

Request for Proposal / Bid For Mobile Multimodal Counting Equipment

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

Procurement # 2025-01
Issued Date: Friday, June 28, 2024
Question Deadline: Wednesday, July 17, 2024, at 3:30 p.m.
Response Deadline: Monday, July 22, 2024, at noon

Notice to Consulting Firms

Tri-County Regional Planning Commission (TCRPC or Tri-County), a regional planning agency serving Peoria, Tazewell, and Woodford counties in Illinois, is issuing this solicitation for a product purchase order to select a qualified Contractor to provide mobile multimodal counting equipment for the primary reason of collecting bicycle and pedestrian counts, the secondary reason of acquiring the necessary software/subscription for postprocessing the count data for analysis, and the tertiary reason of counting other forms of transportation along a roadway and intersection.

Qualified Vendors shall provide these commodities and services based on the project description and requirements outlined in *Section 2.0 Project Description*. To submit questions related to this procurement opportunity, contact Tri-County staff in writing at rfp-rfq@tricityrpc.org; or 456 Fulton Street, Suite 401, Peoria, IL 61602.

Sealed submissions identified as *Mobile Multimodal Counting Equipment*, are due to the TCRPC office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, **no later than noon on Monday, July 22, 2024**. Submissions received after that date and time will not be eligible for consideration. Proposals/Bids should be no more than 20 pages in length and include **two hard copies** and **one digital copy**.

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.

Tri-County recognizes that data is fundamental to an effective and valuable regional planning process. As the MPO, we strive to collaborate with local jurisdictions to bolster regional transportation initiatives, preserve infrastructure, and create a positive atmosphere for active transportation. However, the missing piece is the systematic collection of data to create a foundation for successful planning. To close this gap, TCRPC proposes the purchase of multimodal counting equipment.

2.0 Project Description

Tri-County is actively updating BikeConnect HOI, Tri-County’s regional bicycle plan, and transforming it into an Active Transportation Plan. To update this document it is especially important to create a holistic, data-informed process. To have this information available, it will be necessary to have processes in place to regularly collect such data.

Tri-County is seeking Proposals/Bids from interested and qualified Vendors to fulfill Tri-County’s goals of purchasing mobile counting equipment. The primary reason for this equipment is to collect bicycle and pedestrian counts; the secondary reason is to acquire the necessary software/subscription for postprocessing the count data for analysis; and the tertiary reason is to count other forms of transportation along a roadway and intersection. The proposals should include the software or subscription necessary for accessing the post-process count data.

Tri-County has received a total of \$50,000 in grant funding from the Illinois Department of Transportation Statewide Planning and Research (SPR) program for purchasing this equipment. It is requested that interested Vendors supply Proposals/Bids outlining how to best utilize this funding to meet TCRPC's primary and secondary needs. Proposals that meet TCRPC’s tertiary needs are a plus, but not required. Proposals should incorporate mobile counting equipment and be easily installed with a turn-key setup.

3.0 Submittal Procedure

All Proposals/Bids shall be sealed and identified as *Mobile Multimodal Counting Equipment* and submitted to:

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

Proposals/Bids are due no later than noon on Monday, July 22, 2024. No submissions received after that date and time are eligible for consideration by TCRPC. Please include two hard copies and one digital copy. Emailed copies will not be 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 that interested respondents submit Proposals/Bids discussing the scope of services as described in the above section titled Project Description. Tri-County reserves the right to reject any or all Proposals/Bids or portions of Proposals/Bids if it is deemed to be in the best interest of TCRPC or its partners. Tri-County will only consider submissions limited to 20 pages, not including resumes. 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 SOQ'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 Section 2.0 Project Description and TCRPC's desire to acquire multimodal counting equipment from qualified Vendors. Clearly describe your unique approach, methodologies, knowledge, and capabilities to be selected in the performance of the proposed grant application. 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 region is eager to move forward with the project as quickly as possible.

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 vendor must deliver all purchased equipment and complete all project work and invoicing no later than August 29, 2025.

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, 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 the proposed project as described in the Project Description. The respondent 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. The respondent should provide contact information, including names, phone numbers, and emails of all references. 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 scope of work.

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 team 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 the Background and Prior Experience section.

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.

5.6 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 submittals. 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 proposal according to the following factors and 100-point scale:

Criteria	Weights	Max Points
Project Work Program (Approach)	30%	30
Project Capacity and Schedule	15%	15
Background and Prior Experience	25%	25
Project Management and Team	30%	30
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 submittals 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 submittal. 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 firms 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. Respondents must be amenable to inclusion, in a contract, of any information provided, whether herein or in response to this solicitation or developed subsequently during the selection process. 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. 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

RFP Issued	Friday, June 28, 2024
Question Deadline for RFP	Wednesday, July 17, 2024, at 3:30 p.m.
Response Deadline for RFP	Monday, July 22, 2024, at noon
Subcommittee reviews submissions	July 23 – August 2, 2024

11.0 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 to TCRPC by email, mail, or in-person with the person identified in the Submittal Procedure section or email address provided for submitting inquires in the below Questions section.

Respondents shall not, prior to Award, contact or communicate, either verbally or in writing, with any TCRPC or Partners officials, personnel, or consultants for the purpose of discussing the requirements of the 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.

12.0 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, this solicitation will be sent to consultants who 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 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.

13.0 Questions

Inquiries may be submitted via email to rfp-rfq@tricityrpc.org no later than 3:30 p.m. on Wednesday, July 17, 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/>.