

# **Request for Qualifications for City of Peoria Bicycle Master Plan Update and Implementation Strategy**

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

Procurement # 2025-06  
Issued Date: Monday, December 2, 2024  
Question Deadline: Friday, December 13, 2024, at 3:30 p.m.  
Response Deadline: Wednesday, December 18, 2024, at 3:30 p.m.

## **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 the City of Peoria with the development of a Bicycle Plan Update and Implementation Strategy. Tri-County seeks responses from interested and qualified firms to provide these services.

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 [rfg@tricityrpc.org](mailto:rfg@tricityrpc.org); or 456 Fulton Street, Suite 401, Peoria, IL 61602.

Sealed submissions identified as *City of Peoria Bicycle Master Plan Update*, are due to the TCRPC office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, **no later than 3:30 p.m. on Wednesday, December 18, 2024**. Submissions received after that date and time will not be considered. Responses should be no more than 10 pages in length, excluding the exceptions as outlined in *Section 4.0 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.” Tri-County 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 total proposed budget for this project is \$80,000, including all service fees and expenses from TCRPC’s Special Transportation Studies grant of \$65,000 and a local contribution of \$15,000. Due to guidelines set by the grant funding source, all work related to the project must be completed and invoiced by November 30, 2025.

## **2.0 Project Description**

In 2016 the City of Peoria (referred to in this document as “the City”) completed a Bicycle Master Plan. Since 2016 several projects have been implemented and other regional plans have been developed. The City is requesting assistance with updating its Bicycle Master Plan to incorporate new priorities and prepare an implementation strategy.

Bicycle improvements have been proven to positively impact community health, safety and economic prosperity in communities nationwide. Through this plan, the City intends to thoughtfully develop a master plan that provides a road map for the Peoria to become a community where bicycling is a safe, comfortable, and convenient transportation option for all residents. However, funding can be a challenge to constructing all the projects to meet the needs. Therefore, the plan will include an outline of priority projects with potential funding sources, so the city has an implementation strategy moving forward.

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

- **Project Management**  
This task includes the day-to-day management associated with successful development of the Bicycle Plan Update and Implementation Strategy. The Consultant will be the primary party responsible for

leading the development of this plan and will provide all necessary coordination and technical input/analysis to successfully fulfill this role. This includes coordinating all aspects of plan development with a core project team, made up of key stakeholders.

- **Document & Data Assets Review**

The Consultant will assemble and review existing plans, documents, GIS information, and other datasets which may impact data collection needs and inform plan development. This will include, but not limited to, the City of Peoria Comprehensive Plan (including the City land use and zoning codes), 2016 Bicycle Master Plan, BikeConnect HOI, the City's Capital Improvement Plan, the Illinois Department of Transportation Active Transportation Plan, Peoria Park District plans, Peoria School District plans, regional transportation plans.
- **Data Collection & Preparation**

This task will involve the collection, consolidation, and organization of the datasets and resources necessary to perform the analyses required for the Bicycle Plan Update development and populate the existing conditions section, implementation action plan, and priority projects listing. At a minimum, these datasets will include available bicycle and pedestrian crash data, bicycle asset inventory, roadway inventory, bicycle activity metrics, motorized volume data, local land use data, and points of interest.
- **Existing Conditions**

The Consultant will conduct qualitative and quantitative analysis of existing conditions related to bicycling within the study limits. This work will describe how the current transportation system performs related to goals, such as safety, connectivity, equity, network utilization, livability, and preservation. Work will result in a State of Bicycling in Peoria technical memo providing content and insight into final plan development. Content and findings from this section will also be incorporated into stakeholder/public workshops as defined in Stakeholder Engagement & Outreach task.
- **Stakeholder Engagement and Outreach**

This task involves the preparation and facilitation of stakeholder engagement and public outreach opportunities necessary to inform and develop the Bicycle Plan Update and ensure public buy-in. The City will lead the identification and invitation of stakeholders to the Steering Committee. The consultant will organize and facilitate stakeholder meetings and prepare summaries/minutes of these meetings. The consultant will engage the City's Transportation

Commission, who has been tasked with tracking completed bicycle projects, identifying needs, and promoting bicycle infrastructure. The Consultant will organize and moderate two public workshops/open house engagement opportunities. The City also will provide leadership in identifying public engagement opportunities beyond the two consultant-supported public workshops.

- **Project List & Action Plan**  
The Consultant will utilize stakeholder engagement and public outreach input to develop recommendations for improvements to the City's bicycle network. This task will include a design standard toolkit, the prioritization of infrastructure projects (Implementation Strategy), and non-infrastructure action plan. The Consultant will also review the City's existing Capital Improvement Plan to identify planned bicycle projects and opportunities to add them.
- **Plan Development**  
This task is to populate the Bicycle Plan Update template and deliver a draft and final document for review and adoption by the City. The final document must be ADA accessibility compliant.

The proposed deliverables for this plan are as follows:

- Monthly invoices and progress reports
- GIS Datasets
- State of Bicycling in Peoria Technical Memo
- Stakeholder engagement and outreach meeting summaries
- Bicycle Design Standard Toolkit
- Implementation Strategy
- Bicycle Master Plan (draft and final)
  - Two hard copies and one electronic copy of the final plan

### **3.0 Submittal Procedure**

All submittals shall be sealed and identified as **City of Peoria Bicycle Master Plan Update** and submitted to:

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

Statements of Qualifications are due no later than 3:30 p.m. on Wednesday, December 18, 2024. No submissions received after that date and time are eligible for consideration by TCRPC. Please include two hard copies and one digital copy.

#### **4.0 Submittal Format**

The submittal should be as concise as possible, and when printed, shall be limited to 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 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.

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 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.

### **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 clients are interested in moving forward as quickly as possible with the plan.

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 must submit the final draft no later than November 30, 2025, to ensure sufficient time for review and approval.

### **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 *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.

A minimum of three references from projects outlined above are required. Respondent should provide contact information, including names, 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 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. 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. 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.

### **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 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 5.4 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.

### 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 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 submittal according to the following factors and 100-point scale:

<b>Criteria</b>	<b>Weights</b>	<b>Max Points</b>
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
<b>Total</b>	<b>100%</b>	<b>100*</b>

\*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 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 submissions. 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 submittals 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 submittal. 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**

Procurement Opportunity Issued:	Monday, December 2, 2024
Question Deadline:	Friday, December 13, 2024, at 3:30 p.m.
Response Deadline:	Wednesday, December 18, 2024, at 3:30 p.m.
Committee reviews submissions:	December 19, 2024 – January 6, 2025
Contract Negotiations:	January 9, 2025

### **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 *Section 3.0 Submittal Procedure* or email address provided for submitting inquires in the *Section 13.0 Questions*.

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 consultant 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 that 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.

## **13.0 Questions**

Inquiries may be submitted via email to [rfp-rfq@tricityrpc.org](mailto:rfp-rfq@tricityrpc.org) no later than 3:30 p.m. on Friday, December 13, 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/>.

## **14.0 Attachments**

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

- Attachment I Identification of Projects Table

