

Request for Proposals for Waverly Ave Access, Circulation, and Parking Study

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

Procurement # 2024-09
Issued Date: Wednesday, February 27, 2024
Question Deadline: Thursday, March 7, 2024, at 3:30 p.m.
Response Deadline: Monday, March 11, 2024, at noon

Notice of Procurement Opportunity Waverly Ave Access, Circulation, and Parking Study

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 West Peoria with an access, circulation, and parking study for Waverly Avenue from the intersection of West Ayres Avenue to the alley immediately north of West Callender Avenue. Tri-County seeks responses from interested and qualified firms to provide these services. To submit questions about this procurement opportunity, contact TCRPC staff in writing at rfp-rfq@tricountyrpc.org; or 456 Fulton Street, Suite 401, Peoria, IL 61602.

Submissions identified as *Waverly Ave Access, Circulation, and Parking Study* are due to the TCRPC office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, no later than noon on Monday, March 11, 2024. Electronic submissions to rfp-rfq@tricountyrpc.org are accepted. Submissions received after that date and time will not be eligible for consideration.

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) 2024 allocation has been set aside for this project. The initial proposed compensation for this project is \$30,000, including all service fees and expenses. Due to guidelines set by the grant funding source, all work related to the project must be completed and invoiced by December 31, 2024.

2.0 Project Description

The City of West Peoria (referred to in this document as “the city”) is requesting an access, circulation, and parking study along North Waverly Avenue to improve access and safety for all roadway users. The purpose of this study is to identify constraints and provide a set of actionable alternatives to create an appropriate balance between safety, mobility, and accessibility. The city requests that Waverly Avenue extending from the intersection of West Ayres Avenue to the alley immediately north of West Callender Avenue (referred to in this document as “project area”) be analyzed for safety, access, and parking improvements. As a secondary objective, the city asks for an analysis of the effects of the project area’s constraints on the West Peoria Fire Department response time and route accessibility.

The project area is comprised of mixed land use with the city’s sole fire station, two local businesses, and residential homes. The mixed land uses are causing the project area to be congested with traffic and parked cars. Both on-street and off-street parking often present issues relating to sight-distance and road narrowing.

The West Peoria Fire Department is the sole fire department for the city and an all-volunteer department that requires firefighters to access the fire station quickly from all points in the city. The project area constraints disrupt the overall operations of the fire department within the city and especially within the study area.

The lack of available parking options for the two businesses, Tartan Inn and Owl's Nest, compromises the safety of both the nearby residents as well as the patrons of both establishments. Additionally, increased patronage of the two businesses increases the danger experienced in the project area by limiting access and vision.

The city recognizes the need for a safe and accessible Waverly Avenue and seeks a consultant to evaluate the project area to understand areas where improvements could occur, what the accommodations might look like, and the necessary steps to make these improvements a reality.

Tri-County and the city propose the study process to include the following:

- Project Overview
 - Provide an overview of the project with the study's purpose and need.
- Existing Conditions
 - Review existing plans, such as the [City of West Peoria Comprehensive Plan](#).
 - Inventory existing conditions
 - Conduct field inspections of the project area.
 - Observe existing roadway network.
 - Observe existing bicycle and pedestrian networks.
 - Observe existing parking characteristics.
 - Obtain available pertinent information.
 - Obtain existing ground survey right-of-way data.
 - Gather average annual daily traffic values.
 - Determine peak traffic times.
 - Inventory existing parking facilities, including on-street parking, parking lots, and driveways.
 - Gather parking occupancy counts.
 - Obtain crash data within and around the project area.
 - Obtain Fire Department call frequency.
 - Develop a base map of the project area that best represents the current conditions and potential constraints with which to improve access and safety along Waverly Avenue. This base map will be used to create a series of maps.
- Public Engagement
 - Identify and engage with key stakeholders, including city staff, West Peoria Fire Department, business owners, and property owners along and adjacent to the project area.
 - Organize and facilitate stakeholder meetings and/or interviews.
 - Prepare summaries of engagement activities.

- Incorporate input received into the project report.
- Access and Circulation Analysis
 - Vehicular Access and Circulation Alternatives
 - Identify access and circulation constraints for vehicular traffic.
 - Identify possible alternatives to rectify or reduce constraints.
 - Prepare an evaluation matrix for the prepared alternatives.
 - Rank the possible alternatives.
 - Bicycle and Pedestrian Access and Circulation Alternatives
 - Identify access and circulation constraints for bicycle and pedestrian traffic.
 - Identify possible alternatives to rectify or reduce constraints.
 - Prepare an evaluation matrix for the prepared alternatives.
 - Rank the possible alternatives.
- Parking Analysis
 - Conduct a Parking Needs Assessment
 - Utilize public input from key stakeholders.
 - Conduct a Parking Supply and Demand Analysis
 - Parking Alternatives
 - Identify parking constraints.
 - Identify possible alternatives to rectify or reduce parking constraints.
 - Prepare an evaluation matrix for the prepared alternatives.
 - Rank the possible alternatives.
- Recommendations and Next Steps
 - Work with the city and key stakeholders to determine the preferred alternatives within the project area.
 - Provide recommendations to improve access and circulation for all road users in the project area.
 - Consider the need for emergency vehicles to operate in the area.
 - Utilize visualization tools or conceptual schematics to easily present the recommendations.
 - Develop preliminary cost estimates for all recommendations.
 - Utilize existing data, recent projects, or upcoming projects to develop cost estimates for preliminary engineering, right-of-way acquisition (if appropriate), and construction.
 - Provide recommendations to improve parking in the project area.
 - Consider the need for emergency vehicles to operate in the area.
 - Utilize visualization tools or conceptual schematics to easily present the recommendations.
 - Develop preliminary cost estimates for all recommendations.

- Utilize existing data, recent projects, or upcoming projects to develop cost estimates for preliminary engineering, right-of-way acquisition (if appropriate), and construction.
- Detail next steps for implementing the preferred alternatives.
- Prioritize the preferred alternatives for a suggested order of implementation.
- Identify potential funding sources for implementing the preferred alternatives.

The proposed deliverables for this study are as follows:

- Monthly invoices and progress reports
- Public engagement summaries
- Conceptual Visualizations or Schematics
- Cost estimates
- Access, Circulation, and Parking Study (draft and final)
 - Two hard copies and one electronic copy of the final plan

3.0 Submittal Procedure

All submissions shall be identified as *Waverly Ave Access, Circulation, and Parking Study* and submitted to:

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

Submissions are due no later than noon on Monday, March 11, 2024. No submissions received after that date and time are eligible for consideration by TCRPC. Electronic submissions to rfp-rfq@tricountyrpc.org are accepted.

4.0 Submittal Format

The submittal should be as concise as possible, and when printed, shall be a maximum of 20 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;
- 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 interested firms to 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 who is authorized to contractually obligate the respondent. The letter shall describe the response’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 the Waverly Ave Access, Circulation, and Parking Study. 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 submittal should provide evidence that the recommended team is committed to and has the capacity to complete the Waverly Ave Access, Circulation, and Parking Study. 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 study.

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 31, 2024. Therefore, the consultant must submit the final draft no later than November 30, 2024, to ensure sufficient time for review and approval.

5.4 Proposed Compensation

This section should include a full description of all fees and expenses proposed by the respondent for performing the services described in *Section 2.0 Project Description* and proposed in the submitter's response to *Section 5.2 Project Work Program (Approach)*. Compensation is based on a unit price for each task list under *Section 2.0 Project Description* and proposed in the submitter's response to *Section 5.2 Project Work Program (Approach)*. The initial proposed compensation for this project is \$30,000, including all service fees and expenses. Respondents should provide confirmation that, if awarded, they are completely responsible for the entire contract, including payment of all charges resulting from the contract.

5.5 Background and Prior Experience

The submittal 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 the 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.

5.6 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 5.5 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.

5.7 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 submission according to the following factors and 100-point scale:

Criteria	Weights	Max Points
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
Total	100%	100*

*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 submittals. 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 submissions 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 submission. 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. 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 procurement opportunity 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.

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

Issued Date:	Tuesday, February 27, 2024
Question Deadline:	Thursday, March 7, 2024, at 3:30 p.m.
Response Deadline:	Monday, March 11, 2024, at noon
Subcommittee reviews submissions:	March 12 – 22, 2024
Contract Negotiations:	March 25 – 29, 2024

11.0 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, a Notice of Procurement Opportunity will be sent to consultants that subscribe to Tri-County's RFP-RFQ 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/>

12.0 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 13.0 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.

13.0 Questions

Inquiries may be submitted via email to rfp-rfq@tricityrpc.org no later than 3:30 p.m. on Thursday, March 7, 2024. 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://tricityrpc.org/rfp-rfq/>.

14.0 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