

# Request for Qualifications for Peoria Heights Active Transportation Plan

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

Procurement # 2024-07  
Issued Date: Friday, January 12, 2024  
Question Deadline: Wednesday, January 24, 2024, at 3:30 p.m.  
Response Deadline: Monday, January 29, 2024, at noon

## Notice to Consulting Firms Peoria Heights Active Transportation Plan

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 Village of Peoria Heights with the development an Active Transportation Plan. Tri-County seeks a Statement of Qualifications from interested and qualified firms to provide these services. To submit questions related to this RFQ, contact Tri-County staff in writing at [rfp-rfq@tricityrpc.org](mailto:rfp-rfq@tricityrpc.org); or 456 Fulton Street, Suite 401, Peoria, IL 61602.

Statements of Qualifications are due to the Tri-County Regional Planning Commission office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, no later than noon on Monday, **January 29, 2024**. Submissions received after that date and time will not be considered. Submissions should be no more than 20 pages in length and include **two hard copies** and **one digital copy**. All RFPs should be sealed and identified on the outside as *Peoria Heights Active Transportation Plan*.

## **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) 2024 allocation has been set aside for this project. The total proposed budget for this project is \$60,000, including all service fees and expenses, with \$50,000 from TCRPC’s Special Transportation Studies grant and a \$10,000 match from the Village of Peoria Heights. Due to guidelines set by the grant funding source, all work related to the project must be completed and invoiced by December 31, 2024.

## **2.0 Project Description**

The Village of Peoria Heights (referred to in this document as “the Village”) is requesting assistance with the development of an Active Transportation Plan (ATP). Through this plan, the village intends to improve existing bicycle, pedestrian, and transit infrastructure in anticipation of a growing demand for alternative transportation options. The purpose of this ATP is to modernize transportation in the Village by identifying gaps in service, analyzing the efficiency of current and proposed pathways, and assessing the effectiveness of prospective infrastructure improvements.

With a thriving downtown business district and expansive parks system, the Village is uniquely positioned to enhance the availability and quality of transportation options. In doing so, the Village hopes to emphasize the surrounding natural beauty and economic vitality of the village without sacrificing safety or sustainability in the process.

Fundamentally, this plan increases the competitiveness of the Village when applying for state and federal grant funding for future active transportation-oriented infrastructure improvements. As with all grant opportunities, it is vital that applicants thoroughly detail the challenge that the infrastructure investment aims to address, the benefits of the project, and how the proposed enhancement will contribute to achieving said goal. Further, an ATP will aid the village in carefully considering the potential impacts that the investment will have on the village transportation system and more broadly – the region.

The Peoria Heights ATP will encapsulate the vision of the Village, project recommendations, programs, policies and strategies to create a safer, more comfortable, more connected environment for active transportation. Furthermore, the ATP will identify steps for creating a safe, well-connected environment for those of all ages, abilities, and socioeconomic backgrounds to commute, exercise, and recreate using active transportation alternatives.

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

- **Project Management**

This task includes the day-to-day management associated with successful development of the ATP. 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 be assembling and reviewing 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 [Peoria Heights Comprehensive Plan](#), the Illinois Department of Transportation Active Transportation Plan, other area transportation improvement plans, Peoria Park District Plans, Peoria Heights School District plans, regional transportation plans and Village land use and zoning codes.
- **Data Collection & Preparation**

This task will involve the collection, consolidation, and organization of the datasets and resources necessary to perform the analyses required for ATP development and populate the existing conditions section, implementation action plan, and priority projects listing. At a minimum, these datasets will include available bike and pedestrian crash data, bike and pedestrian asset inventory, transit infrastructure inventory, roadway inventory, bike and pedestrian 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 walking, biking, and transit use 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 Walking, Biking, and Transit 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 ATP and ensure public buy-in. The Village will lead the identification and invitation of stakeholders to the Steering Committee and Steering Committee meetings. The consultant will organize and facilitate stakeholder meetings and prepare summaries/minutes of these meetings. The Consultant will organize and moderate two public workshops/open house engagement opportunities. The Village also will provide leadership in identifying public engagement opportunities beyond the two consultant-supported public workshops.
- Project List & Action Plan
  - The Consultant will utilize the stakeholder engagement and public outreach input to develop recommendations for improvements to the Village's active transportation network. This task will include a design standard toolkit, the prioritization of infrastructure projects (Capital Improvement Plan), and non-infrastructure action plan.
- Plan Development
  - This task is to populate the ATP template and deliver a draft and final document for review and adoption by the Village. The Village will lead the process to adopt the plan.

The proposed deliverables for this plan are as follows:

- Monthly invoices and progress reports
- Public outreach and meeting summaries
- Active Transportation Design Standard Toolkit
- Active Transportation Capital Improvement Plan
- Non-Infrastructure Action Plan
- Active Transportation 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 **Peoria Heights Active Transportation Plan** 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 noon on Monday, January 29, 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 20 pages. The **only** documentation that is **not** included in the page count is 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; and
- Identification of Projects Table
- 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 Statements of Qualifications 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 the Peoria Heights Active Transportation Plan. 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 Peoria Heights Active Transportation Plan. 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 31, 2024. Therefore, the consultant must submit the final draft no later than November 30, 2024, to ensure sufficient time for review and approval.

### **5.4 Proposed Compensation**

This section should include a full description of all fees and expenses proposed by the respondent for performing the services described in Section 2.0 Project Description and proposed in the submitter's Project Work Program. Compensation is based on a unit price for each task list in Section 2.0 Project Description and Section 5.2 Project Work Program (Approach). The initial proposed compensation for this project is \$60,000, including all service fees and expenses. Respondents should provide confirmation that, if awarded, they are completely responsible for the entire contract, including payment of all charges resulting from the contract.

## 5.5 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.

### **5.6 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 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.

### **5.7 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	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
<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. 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 RFP 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.

### **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**

RFP Issued:	Friday, January 12, 2024
Question Deadline for RFP:	Wednesday, January 24, 2024, at 3:30 p.m.
Response Deadline for RFP:	Monday, January 29, 2024, at noon
Subcommittee reviews submissions:	January 30 – February 9, 2024
Contract Negotiations:	February 12 – 16, 2024

### **11.0 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 RFP 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/>

### **12.0 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 13.0 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.

### **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 Wednesday, January 24, 2023. 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.

Name of Project	Client Name	Client Contact	Contact Title	Contact Number	Contact Email	Project Location	Project Type/Description	Key Team Members Involved	Experience for Consultant, Sub-Consultant, or Key Team Member