

# Tri-County Regional Planning Commission

November 4, 2022  
Request for Proposal

For trail master planning for the City of  
Chillicothe, Illinois.



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**Tri-County Regional Planning Commission  
Notice to Consulting Firms  
Chillicothe Trail Master Plan**

Tri-County Regional Planning Commission (TCRPC), a regional planning agency serving the Tri-County region of Peoria, Tazewell, and Woodford Counties in Illinois, seeks to collaborate with a qualified firm to provide professional services to assist the City of Chillicothe to develop a Trail Master Plan. TCRPC requests proposals from interested firms to provide these services. For more information, visit Tri-County's website: <https://tricountyrpc.org/rfp-rfq/>. To submit questions related to the RFQ, contact TCRPC staff at [rfp-rfq@tricountyrpc.org](mailto:rfp-rfq@tricountyrpc.org); 456 Fulton Street, Suite 401, Peoria, IL 61602; or (309) 673-9330. Proposals are due by 4:00 pm CST on Friday, November 18, 2022. Proposals received after that date and time will not be eligible for consideration. TCRPC staff will review all proposals and award a contract to one firm. Please provide two (2) paper copies and one (1) digital copy of the proposal.

## Procedures & General Requirements

### **Submittal Procedure:**

All proposals shall be sealed and identified as **CHILLCOTHE TRAIL MASTER PLAN PROPOSAL** and submitted to:

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

Proposals are due by 4:00 pm CST, Friday, November 18, 2022. No proposals received after that date and time are eligible for consideration by TCRPC. Please supply two (2) physical copies and one (1) digital PDF copy.

### **Proposal Contents**

TCRPC will only consider submissions limited to fifteen (15) pages, not including resumes, and containing the following:

- Name of Respondent
- Respondent address
- Respondent telephone number
- Respondent federal tax identification number
- Name, title, address, telephone number, and email address of contact person authorized to contractually obligate the Respondent.

Respondents should letter and number responses exactly as the questions are presented herein. Interested respondents are invited to submit proposals that contain the following information:

#### **1. Introduction (transmittal letter)**

By signing the letter and/or offer, the Respondent certifies that the signatory is authorized to bind the Respondent. The proposal should include:

- a. A brief statement of the Respondent's understanding of the proposed project.
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Illinois, if applicable.
- c. A confirmation that the Respondent and assigned staff to the project team has not had a record of substandard work within the last five years.
- d. A confirmation that the Respondent and assigned staff to the project team has not engaged in any unethical practices within the last five years.
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract.
- f. Any other information that the Respondent feels appropriate.
- g. The signature of an individual who is authorized to make offers of this nature in the name of the proper submitting the proposal.

## **2. Background and Experience**

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, brief history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which the Respondent and assigned staff to the project team assisted a governmental entity with any other projects relating to the proposed scope of work. Respondent should include three examples of work on similar projects as described in the Scope of Services. Respondent should provide contact information, including names, phone numbers, and emails, for previous projects referenced in this section. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work respondent cites in this section.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to oversee the proposed project.
- d. Describe any relevant specialized knowledge in the proposed scope of work.

## **3. Personnel/Professional Qualifications**

Respondents should:

- a. Identify staff members assigned to act for Respondent's firm in key management and field positions providing the services described in Scope of Services. List project roles and functions for each assigned staff member.
- b. Include resumes or curriculum vitae of each such member of the likely 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 sub-consultant, include this information for each sub-consultant.

## **4. Approach**

Respondents should:

- a. Clearly describe the unique approach, methodologies, knowledge, and capability to be employed in the performance of the Scope of Services.
- b. Present innovative concepts, approaches, and methodologies, if any, not discussed in the Scope of Work for consideration.
- c. Submit a proposal that addresses as many of the tasks listed in Scope of Services below as deemed feasible by the Respondent within the proposed timeframe and budget.

## **5. Project Schedule**

The proposal should 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 TCRPC has the right to negotiate with a subsequent firm. The selected consultant must complete all project work and invoicing no later than December 31, 2023. Therefore, the consultant must submit the final draft by October 31, 2023, to ensure sufficient review and approval time.

## 6. Proposed Compensation

Consultant compensation is based on a unit-price for each task listed under the above Scope of Services, and on an hourly fee basis for additional services rendered. The initial proposed compensation for this project is \$20,214, including all service fees and expenses. Respondents should:

- a. Provide the consultant's general fee structure for providing identified services. Where applicable, provide unit prices for deliverable items described in the Scope of Services. Any closing price per task will be subject to a cost reasonableness determination and final negotiation.
- b. For tasks that lack a definable work product, provide fully loaded hourly rates for responsible personnel. The estimate of costs and person hours per work item must be an exhibit in the consultant proposal and represented as a "cost not to exceed."
- c. Provide other pricing information if applicable.

### **Selection Procedure:**

TCRPC reserves the right to accept or reject any or all Proposals. All submittals become the property of TCRPC upon receipt. A Project Review Subcommittee made up of representatives from TCRPC and its Partners will evaluate each proposal according to the following factors on a 100-point scale:

1. **Qualification and Experience:** The Proposal should reflect the respondent's qualifications and experience necessary to successfully meet the needs of TCRPC and its Partners. Reviewers will also assess the applicability and relevance of the respondent's qualifications and experience on previous projects.
2. **Record of Success:** The Proposal should demonstrate the respondent's level of familiarity with and success on similar projects and provide examples.
3. **Key Personnel:** The Proposal must demonstrate the respondent's key personnel level of familiarity and experience with similar projects, and their qualifications.
4. **Approach:** The Proposal should thoroughly address the requirements and demonstrate the respondent's technical expertise, innovative approach, and methodologies to the scope of work outlined in this Request for Proposal.
5. **References:** The Proposal should include at least three (3) references, with contact information.

The Project Review Subcommittee will evaluate all proposals according to the below Scoring Rubric with a total maximum point of one hundred (100). Respondents must score a minimum of seventy (70) points to be eligible for consultant selection; however, TCRPC 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 any and all candidates that submit.

Points	Quality of Response	Description	Strengths	Weaknesses	Confidence
20	Excellent	The proposal addresses the requirements completely, exhibits outstanding knowledge, creativity, innovation, or other factors to justify this rating.	Meets requirements - numerous strengths in key areas.	None	Very High
15	Good	The proposal addresses the requirements completely and addresses some elements of the requirements in an outstanding manner.	Meets requirements - some strengths in key areas.	Minor – not in key areas	High
10	Moderate	The proposal addresses most elements of the requirements.	Meets most requirements - minimal strengths provided in their response.	Moderate – does not outweigh strengths	Moderate
5	Marginal	The proposal meets some of the RFP requirements.	Meets some of the requirements with some clear strengths.	Exist in key areas – outweighs strengths	Low
0	Unacceptable	The proposal meets a few to none of the RFP requirements.	Meets a few to none of the requirements with few or no clear strengths.	Significant and numerous	None

**Project Schedule:**

- November 4, 2022 –** Request for Proposals announced
- November 16, 2022 –** Deadline for RFP Questions
- November 18, 2022 –** Deadline for RFP Submissions
- Week of Nov 28, 2022 –** Proposals evaluated and selected
- December 12, 2022 –** Work begins
- October 31, 2023 –** Master Plan submitted for review
- December 31, 2023 –** All project work is completed and invoiced

**Contract Development:**

Contract discussion will follow award selection. Once award, TCRPC will execute a contract for professional consulting services. This will be based on a fixed price to the selected consultant for the Scope of Services listed in this RFP, in the section titled “Abbreviated Scope of Services.” Consultants receive incremental payments after the completion of major tasks with a “not to exceed” contract amount. Ten (10) percent of the contract price is held as final payment upon delivery of the final products. Contract negotiation will determine the exact payment schedule.

TCRPC is not liable for any cost incurred by any respondents in responding to this Request for Proposals or for any costs associated with discussions required for clarification of items related to this RFP.

The contract shall not be considered executed unless signed by the authorizing representative of TCRPC. TCRPC shall not be liable for any costs incurred by the selected consultant that are not specified in the contract.

**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 RFP until 4:00 PM CST on Wednesday, November 16, 2022, after which time no additional questions will be answered. Questions should be addressed in writing to [rfp-rfq@tricityrpc.org](mailto:rfp-rfq@tricityrpc.org). All questions and answers will be posted publicly at <https://tricityrpc.org/rfp-rfq/>.



## Project Specifications

### **Available Information:**

Tri-County Regional Planning Commission (TCRPC) 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. TCRPC offers a forum for leaders of area government to define regional issues, set regional goals, and cooperatively implement plans.

TCRPC 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. TCRPC 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 FY 2023 allocation has been set aside for this project. The initial proposed compensation for this project is \$20,214, including all service fees and expenses. Due to the grant funding source, all work related to the project must be completed and invoiced by December 31, 2023.

### **Abbreviated Scope of Services:**

The City of Chillicothe aims to update its Trail Master Plan. In July 2020, the city created a Bike Path Task Force Committee, and by October 2020 the Committee had gained financing to develop a Trail Master Plan. With the newly developed plan, the City of Chillicothe submitted applications for the Illinois Transportation Enhancement Program (ITEP) and received funding for two of the routes identified in the Trail Master Plan (\$129,150 and \$529,256.25).

Upon closer inspection of the projects, the funding request was determined not adequate to complete the trails as listed in the ITEP applications. This news derailed the trail momentum and in March 2022 IDOT sent a letter to Chillicothe requesting the grant funding be returned. As a result, the City of Chillicothe sent a letter to the Illinois Department of Transportation (IDOT) in April 2022 regretfully declining the \$658,406 in ITEP funding.

As a result of the above events, the City of Chillicothe is back to square one and is looking to update the Trail Master Plan to get their vision back on track to be ready for future funding opportunities. The project goal is to thoughtfully develop a plan for safe and efficient trail network throughout the city. The plan will include a citywide trail network map, along with more detailed individual route maps. The plan would include engineered cost estimates which will consider all facets of each trail corridor.

Negotiation of the final scope of services will occur upon consultant selection, but the project should include the following planning activities:

1. Coordination
  - a. Work with City Officials, City Staff, and Bike Path Task Force Committee
2. Existing Conditions
  - a. Identify obstacles, gaps, barriers to bicycle and pedestrian transportation
  - b. Examine existing heat maps travel data or traffic counts, and pedestrian and bicycle traffic accidents
3. Recommendations
  - a. Streamline, economize, and eliminate redundant routes in the existing Chillicothe Trail Master Plan
  - b. Reorganize and categorize the routes and phases to better align with grant funding opportunities.
  - c. Develop a Citywide Trail Network Map
  - d. Develop individual route maps and exhibits
  - e. Prioritize routes for implementation
  - f. Identify wayfinding needs
4. Implementation
  - a. Provide recommendations for funding options for each route (SRTS, ITEP, IDNR, STP, TIF, etc.)
  - b. Provide sample signage for routes with placement locations
  - c. Provide cost estimates for each route that includes preliminary engineering, right-of-way acquisition, construction engineering, construction, and all other applicable costs.

**Deliverable:**

This contract will result in the following deliverable:

- Draft and Final Document
- Citywide Trail Network Map
- An exhibit for each route
- Prioritization Metrics
- GIS Shapefiles and/or Geodatabase of Trail Corridors