

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

- 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