



Request for Qualifications

Congestion Management Plan (CMP)

Tri-County Regional Planning Commission requests statements of qualifications from qualified firms to provide professional services to update the region's Congestion Management Plan.

Statements of Qualifications will be accepted until 4:00 pm, November 19, 2021. Statements of qualifications received after that date and time will not be considered.

Background

Tri-County Regional Planning Commission (TCRPC) of Peoria, Illinois, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area. As the MPO, TCRPC carries out the continuing, cooperative, and comprehensive (3-C) transportation planning processes required by federal law. TCRPC members include three counties, numerous municipalities in the region, the Greater Peoria Mass Transit District, and the Illinois Department of Transportation (IDOT).

The MPO receives state funding from IDOT for planning work throughout the metropolitan planning area. A portion of these state funds has been identified for this project. The proposed compensation for the project is \$30,000. Due to TCRPC's contract obligations, all work related to the project must be completed by June 30, 2022.

Project

The intent of this request for qualifications (RFQ) is to prepare the Congestion Management Process (CMP) for the MPO area. The selected consultant will be responsible for revising and updating the current CMP, adopted in 2011, using the most recent travel and land use data/projections. The completed CMP will accomplish the following:

1. Meet all requirements of the Fixing America's Surface Transportation (FAST) Act, the most recent federal transportation funding and authorization bill, while enhancing congestion and reliability monitoring and reporting
2. Assist in identifying surface transportation system deficiencies, and in analyzing and selecting strategies to address traffic congestion for inclusion in the Long-Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP)
3. Estimate the impact and effectiveness of strategies to reduce congestion in the MPO area
4. Coordinate the collection and tracking of traffic congestion data as needed
5. Analyzing future potential congested networks in the MPO area
6. Develop, monitor, and report multi-modal performance measures in compliance with federal and state requirements for congestion in the MPO area

Scope of Work

Following a selection, TCRPC staff will work with the selected consultant to develop a scope of work and fee schedule that will form the basis of a contract for completion of the services.

Deliverables

This contract will result in the following deliverable:

- A completed Congestion Management Plan (CMP) for the Peoria-Pekin MPO area

Submittal Contents

TCRPC will only consider submissions limited to 20 pages (not including resumes) and containing the following:

- Name, address, telephone number, email, and website of firm;
- A Statement of Qualifications of:
 - The firm and any subcontractors (if any);
 - The lead team member; and
 - The individuals to be assigned to the project;
- At least three (3) examples of similar projects the firm has completed in the last 5 years;
- Business references from these projects, including client's name and telephone number shall be included; and
- Identification of any potential subcontracted services as necessary.

Please submit two (2) physical copies and one (1) digital PDF with all submittals.

All submittals shall be sealed and identified as PEORIA-PEKIN MPO CONGESTION MANAGEMENT PLAN and addressed to:

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

Contract Development

Tri-County Regional Planning Commission will enter into a contract for professional consulting services based on a fixed-price to the selected consultant for a Scope of Services to be negotiated and finalized once the consultant is chosen. Incremental payments to the consultant will be made at the completion of major tasks with a "not to exceed" contract amount. Ten (10) percent of the contract price may be held as final payment upon delivery of the final products. The exact payment schedule will be negotiated and determined as part of the contract.

TCRPC is not liable for any costs incurred by a consultant in responding to this RFQ or for any costs associated with discussions required for clarification of items related to this RFQ.

The contract shall not be considered executed unless signed by the authorizing representative of TCRPC.

Selection Process

TCRPC reserves the right to accept or reject any or all statements of qualifications. All submittals become the property of TCRPC upon receipt. TCRPC will evaluate each statement of qualifications according to the following factors and 100-point scale:

1. **(25 points) Experience and Technical Competency**
The consultant's response should reflect qualifications and experience necessary to successfully develop and execute a Scope of Services. Reviewers will also assess the applicability and relevance of the consultant's experience and previous projects.
2. **(25 points) Familiarity with Project Type**
The consultant's response must demonstrate a level of familiarity with the proposed project and an understanding of the planning challenges posed by the project.
3. **(25 points) Record of Success**
The consultant's response should demonstrate success on similar projects and provide examples of relevant work.
4. **(15 points) Local Knowledge**
The consultant should demonstrate familiarity with Greater Peoria in their response.
5. **(10 points) References**
The consultant's response should include at least 3 references, with contact information.

All submittals will be reviewed by a committee made up of representatives from TCRPC and MPO Technical Committee. All statements of qualifications will be scored and ranked; however, the committee IS NOT bound to select the highest-scoring submittal. TCRPC reserves the sole right to invite one firm to the contract development stage or to reject all candidates that submit.

Project Schedule

- **November 5, 2021** – Request for Qualifications is announced
- **November 17, 2021** – Deadline for submittal of questions
- **November 19, 2021** – Deadline for submittal of statement of qualifications
- **June 30, 2022** – All project work is completed by this date

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.

Questions

TCRPC staff will answer all questions related to this RFQ until 4:00 pm, November 17, 2021. All questions and answers will be posted publicly on TCRPC's website. Questions should be addressed to:

Michael Bruner, Planner
mbruner@tricityrpc.org