



# Request for Proposals

## Activity-Based Travel Demand Model

Tri-County Regional Planning Commission requests proposals from qualified firms to provide professional services for the development and documentation of an Activity-Based Travel Demand Model for the Peoria Metropolitan Area, which includes Peoria, Tazewell, and Woodford Counties in Illinois. Proposals will be accepted until September 24, 2021, at 4:00pm CDT. Proposals received after that date and time will not be considered.

### RFP Quick Facts

<b>Services requested:</b>	<ol style="list-style-type: none"> <li>1. Development of activity-based regional travel demand forecasting model</li> <li>2. Model estimation, calibration, and validation leading to a final model useable by TCRPC staff</li> <li>3. Model documentation and training</li> </ol>
<b>Contract:</b>	Fixed-price contract with payment terms to be negotiated with the selected respondent.
<b>Estimated cost:</b>	\$480,000
<b>Estimated project duration:</b>	8 months
<b>RFP opens:</b>	Monday, August 23, 2021
<b>Deadline for RFP questions:</b>	Friday, September 17, 2021, at 4:00pm CDT
<b>RFP closes:</b>	Friday, September 24, 2021, at 4:00pm CDT

### Sections included in this RFP:

RFP Quick Facts .....	1
About TCRPC .....	2
Project Background .....	2
Scope of Work .....	2
Proposal Content .....	3
Selection Criteria .....	5
Contract Development .....	5
Compliance with Laws .....	5
Questions .....	5

## About TCRPC

Tri-County Regional Planning Commission (TCRPC) is the regional organization of 14 local governments in Greater Peoria, Illinois, plus the Greater Peoria Mass Transit District and Illinois Department of Transportation. TCRPC studies the needs and conditions of Peoria, Tazewell, and Woodford Counties, and develops strategies that enhance the region's communities. TCRPC offers a forum for leaders of area government to define regional issues, set regional goals, and cooperatively implement plans.

TCRPC is also the Metropolitan Planning Organization (MPO) for the Peoria-Pekin metropolitan area. As the MPO, TCRPC carries out the continuing, cooperative, and comprehensive (3-C) transportation planning processes required by federal law. TCRPC carries out this process by preparing regional plans and programs with the assistance of an MPO Technical Committee. MPO plans and programs must be approved by the federal government for federal-aid transportation funds to flow to the region.

TCRPC did not always function as the MPO in the Greater Peoria region. In 1976, TCRPC created the Peoria-Pekin Urbanized Area Transportation Study (PPUATS) Policy Committee to do the work of the MPO. PPUATS Policy served in that capacity until July 1, 2021, when it merged with TCRPC. Following the merger, TCRPC assumed the role, responsibilities, and requirements of the MPO Policy Committee.

## Project Background

TCRPC staff develops and maintains a regional travel demand forecasting model with consultant assistance. The model is used for the 3-C transportation planning process in the Greater Peoria region. The current and adopted travel demand model (TDM) is an aggregate, trip-based model which was originally developed in 2007. The Tri-County model and its inputs have been calibrated and updated regularly since the model was developed.

TCRPC's Unified Planning Work Program (UPWP) Fiscal Year 2022 includes the objective to "develop an activity-based travel demand model." To accomplish this objective, TCRPC pursued and was awarded Statewide Planning and Research (SPR) funds from the Illinois Department of Transportation. TCRPC will use these funds to seek consultant assistance for the development and documentation of an activity-based TDM. The effort has been named, *Travel Demand Model: The Next Generation*, or *TDM: TNG*.

## Scope of Work

The project will result in a fully developed, calibrated, validated, and documented Activity-Based Travel Demand Model for the Peoria Metropolitan Area. Tasks include:

1. **Document Development Process.** Consultant will complete a report documenting the model development, specification, estimation, calibration, and validation.
2. **Data Collection.** Consultant will collect or acquire all observed data required to develop, estimate, calibrate, and validate the model.
3. **Network Development.** Consultant will develop or update the model transportation network used as an input to the model.
4. **Develop Mobility Models.** Consultant will develop mobility models required for the model.
5. **Develop Land Use Models.** Consultant will develop land use models required for the model.
6. **Develop Activity Types and Activity Pattern Structures.** Consultant will develop activity types and activity pattern structures required for the model.
7. **Calibrate Model.** Consultant will fully calibrate the model and document is calibration.
8. **Develop Future Year Models.** Consultant will develop future year models for transportation planning purposes.

## Proposal Content

The following information shall be included under the title “Activity-Based Travel Demand Model Consultant RFP”:

- 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 on behalf of 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 work to be performed.
- 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 staff who would be assigned to the project team has not had a record of substandard work within the last five years.
- d. A confirmation that the Respondent and staff who would be assigned 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 any and 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, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which the Respondent and staff who would be assigned to the project team assisted a governmental entity with any other projects relating to TDM. Respondent should include three examples of work on similar projects as described in the Scope of Services. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. 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 handle the proposed project.
- d. Describe any relevant specialized knowledge in TDM.

### 3. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members who would be 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 to be performed by each individual.
- 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 sub-consultants will be used, include this information for each sub-consultant.

### 4. Approach

Respondents should:

- a. Clearly describe the unique approach, methodologies (including recommended software to implement the project), 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 above 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. The project is estimated to take approximately 8 months.

### 6. Proposed Compensation

The selected Consultant will be compensated on a unit-price basis for each task listed under Scope of Services, above, and on an hourly fee basis for additional services rendered.

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 final 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 must be represented as a "cost not to exceed".
- c. Provide other pricing information if applicable.
- d. Understand that TCRPC is not liable for any cost incurred by any respondents prior to the execution of an agreement or contract created as a result of this RFP. TCRPC shall not be liable for any costs incurred by the selected consultant that are not specified in the contract.

All proposals should be sealed and identified on the outside as: **ACTIVITY-BASED TDM RFP RESPONSE**. Two (2) printed copies and a digital PDF of the proposal and the required information shall be provided.

**Proposals should be delivered to:**

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

## Selection Criteria

TCRPC reserves the right to accept or reject any or all proposals. All proposals become the property of TCRPC upon receipt. TCRPC will evaluate each proposal according to the following factors and 100-point scale:

1. (25 points) Experience with the types of project as described in the Scope of Services.
2. (20 points) Professional qualifications necessary for satisfactory performance of the services.
3. (20 points) Current capacity to accomplish the work in the required time.
4. (15 points) References from other clients.
5. (10 points) Knowledge of the locality of the project, provided that application of this criterion leaves an appropriate number of qualified firms.
6. (10 points) Cost reasonableness.

All proposals will be reviewed by a committee made up of representatives from TCRPC. All proposals will be scored and ranked; however, the committee IS NOT bound to select the highest-scoring proposal. TCRPC reserves the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit.

## Contract Development

Contract development will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP, or developed subsequently during the selection process. TCRPC expects to use a fixed-price contract with payment terms to be negotiated with the selected respondent. The contract shall not be considered executed unless signed by the authorizing representative of TCRPC.

## 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 CDT on September 17, 2021. All questions and answers will be posted publicly on TCRPC's website. Questions should be addressed in writing to [TCRPC-TDM@tricityrplc.org](mailto:TCRPC-TDM@tricityrplc.org).