

Request for Proposals

Tri-County Regional Planning Commission
& City of East Peoria

April 24, 2023

For the development of a comprehensive plan for the City of East Peoria and assisting TCRPC staff with five smaller, in-house comprehensive plans.



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Tri-County Regional Planning Commission
Notice to Consulting Firms
East Peoria Comprehensive Plan and Assistance

Tri-County Regional Planning Commission (TCRPC), a regional planning agency serving the Tri-County region of Peoria, Tazewell, and Woodford counties in Illinois, and the City of East Peoria are requesting proposals from interested and qualified firms to provide professional services to help the City of East Peoria develop a comprehensive plan and assist TCRPC staff with five smaller, in-house comprehensive plans. For more information, visit Tri-County's website: <https://tricountyrpc.org/rfp-rfq/>

Proposals are due no later than 1:00 PM on Monday, May 15, 2023. Proposals received after that date and time will not be eligible for consideration. Please provide **eight** paper copies and **one** digital copy of the proposal in PDF format. DO NOT email digital copies of your proposal.

Inquiries may be submitted to TCRPC staff via email no later than 3:30 PM on Friday, May 5 at rfp-rfq@tricountyrpc.org. Questions should be addressed in writing to the above email address; telephone calls will not be accepted. All questions and answers are posted publicly on Tri-County's website: <https://tricountyrpc.org/rfp-rfq/>

Project Specifications

Project Background

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 carries out the continuing, cooperative, and comprehensive (3-C) transportation planning process required by law. TCRPC achieves this by preparing regional plans and programs with the assistance of an MPO Technical Committee.

TCRPC applied for and received grant funds as part of the Illinois Department of Transportation (IDOT) Statewide Planning and Research (SPR) Program. The SPR grant will provide 80% of the funding for this project, with the remaining 20% utilizing local funds. Respondents should be aware that IDOT grant guidelines will be followed. The estimated total compensation for this project will be \$200,000, including all fees and expenses. We anticipate that \$150,000 will go toward the City of East Peoria Comprehensive Plan and \$50,000 towards assisting with **five** in-house comprehensive plans.

The SPR project is multi-jurisdictional and will develop six total comprehensive plans in the Tri-County region, with the biggest one being for the City of East Peoria. Since East Peoria is a larger community and centrally located in the Peoria-Pekin urbanized area, TCRPC is proposing their comprehensive plan be consultant-led, with the remaining five comprehensive plans be completed in-house with assistance from the selected consultant for East Peoria's comprehensive plan.

The current comprehensive plan for the City of East Peoria was initially adopted in 2005 and has undergone minor updates, with the last update in 2013. Since this time, East Peoria has experienced significant redevelopment in its core and navigated COVID-19, which forced East Peoria (and many other communities) to re-evaluate their priorities. As such, the current comprehensive plan no longer reflects the community in several areas.

Project Description

Tri-County Regional Planning Commission (TCRPC) is working with the Village of Bartonville, Village of Brimfield, City of Chillicothe, Village of Creve Coeur, City of East Peoria, and Village of Germantown Hills to update their comprehensive plans. With East Peoria being the largest community on this list, TCRPC is requesting a consultant to lead the development of their comprehensive plan and assist TCRPC staff with the remaining **five** additional comprehensive plans.

East Peoria Comprehensive Plan

The City of East Peoria is seeking the creation of a new comprehensive land use plan. East Peoria is home to approximately 22,500 people and located within the Peoria Metropolitan Statistical Area (MSA). In total, the Peoria MSA has a population of 402,000 people. Located within a 90-minute drive

of Bloomington/Normal, Decatur, the Quad Cities, Springfield, and Champaign/Urbana, this area is situated along the Interstate 74 corridor, which offers easy access to regional markets throughout Illinois and the Midwest. Over 1,000,000 people live within a 90-minute drive of East Peoria.

The city is seeking a functional and easy-to-read plan. This is to be facilitated through interesting and professional graphics/maps with an emphasis on minimizing the wordiness of the document. Preference will be to utilize these graphics and maps in lieu of written descriptions where feasible.

The comprehensive plan will look equally at land use, economic development, and transportation and identify strategies that work best for the community and its stakeholders. The document will provide short- and long-term goals in a variety of elements including, but not limited to, and in no specific order: community character (design and wayfinding), economic development, education, housing, infrastructure, land use, natural resources (floodplain and erosion control), parks and recreation, public health and safety, sustainability, and transportation (all modes).

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

1. Existing Conditions

- a. Inventory existing demographic makeup and trends of the City of East Peoria.
- b. Examine existing traffic counts and crash data.
- c. Analyze existing land use conditions.
- d. Review prior relevant plans and policies, such as:
 - i. [Comprehensive Plan, Revised September 2013](#)
 - ii. [Riverfront Trail Feasibility Study and Corridor Plan \(2021\)](#)
 - iii. [Housing Needs Assessment & Community Revitalization Plan 2020](#)
 - iv. [East Peoria Subdivision Code](#)
 - v. [Restrictive Covenants](#)
 - vi. [Four Corners Parking & Traffic Study \(2017\)](#)
 - vii. [Four Corners Overlay District](#)
 - viii. [Sunnyland Corridor Plan \(2010\)](#)
 - ix. [Steep Slope Ordinance](#)
- e. Identify issues and opportunities that are present for East Peoria.
- f. Develop baseline maps/existing land use maps.
 - i. City staff will provide GIS layers to utilize for the plan.

2. Public Involvement

- a. Develop a Public Engagement Strategy to guide public involvement throughout the planning process.
- b. Utilize the East Peoria Planning Commission as Steering Committee.
- c. Public Meetings – Host at least **three** major meetings to be held at various locations throughout East Peoria.
 - i. These meetings will include key stakeholders/community leaders and will be used to collect public input and present goals, feasible options, and action items.

- ii. One meeting location should be in the Richland Neighborhood.
 - iii. At least one meeting should involve a significant planning charrette for all residents to attend and supply input.
 - iv. Incorporate this feedback within the final comprehensive plan.
 - d. Distribute surveys (at meeting and online)/interactive online map.
 - e. Conduct stakeholder interviews.
- 3. Plan Development
 - a. Develop graphics to display community profile information, such as demographic data.
 - b. Develop public engagement summary.
 - c. Review public input to develop draft goals, objectives, and strategies.
 - d. Develop a future land use map.
 - e. Develop a plan format that is accessible and eye-catching with maps and graphics.
 - i. Final document should be Section 508 compliant.
 - f. Develop a sub-area plan for the Richland Neighborhood.
 - i. Richland Neighborhood is a predominantly residential community with a population of approximately 800 people, a median income of \$17,292, and a geographical area of roughly 0.23 square miles. Caterpillar industrial facilities border the Richland Community on the north, south, and west sides; and the east side borders East Peoria Downtown, known as the Levee District.
 - g. Develop a project prioritization process.
 - h. Develop an implementation matrix with short-, intermediate-, and long-range timelines with the following information:
 - i. Estimate project costs.
 - ii. Identify potential funding sources and partnership opportunities.
 - i. Identify potential policy/code revisions and additions.
- 4. Adoption
 - a. Present a summary of the plan at the East Peoria City Council followed by a public comment period.
 - b. Facilitate a 30-day public comment period prior to adoption.
- 5. Final Plan
 - a. Deliver all plan materials.
 - b. Deliver 20 hard copies of the final plan.
 - c. Deliver **one** digital copy of the final plan.

TCRPC In-House Comprehensive Plan Assistance

Tri-County Regional Planning Commission will be developing **five** total in-house comprehensive plans for the following jurisdictions: Village of Bartonville, Village of Brimfield, City of Chillicothe, Village of Creve Coeur, and Village of Germantown Hills. To aid TCRPC staff in this process, it is requested that consultants provide a proposal outlining how they might be able to assist staff with these comprehensive plans. It is anticipated that this portion of the project would be \$50,000 total, with each plan receiving \$10,000 worth of work. One possible option is that the consultant can plan, market, hold, and analyze

data from the Community Open Houses for each of the **five** in-house comprehensive plans and supply a summary with accessible graphics displaying the community input received. Alternately, the consultant could evaluate existing policies, codes, and programs and develop recommendations to further goals and objectives identified in the planning process. Please note that these are only suggestions, and TCRPC staff look forward to reviewing your proposal for this portion of the project.

Project Deliverables

This contract will result in the following deliverables, designed to comply with accessibility requirements for governmental entities:

- East Peoria Comprehensive Plan
 - All public input data
 - Stakeholder interview summaries or transcripts
 - Survey summaries
 - Develop a training toolbox for City staff, and officials focused on introducing the planning process and aiding in communicating the process with residents and stakeholders. This toolbox should provide an elevator speech on the planning/implementation process, supply estimated timelines/milestones, outline best management practices for engaging the public, and provide tools for gathering input and generating public excitement.
 - At least two toolboxes should be created and geared for the following:
 - Project outreach during the planning process
 - Project implementation after plan adoption
 - GIS shapefiles and/or geodatabase
 - Draft and final document
 - Plan document
 - Executive Summary no longer than **five** pages
 - Sub-area plan for Richland Neighborhood
- TCRPC In-House Comprehensive Plan Assistance
 - Final deliverable will be negotiated.
 - Using TCRPC example of Community Open Houses, below are possible deliverables:
 - Raw data for **five** Community Open House events
 - Graphics displaying the data for each of the **five** communities.
 - Short synopsis explaining each graphic displaying, and the method of collection or source identified.
 - Summary of each of the Community Open Houses with professional graphics
 - Summary of recommendations for policy, program, and code amendments

Procedures & General Requirements

Submittal Procedure

All proposals shall be sealed and identified as **EAST PEORIA COMPREHENSIVE PLAN & TCRPC ASSISTANCE PROPOSAL** and submitted to:

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

Proposals are due no later than 1:00 PM on Monday, May 15, 2023. No submissions received after that date and time are eligible for consideration by TCRPC. Please supply **eight** physical copies and **one** digital PDF copy. DO NOT email digital copies of your proposal.

Proposal Contents

TCRPC requests interested respondents to submit proposals that contain the following information:

- Name, address, telephone number, email address, and website of respondent.
- Name, title, address, telephone number, and email address of contact person authorized to contractually obligate the respondent.
- Respondent's federal tax identification number.
- Identification of any potential subcontracted services as necessary.
- 1) Transmittal Letter (Introduction), 2) Approach/Understanding of the Project, 3) Project Capacity and Schedule, 4) Proposed Compensation, 5) Background and Experience, 6) Personnel/Professional Qualifications, and any additional requested information.

TCRPC will only consider submissions limited to **25** pages, not including resumes. Respondents should letter and number responses exactly as the questions are presented herein.

1. Transmittal Letter (Introduction)

The transmittal letter should be placed on the firm's letterhead and signed by a signatory that is authorized to contractually obligate the respondent. By signing the letter and/or offer, the respondent certifies that the signatory is authorized to bind the respondent. The transmittal letter shall describe the proposal contents, provide a point of contact for questions, and any other information deemed appropriate. Lastly, please list the address of the respondent's office(s) that will provide the service, as well as the respondent's federal tax identification number.

2. Approach

This section should be devoted to discussing the respondent's project understanding of the East Peoria Comprehensive Plan and TCRPC Assistance Project. Clearly describe the respondent's unique approach, methodologies, knowledge, and capability to be employed in the performance of the Project Description. Provide innovative concepts, approaches, and methodologies, if any, not discussed in the Project Description for consideration. Please ensure that the submittal addresses as many of the tasks and deliverables listed in the Project Description as deemed feasible by the respondent within the proposed timeframe and budget.

The respondent should provide a list of anticipated obstacles, a statement of their understanding of the required work, and confirmation that they are licensed to practice in Illinois, if applicable.

3. Project Capacity and Schedule

The proposal should provide evidence that the proposed team is committed to and has the capacity to complete the City of East Peoria Comprehensive Plan and assist TCRPC with the **five** additional comprehensive plans. Please include a general project schedule and estimated completion date. It is anticipated that, after a respondent is selected, the planning process for the East Peoria Comprehensive Plan will start late June or early July 2023 and that the plan will be adopted within 12-18 months. TCRPC's assistance is anticipated to start June 2023, and the planning process will last 24 months. Specific timelines will be mutually agreed upon between the selected respondent, the Commission, and its partners.

4. Proposed Compensation

This section should include a full description of all fees proposed by the respondent for performing the services described in the Project Description and proposed in the Approach section. Compensation is based on a unit price for each task identified in the above description. The initial proposed compensation for this project is \$200,000, including all service fees and expenses. Respondents should provide a confirmation that, if awarded, they are completely responsible for the entire contract, including payment of all charges resulting from the contract.

5. Background and 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. Additionally, this section should describe a minimum of **three** work experiences that are similar projects as described in the Project Description and provide the names of team members who worked on the identified projects that will be assigned and committed to this proposed project. A minimum of **three** references from the projects outlined above are required. The respondent should provide contact information, including names, phone numbers, and emails of all references. Additionally, 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, document any proposed sub-consultant and outline their background and experiences.

6. Personnel/Professional Qualifications

Respondents should identify staff members, including those of any proposed subconsultant, who would be assigned to act for the respondent's firm in key management, planning, engineering, and field positions. Provide project roles and functions to be performed by each individual. This section should also include the resumes or curricula vitae 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 sub-consultant, include this information for each sub-consultant. 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.

Selection Procedure

TCRPC and its partners reserve the right to accept or reject any or all proposals. All submittals become the property of TCRPC and its partners upon receipt. A Project Review Subcommittee made up of representatives from TCRPC and its partners will evaluate each proposal according to the following factors:

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 regarding the scope of work outlined in this Request for Proposals.
5. **References:** The proposal should include at least **three** references with contact information, including names, phone numbers, and emails of all references. These references should be clearly marked and identified in the Background and Experience sections of the proposal. TCRPC staff will submit requests to each reference via email to complete a set of questions. Responses from the references will be evaluated in the scoring process.

The Project Review Subcommittee will evaluate all proposals according to the below Scoring Rubric with a total maximum of 100 points. Respondents must score a minimum of 60 points to be eligible for consultant selection. It is the intention of TCRPC and its partners to award a contract for the services outlined in this procurement opportunity to the best qualified respondent; however, TCRPC and its partners ARE NOT bound to select the highest-scoring submittal. TCRPC and its partners reserve the sole right to invite one firm to the contract development stage or to reject any or all proposals received as a result of this procurement opportunity.

The Selection Committee will evaluate and rank each respondent that meets all submittal requirements. Interviews with a selected number of respondents may take place approximately on June 8, 2023. The interviews will be a maximum of 45 minutes, with no more than a 30-minute presentation outlining specific questions provided by the selection committee, project approach, and the firms qualifications and experience with similar projects, allowing 15 minutes for questions and answers following the presentation. Consultants may bring up to **three** representatives to the interview.

Contract negotiations will follow with the top ranked respondent to establish a detailed scope of services, budget, and schedule. Should the top ranked respondent and TCRPC not be able to reach an agreement, TCRPC will terminate negotiations with that respondent and open negotiations with the second ranked respondent.

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

- April 24, 2023 –** Request for proposals announced.
- May 5, 2023 –** Deadline for RFP questions at 3:30 PM CDT
- May 15, 2023 –** Deadline for RFP submissions at 1:00 PM CDT
- May 16 - 26, 2023 –** Proposals evaluated and selected for interviews.
- June 8, 2023 –** Respondent interviews held at TCRPC office.
- June 12, 2023 –** Contract negotiations start.
- June 19, 2023 –** Project begins.

Contract Development

Contract discussion will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this procurement packet or developed subsequently during the selection process. Once awarded, 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 outlined in the Project Description section.

The selected respondent shall submit invoices not more than monthly. Invoices shall include a detailed breakdown of all charges incurred by tasks. All direct costs as well as subconsultant and vendor

participation shall be itemized. Ten 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 respondent in responding to this procurement opportunity or for any costs associated with discussions required for clarification of items related to this solicitation.

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.

Posting

This procurement opportunity is advertised in local newspapers (Peoria Journal Star & Pekin Daily Times), American Planning Association National Website, and American Planning Association Illinois State Chapter Website. The procurement packet, along with any questions received regarding this procurement opportunity, is available on the TCRPC website: <https://tricountyrpc.org/rfp-rfq/>

Questions

TCRPC staff will answer all questions related to this RFP until 3:30 PM CDT on Friday, May 5, 2023. Questions should be addressed in writing to rfp-rfq@tricountyrpc.org; telephone calls will not be accepted. All questions and answers will be posted publicly at <https://tricountyrpc.org/rfp-rfq/>