



Request for Qualifications

City of Peoria Thoroughfare Plan and Map

Tri-County Regional Planning Commission requests statements of qualifications from qualified firms to provide professional planning services for the development of a Thoroughfare Plan and Map for the City of Peoria, Illinois.

Statements of Qualifications will be accepted until 4:00 pm, January 11, 2019. Statements of qualifications received after that date and time will not be considered.

Background

Tri-County Regional Planning Commission (TCRPC) of Peoria, Illinois provides staffing for the Peoria-Pekin Urbanized Area Transportation Study (PPUATS), which is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area.

The MPO receives federal funding from the U.S. Department of Transportation. A portion of the FY 2019 allocation has been set aside for this project. The proposed compensation for the project is \$40,000. Due to the federal funding source, all work related to the project must be completed by December 31, 2019.

Project

The Thoroughfare Plan and Map is an essential component of future planning for every community and represents the future goals for transportation accommodations as found in the City Comprehensive Plan. The City of Peoria's current Thoroughfare Plan was created with the 2001 Comprehensive Plan and is therefore seventeen years old. The City's 2011 Comprehensive Plan includes a recommended update to the Thoroughfare Plan as a critical element, but because of staffing and budgetary issues, the City has not been able to update the plan.

As private development typically follows public infrastructure, it is important to clearly outline where planned growth within the City of Peoria is focused over the next decade. In addition to showing current and projected streets, an updated Thoroughfare Plan will also – for the first time – include alternative transportation corridors and accommodations, such as bike lanes, bike/walk trails, and other non-vehicular corridors. As such, this plan will represent a far more inclusive view of transportation than past plans and will incorporate the already adopted Complete Streets policy.

The updated Thoroughfare Plan will also include the revised specifications for public streets that have occurred since 2002. These revisions include the narrowing of streets and rights-of-way and an improvement to the quality of street construction and non-vehicular accommodation. The plan will allow any necessary re-classification of streets in Peoria to different designations in order to accommodate future down-sizing or upgrading. Much like the designation of future transportation corridors, the re-classification of existing streets and other transportation corridors can greatly assist in the future planning of the city.

Scope of Services

Scope of Services will be negotiated upon consultant selection.

Deliverables

This contract will result in the following deliverable:

- A completed Thoroughfare Plan and Map for Peoria, Illinois in physical hard-copy and digital formats.

Submittal Contents

Only submissions limited to 15 pages (not including resumes) and containing the following will be considered:

- Name, address, telephone number, email, and website of firm;
- A Statement of Qualifications of:
 - The firm and any subcontractors (if any);
 - The lead team member; and
 - The individuals to be assigned to the project;
- At least three (3) examples of similar plans the firm has completed in the last 5 years;
- Business references from these projects, including client's name and telephone number shall be included; and
- Identification of any potential subcontracted services as necessary.

Please submit three (3) physical copies and one (1) digital PDF with all submittals.

All submittals shall be sealed and identified as PEORIA THOROUGHFARE PLAN AND MAP RFQ RESPONSE and addressed to:

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

Contract Development

Tri-County Regional Planning Commission will enter into a contract for professional consulting services based on a fixed-price to the selected consultant for a Scope of Services to be negotiated and finalized once the consultant is chosen. Incremental payments to the consultant will be made at the completion of major tasks with a "not to exceed" contract amount. Ten (10) percent of the contract price will be held as final payment upon delivery of the final products. The exact payment schedule will be negotiated and determined as part of the contract.

TCRPC is not liable for any costs incurred by a consultant in responding to this Request for Qualifications or for any costs associated with discussions required for clarification of items related to this RFQ.

The contract shall not be considered executed unless signed by the authorizing representative of TCRPC.

Selection Process

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

1. **(25 points) Experience and Technical Competency**
The consultant's response should reflect qualifications and experience necessary to successfully develop and execute a Scope of Services. Reviewers will also assess the applicability and relevance of the consultant's experience and previous projects.
2. **(25 points) Familiarity with Transportation and Thoroughfare Planning**
The consultant's response must demonstrate a level of familiarity with the proposed project and an understanding of the planning challenges posed by the project.
3. **(20 points) Record of Success**
The consultant's response should demonstrate success on similar projects and provide examples of similar work.
4. **(20 points) Knowledge of the locality of the project**
The consultant's response should demonstrate familiarity with Peoria and/or the Greater Peoria area.
5. **(10 points) References**
The consultant's response should include at least 3 references, with contact information.

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

Project Schedule

- **December 21, 2018** – Request for Qualifications is announced
- **January 11, 2019** – Deadline for submittal of statement of qualifications
- **Week of January 14, 2019** – TCRPC and City evaluate responses and select consultant
- **Week of January 21, 2019** – TCRPC approves contract with consultant; work begins
- **December 31, 2019** – All project work is completed

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 RFQ until 4:00 pm, January 9, 2019. All questions and answers will be posted publicly on TCRPC's website. Questions should be addressed to:

Ryan Harms, Planner
rharms@tricityrpc.org