

**Request for Qualifications
for
Peoria Heights Central Business District
Access, Circulation, and Parking Study**

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

Procurement # 2025-07

Issued Date: Wednesday, December 18, 2024

Question Deadline: Wednesday, January 8, 2025, at 3:30 p.m.

Response Deadline: Monday, January 13, 2025, at noon

Notice of Procurement Opportunity

Tri-County Regional Planning Commission (TCRPC or Tri-County) seeks to collaborate with a qualified firm to provide professional services to conduct an Access, Circulation, and Parking Study for the Peoria Heights Central Business District to address perceived shortages in public parking, promote efficient and orderly parking, and enhance access and circulation for all modes of transportation. Tri-County seeks responses from interested and qualified firms to provide these services. To submit questions related to this procurement opportunity, contact TCRPC staff in writing at rfp-rfq@tricityrpc.org; or 456 Fulton Street, Suite 401, Peoria, IL 61602.

Sealed submissions identified on the outside as *Peoria Heights CBD Parking Study*, are due to the TCRPC office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, no later than noon on Monday, January 13, 2025. Submissions received after that date and time will not be eligible for consideration. Submissions should be no more than 10 pages in length, excluding the exceptions as outlined in *Section 5.0 Submittal Format*, 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.

The MPO receives federal funding from the U.S. Department of Transportation. A portion of the fiscal year (FY) 2025 allocation has been set aside for this project. The initial proposed compensation for this project is \$40,000, including all service fees and expenses. Due to guidelines set by the grant funding source, all work related to the project must be completed and invoiced by December 31, 2025.

2.0 Project Description

The Village of Peoria Heights (referred to in this document as "the Village") is requesting an access, circulation, and parking study for its Central Business District (CBD). The Peoria Heights CBD includes an area known locally as "Restaurant Row," this vibrant area is a regional destination for restaurants, entertainment, and recreation. The study aims to address perceived shortages in public parking, promote efficient and orderly parking, and enhance access and circulation for all modes of transportation.

The Village's CBD is a thriving hub attracting visitors from across the region. It is not uncommon to find nearly all on-street parking along Prospect Road filled on a typical evening, making it difficult to find convenient parking nearby. This success underscores the importance of ensuring adequate and accessible parking opportunities to maintain the Village's economic momentum.

The Village has completed an Active Transportation Plan and is in the early stages of working with an engineering firm to conduct the preliminary engineering work for the reconstruction of Prospect Road, from Kingman Avenue to War Memorial Drive. Prospect Road, a four-lane roadway through the CBD, is being evaluated for a potential three-lane road diet as part of the preliminary engineering work. Additionally, the Rock Island Greenway Trail crosses Prospect Road at the periphery of the CBD, providing opportunities for active transportation integration.

The study will focus on achieving an appropriate balance between traditional parking needs and enhancing mobility for other forms of transportation. As the Village grows, it is crucial to accommodate pedestrians, cyclists, transit users, and freight systems alongside vehicular traffic. Downtown environments like Peoria

Heights face unique constraints for local deliveries due to limited space and competing demands for curbside access, which this study will also address.

The scope of the study includes inventorying existing parking conditions, determining ownership and availability, and proposing solutions that promote orderly parking while encouraging alternative transportation modes. This integrated approach aims to reduce reliance on traditional parking systems and ensure the continued vitality of the CBD as a regional destination.

Tri-County and the Village propose the comprehensive study include the following:

- Project Overview
 - Provide an overview of the project with the study's purpose and need.
- Inventory and Analysis of Existing Conditions
 - Review existing plans, such as the [Peoria Heights Comprehensive Plan](#) and soon to be completed Active Transportation Plan.
 - Conduct a detailed inventory of existing parking facilities, including public and private spaces.
 - Identify ownership, availability, and current utilization patterns of parking facilities.
 - Analyze current access, circulation, and parking challenges for all users, including vehicles, pedestrians, cyclists, transit users, and freight systems.
 - Analyze other pertinent data, such as ground survey right-of-way, average annual daily traffic volume, peak traffic times, and distribution of crash data within and around the project area.
- Public Engagement
 - Engage with key stakeholders, including Village staff, CityLink staff, local businesses, residents, and visitors, to gather input on current issues and desired outcomes.
 - Organize and facilitate stakeholder meetings and/or interviews.
 - Prepare summaries of engagement activities.
 - Incorporate input received into the project report.
- Parking Analysis
 - Conduct a Parking Needs Assessment
 - Utilize public input from key stakeholders.
 - Conduct a Parking Supply and Demand Analysis
 - Identify parking constraints.
- Parking Solutions and Alternatives
 - Propose actionable solutions to address identified parking challenges, including strategies for improving access, circulation, and parking availability.
 - Explore opportunities for shared parking arrangements and new parking infrastructure where necessary.

- Develop recommendations to optimize parking for freight delivery systems serving local businesses.
- Integration of Alternative Transportation
 - Identify access and circulation constraints for bicyclists, pedestrians, and transit users.
 - Identify strategies to promote active transportation options and public transit use, reducing reliance on traditional vehicular parking systems.
 - Leverage connections to the Rock Island Greenway Trail to encourage non-motorized travel.
- Recommendations and Next Steps
 - Work with the Village and key stakeholders to determine the preferred alternatives within the project area.
 - Provide recommendations to improve access and circulation for all road users in the CBD.
 - Provide a clear and actionable implementation plan, including phased approaches, estimated costs, and potential funding sources.
 - Recommend policy changes or updates to support long-term parking and transportation goals.

3.0 Project Deliverables

Tri-County and the Village propose this project will result in the following deliverables, with public facing document designed to comply with accessibility requirements for governmental entities:

- Monthly invoices and progress reports.
- Public engagement summaries.
- GIS Datasets
- Visualizations, maps, and diagrams illustrating key findings and recommendations.
- A comprehensive report detailing existing conditions, stakeholder input, proposed solutions, and implementation strategies (draft and final).
- Presentations to Village staff and stakeholders summarizing study results and actionable steps.

4.0 Submittal Procedure

All submissions shall be sealed and identified as *Peoria Heights CBD Parking Study* and submitted to:

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

Submissions following *Section 5.0 Submittal Format, Section 6.0 Submittal Contents*, and containing two hard copies and one digital copy are due no later than

noon on Monday, January 13, 2025. No submissions received after that date and time are eligible for consideration by TCRPC.

5.0 Submittal Format

The submittal should be as concise as possible, and when printed, shall be a maximum of 10 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 6.0 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.

6.0 Submittal Contents

Tri-County requests interested firms to submit responses discussing the scope of services as described in the *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. The submittal should include the following content:

6.1 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 response'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.

6.2 Project Work Program (Approach)

This section should be devoted to discussing the respondent's 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.

6.3 Project Capacity and Schedule

The submittal should provide evidence that the recommended team is committed to and has the capacity to complete the proposed project. Please include information on staff availability, 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 study.

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 invoicing no later than December 30, 2025. Therefore, the consultant should submit the final draft no later than November 30, 2025, to ensure sufficient time for review and approval.

6.4 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, 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, identify any proposed subconsultant, provide their firm's information as described above, and outline their background, experiences, proposed project role(s), and their percentage of the total grant award.

Respondents should describe a minimum of three work experiences that are similar to *Section 2.0 Project Description* and 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 projects outlined in the above work experience are required. Submissions should provide current and correct contact information, including names, phone numbers, and emails of all references. Respondents are responsible for ensuring references contact information is complete and accurate here and in *Attachment I Identification of Projects Table*. The inability to contact a reference and receive feedback may have a detrimental impact on the evaluating background and prior experience.

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.

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, excluding those only identified in resumes. The Identification of Projects Table may be submitted a page size no greater than 11 by 17 inch. 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. The identification of Projects Table shall include the following:

- Name of Project
- Name of client
- Client point of contact
- Point of contact job title
- Point of contact current phone number
- Point of contact current email address
- Project location
- Identify project type or provide concise description.
- Key team members involved in the project.
- Identify who completed the project: Consultant, Sub-Consultant, or Key Team Members Prior Experience.

6.5 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 firm 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 *Section 6.4 Background and Prior Experience*.

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.

6.6 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.

7.0 Anticipated Schedule

Issued Date:	Wednesday, December 18, 2024
Question Deadline:	Wednesday, January 8, 2025, at 3:30 p.m.
Response Deadline:	Monday, January 13, 2025, at noon
Subcommittee reviews submissions:	January 14 – 24, 2025
Contract Negotiations:	January 27-31, 2025

8.0 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 4.0 Submittal Procedure* or through the method identified in *Section 9.0 Questions*.

No other TCRPC or its partners officials, personnel, or consultants, and Selection Committee members should be engaged regarding this procurement process. Violations of this will result in the disqualification and/or rejection of the submission.

9.0 Questions

Inquiries may be submitted via email to rfp-rfq@tricountyrpc.org no later than 3:30 p.m. on Monday, February 5, 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://tricountyrpc.org/rfp-rfq/>.

10.0 Selection Criteria

Tri-County and its partners reserve the right to accept or reject any or all submissions. 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 submission according to the following factors and 100-point scale:

Criteria	Weights	Max Points
Project Work Program	30%	30
Project Capacity and Schedule	15%	15
Background and Prior Experience	20%	20
Project Management and Team	25%	25
Past Performance	10%	10
Additional Strategies (Optional)	0%	5
Total	100%	100*

*Please note that 100 points is the maximum allowable.

11.0 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 submissions 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 submittals. 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.

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.

12.0 Contract Negotiations

Contract negotiations will follow award selection. 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. Respondents must be amenable to inclusion, in a contract, of any information provided, whether herein or in response to this procurement opportunity or developed subsequently during the selection process. 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.

13.0 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.

14.0 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, a Notice of Procurement Opportunity will be sent to consultants that subscribe to Tri-County's RFP-RFQ 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/>

15.0 Attachments

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

