

Request for Proposal
For
Peoria County Comprehensive Land Use Plan

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

Procurement # 2025-11
Issued Date: Friday, April 11, 2025
Question Deadline: Wednesday, April 30, 2025, at 3:30 p.m.
Response Deadline: Monday, May 12, 2025, 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, seeks to collaborate with a qualified firm to provide professional services to assist with the development of a comprehensive land use plan for Peoria County. Tri-County seeks responses from interested and qualified firms to provide these services.

This solicitation comes in conjunction with a Request for Proposal for the Illinois Route 29 Multimodal Corridor Plan. Since these two plans cover overlapping geographical areas, they must work symbiotically, although their deliverables and outcomes are different. Firms are encouraged to review and apply for both projects, though final awards may go to two separate planning teams, as each will be evaluated and awarded separately. Awarded firms will need to interact during their respective planning processes coordinated by TCRPC staff.

Qualified Firms shall provide 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.

Submissions identified as *Peoria County Comprehensive Land Use Plan*, are to be sent to TCRPC (see *Section 3.0 Submittal Procedure*) **no later than noon on Monday, May 12, 2025**. Submissions received after that date and time will not be eligible for consideration. Proposals should be no more than 20 pages in length.

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

Peoria County (the “county”) is located in central Illinois along the west bank of the Illinois River. The county has a population of 181,830 people (census 2020) with a majority residing in the City of Peoria. The county contains 17 municipalities with the City of Peoria serving as the county seat. Each of these municipalities governs lands within their municipal borders while Peoria County governs all the unincorporated areas. There also exists 18 townships within the County which provide maintenance of roads and bridges, assessment of property for the basis of local taxation, and general assistance for the indigent.

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.

The county has been interested in updating its 2009 Comprehensive Plan for several years and has executed a contract with TCRPC to procure, select, contract, and administer the comprehensive planning process. The Consultant budget for this project, including all fees and expenses, is \$240,000.

1.1 Concurrent Planning Efforts

Tri-County is currently requesting proposals from qualified firms or teams for two distinct and separate projects:

- a. Peoria County Comprehensive Land Use Plan, and
- b. Illinois Route 29 Multimodal Corridor Plan.

While these projects are independent in scope and funding, they are geographically connected and will be conducted concurrently. As such, coordination between the selected consultants will be essential throughout the planning process to ensure alignment and avoid conflicts. Respondents are welcome to submit proposals for one or both projects; however, each will be evaluated and awarded separately.

2.0 Project Description

The comprehensive planning process allows local decision-makers, jurisdictional staff, and residents to see their community objectively and systemwide. This initiative will result in Peoria County’s ability to identify factors influencing and shaping their community, such as economic development, environment, housing, land use, socioeconomic conditions, and transportation. The comprehensive plan ties all these issues, with public input and their respective goals, together.

A comprehensive plan developed with meaningful stakeholder and community input and thoughtful long-term goals can set the building blocks for an accessible, efficient, resilient, safe, and secure community. The Peoria County Comprehensive

Land Use Plan will overhaul Peoria County’s 2009 Comprehensive Plan into a robust document that adequately addresses economic development, housing, infrastructure (both transportation and broadband) land use, natural resources and resiliency, and public health and equity.

Peoria County and Tri-County propose the planning process to include the following:

- **Project Management and Coordination**

This task includes the day-to-day management associated with successful development of the plan. The Consultant will be the primary party responsible for leading the development of this comprehensive plan and will provide all necessary coordination and technical input/analysis to successfully fulfill this role.

A multimodal Corridor plan for Illinois Route 29 in Peoria County will be developed concurrently. The Consultant will be expected to coordinate with this effort to ensure they align and integrate with this planning project.

The Consultant is expected to meet regularly (monthly) with TCRPC and Peoria County staff. These meetings may be held virtually unless in-person participation is necessary. The consultant will provide meeting documentation and report on project progress, as well as highlight any issues or challenges that require attention.

- **Planning Structure**

The Peoria County Board will appoint a Comprehensive Land Use Plan Steering Committee, known as the “Planning Commission”, to oversee the planning process from start to finish. The consultant will meet with the Planning Commission to introduce the planning process, collect input, and provide project updates. Members of the Planning Commission will guide the planning process and the development of the Comprehensive Plan by participating in meetings, providing information about the community’s current conditions and needs, helping to generate ideas, promoting public engagement opportunities, supporting and attending outreach efforts, reviewing materials, and providing constructive feedback throughout the planning process.

- **Stakeholder & Public Engagement**

The consultant will facilitate a public participation process that utilizes a broad spectrum of engagement tools and strategies to gather input throughout the planning process. It is important that participation reflects both the current and future community. Therefore, the public engagement process should seek out and involve residents and other stakeholders who are unlikely to participate in a standard workshop-style community engagement process. This approach ensures the incorporation of public and stakeholder local knowledge and experiences into the plan document. The

county envisions a similar public engagement process that was conducted during the 2009 Comprehensive Plan update. This process consisted of two rounds of four public workshops covering specific subjects. Each round covered the same materials with one of the workshops occurring in the City of Peoria and the other in a different location within the county. It is recommended that the consultant provide a public engagement plan which includes public workshops on specific topics. Additional outreach activities throughout the county will be conducted to gather feedback.

Regarding communication strategies, the consultant shall work with TCRPC & the Peoria County Strategic Communications Department in the development of public outreach materials such as promotional items and information to be posted on project website hosted by the county. The county currently utilizes FlashVote for public outreach and can do so for this project. The proposal should identify how these materials will contribute towards a transparent planning process.

- **Plan Development**

The consultant shall perform the necessary research and develop materials for the plan, including but not limited to:

- **Baseline Review**

The consultant will collect and analyze a range of data and relevant information, including historical information, existing plans and codes, current policies and programs, demographic and census data, market trends, economic data, and other pertinent information. This information and data will be used to inform the planning process.

Existing plans/documents of note include:

- [2009 Peoria County Comprehensive Plan](#)
- [Bartonville Comprehensive Plan](#)
- [Brimfield Comprehensive Plan](#) (Completion by Spring 2026)
- [Chillicothe Comprehensive Plan](#) (Completion by May 2025)
- [Dunlap Comprehensive Plan](#)
- [Princeville Comprehensive Plan](#)
- [City of Peoria Comprehensive Plan](#)
- [Peoria Bike Plan](#) (2015, update in progress with completion by November 2025)
- [Chillicothe Bike Plan](#)
- Bartonville ATP (in process, completion by December 2025)
- [TCRPC Long Range Transportation Plan](#)
- [Grey Area Mobility Enhancement and Expansion Study](#)
- [Peoria Urban & Rural Enterprise Zones](#)
- [Comprehensive Economic Development Strategy](#) (update initiated, engagement activities planned for Fall 2025)

- [West Laramie Neighborhood Plan](#)
 - [Social Determinants of Health Accelerator Plan](#)
 - [Joint Commission on Racial Justice and Equity 2023 Annual Report](#)
 - [Community Health Improvement Plan](#) (Carle Health), 2023
 - [Peoria County Hazard Mitigation Plan \(and annual analysis by EMA\)](#)
 - Kickapoo Creek Watershed Study
- **Vision Development**

The consultant will develop an inventory and assessment of issues and opportunities based on work with the Planning Commission and the public engagement process.
 - **Action Plan**

The consultant will work with TCRPC, county staff, and the Planning Commission in developing an achievable vision or alternative vision(s) for the next 20 to 25 years, with related goals, objectives, and implementation strategies that help achieve the vision. Additionally, the consultant will develop a draft Future Land Use Map with input from TCRPC, county staff, the Planning Commission, and key stakeholders.
- **Plan Content**

The consultant will compile the baseline review, vision development, and action plan to create a Comprehensive Land Use Plan for Peoria County that will guide future development and decision-making for the next 25 years. It is anticipated that the plan will include the following content:

 - **Community Assessment**

This section reviews current conditions, such as infrastructure; parks and recreational facilities; environmental conditions including topography, flood-prone areas, and erosion-prone areas; and demographic, economic, and housing trends and projections.
 - **Engagement**

This section provides an overview of the public participation process.
 - **Planning Elements**

This section will review each of the planning elements and provide recommendations. The planning elements and likely topics of import are as follows:

 - Economic Development
 - Enterprise zones
 - Brownfield redevelopment
 - Potential industrial sites

- Public Health & Equity
 - High-risk populations (e.g., older adults)
- Housing
 - Housing rehabilitation and modernization
 - Blight mitigation and demolition of unsafe structures
 - Promote County-initiated grant opportunities
 - Buyout policies and programs
- Infrastructure, including both transportation and broadband
 - Accessibility and mobility
 - Microtransit
 - Alternative transportation
- Land Use
 - Preservation of agricultural lands
 - Development of land use policies that encourage intergenerational farming
 - Identification of neighborhoods, communities, or corridors for further subarea planning
 - Relating comp plan goals/objectives to development cases
 - Sprawl reduction
- Natural Resources & Resiliency
 - Balancing renewable energy (solar & wind) production and permitting against agricultural uses and rural character
 - Illinois River environmental corridor
 - Incorporation of new flood maps and establishment of environmental overlays (e.g., Stream Protection Ordinance or Hillside areas).
 - Framework for how to approach emerging technologies (e.g. carbon injection wells, battery storage, etc.)
 - Promotion of watershed health
- **Implementation & Maintenance**

This section will review the plan’s goals and policies for implementing each element of the plan. The consultant shall also provide recommendations for plan maintenance whether that be an annual review, update after 5 years, or some other approach.

The proposed project deliverables are as follows:

- Monthly invoices and progress reports
- Stakeholder and public engagement summaries
- Draft plan (electronic copy only)
- Preliminary and final plan (hard and electronic copies)
- Public comment period documentation and summary
- GIS datasets

3.0 Submittal Procedure

All Submittals shall be sealed and identified as Peoria County Comprehensive Plan and submitted to:

Michael Bruner, Senior Planner
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, IL 61602
Rfp-rfq@tricityrpc.org

Submissions are due no later than noon on Monday, May 12, 2025. Submittals received after that date and time are not eligible for consideration by TCRPC.

4.0 Submittal Format

The submittal should be as concise as possible, include all elements outlined in *Section 5.0 Submittal Contents*, and when printed, shall be limited to 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;
- Back covers, 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 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. Tri-County will only consider submissions compliant with *Section 4.0 Submittal Format*. 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 submission’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 respondents’ project understanding of *Section 2.0 Project Description*. 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 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.

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 invoice no later than September 30, 2026.

5.4 Background and Prior Experience

This section should describe the respondents’ firm by providing its full legal name, date of establishment, type of entity and business expertise, brief history, current business ownership structure, and any recent or materially significant proposed change in ownership. Please include any business certifications with the certifying grantor information, such as Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), Women Business Enterprise (WBE), etc.

The submission 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. Additionally, a minimum of three references from these projects outlined above are required. Respondents should provide contact information, including names, titles, 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 evaluating background and prior experience. The work experience and references should be listed in the same order, or references should be included with their associated project overview.

Please describe any relevant specialized knowledge or any issue the characteristics of which would be uniquely applicable in evaluating the experience of the respondents' 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. The identification of Projects Table shall include the following: (i) Name of project, (ii) Name of client, (iii) Client point of contact, (iv) Point of contact job title, (v) Point of contact current telephone number, (vi) Point of contact current email address, (vii) Project location, (viii) Identify project type or provide concise description, (ix) Identify key team members involved with the project, and (x) Identify who completed the project: Consultant, Sub-consultant, or Key team members prior experience.

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.

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 Anticipated Schedule

Issued Date:	Friday, April 11, 2025
Question Deadline:	Wednesday, April 30, 2025, at 3:30 p.m.
Response Deadline:	Monday, May 12, 2025, at noon
Submissions Reviewed:	May 12 – 30, 2025
Consultant Interviews:	Tuesday, June 3, 2025
Contract Negotiations	Week of June 9, 2025

7.0 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 8.0 Questions*. No other TCRPC or its partner’s officials, personnel, or consultants, and members of the Selection Committee should be engaged regarding this procurement process. Violations of this will result in the disqualification and/or rejection of the submission.

8.0 Questions

Inquiries may be submitted via email to rfp-rfq@tricountyrpc.org no later than 3:30 p.m. on Wednesday, April 30, 2025. 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/>.

9.0 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.

10.0 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 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.

11.0 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

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.

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 executed an acceptable contract with TCRPC.

12.0 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.

13.0 Posting

This procurement opportunity is advertised in local newspapers (e.g., 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://tricityrpc.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 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.

14.0 Attachments

The following pages are the attachments identified in this procurement document.

- Attachment I Identification of Projects Table Page 13

