

Request for Statement of Qualifications

East Peoria Mass Transit District

October 8, 2026

Phase I and Phase II Engineering for the Mariners Way and IL-116 Crossing

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

Procurement # 2027-02

Issued Date: Thursday, October 8, 2026

Question Deadline: Friday, October 23, 2026, by 3:30 p.m.

Response Deadline: Monday, November 2, 2026, by noon

Notice to Consulting Firms

On behalf of East Peoria Mass Transit District (the "District"), Tri-County Regional Planning Commission (the "Commission") is seeking Statements of Qualifications (SOQs) from qualified consulting firms to provide phase I and II engineering for a new pedestrian crossing to be installed at Mariners Way and Main St (Illinois Route 116) in East Peoria. Qualifications-Based Selection (QBS), in accordance with the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535/), will be used to determine a successful respondent.

As a prequalification for submittal, all Respondents, including all proposed subconsultants, must be prequalified with the Illinois Department of Transportation (IDOT) in the applicable categories of service relevant to this procurement opportunity. [Information regarding IDOT's Consultant Prequalification process is available on IDOT's website.](#)

Submissions 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, November 2, 2026**. Submissions should be no more than ten (10) pages in length. Submissions should be emailed to rfp-rfq@tricityrplc.org and identified as *Phase I & II Engineering for Mariners Way and IL-116 Crossing*. SOQs received after this date and time will not be accepted.

The District and Commission 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 the District and in compliance with the terms set forth herein. The District and Commission is an Equal Opportunity Employer and invites Minority and Women-Owned Firms to submit.

Project Background

In Fall 2023, Tri-County Regional Planning Commission procured the Illinois Route 116 (IL-116) Pedestrian Crosswalk Feasibility Study, which included evaluation of the Mariners Way and Main Street (IL-116) intersection. The purpose of the IL-116 Pedestrian Crosswalk Feasibility Study was to identify and analyze various pedestrian crosswalks along Main Street from US Route 24/150 Interchange to Cedar Street Bridge Interchange. The intersection of Mariners Way and IL-116 was the primary intersection analyzed for pedestrian crosswalk improvements along the identified corridor. [The study can be accessed here.](#)

The CityLink Fixed Route #20 – ICC Express provides service between the transit center in downtown Peoria to the Illinois Central College Campus in East Peoria. Along the #20 route, major stops include Walmart/Riverside Center, Par-A-Dice Hotel and Casino, as well as the Mariners Way and Main Street intersection, which provides access to the EastPort Plaza and nearby marina development. Some employers of that development have inquired about the potential of improving the safety of the stop at Mariners Way and Main Street (the signalized intersection that serves this area). At present, there are no crossing signals or identified crosswalks at this busy intersection.

Transit users of the #20 route are dropped off on the east side of Main Street via an access road. However, several local businesses are located on the west side of Main Street including restaurants, offices, a hotel, a tire shop, a park, a marina, and numerous industries. Main Street is a four-lane, divided highway with a speed limit of 55 miles per hour.

Project Description

East Peoria Mass Transit District (the “District”), in coordination with the Tri-County Regional Planning Commission (TCRPC), is soliciting statements of qualifications for engineering services to complete Phase I and Phase II engineering for a new pedestrian crossing at the intersection of Mariners Way and Main Street (IL Route 116) in East Peoria, Illinois.

This project will include the design of a pedestrian crossing that facilitates safe pedestrian movement at this intersection, as well as ADA-compliant transit landing pads at the transit stops located along Access Rd 6 which connect to adjoining trip generators via *accessible routes* (U.S. Access Board, Accessible Routes from Site Arrival Points [§206.2.1) on both sides of Main Street. Further, the transit stop should account for passive provision such that future upgrades can be performed with minimal costs (i.e. concrete pad and shelter attached to the landing pad). Services shall include all work necessary to complete Phase I and Phase II engineering in accordance with applicable Illinois Department of Transportation (IDOT) and federal requirements.

This work includes, but is not limited to, preparing a design that both achieves this goal of a safe crossing but also complies with all state and federal requirements. While the

goal is to prepare a plan acceptable to both IDOT and the District, no construction activities will occur with the funding for this phase of the project.

Funding for this project is Federal Transit Administration (FTA) Section 5310 funds with the FTA serving as the federal lead agency for National Environmental Policy Act (NEPA) compliance and IDOT being the approving agency of the design.

The selected consultant will be expected to review and consider the findings and recommendations of the Illinois Route 116 (Main Street) Pedestrian Crosswalk Feasibility Study and incorporate relevant findings, as appropriate, into the proposed design approach. [The study can be accessed here for reference.](#)

The Scope of Work required includes the preparation of all Phase I and II Engineering work that conforms to Federal, State, and local standards, guidelines, and practice. All work products shall become the property of East Peoria Mass Transit District and made available to IDOT BLRS, East Peoria Mass Transit District, and each Participating Jurisdiction for review. The preliminary engineering services for this project includes, but not limited to:

1. Detailed topographic surveys,
2. Environmental review to prepare and complete all appropriate documentation,
3. Engineering designs and specifications
4. Investigation of right-of-way needs,
 - a. Land acquisition plats and documents, as applicable
5. Application and acquisition of all permitting requirements from regulatory agencies as required by the scope of improvements,
6. Maintenance of traffic plan, and
7. Engineer's estimate of cost.

Please note a separate RFQ will be used to procure the consulting engineer for construction engineering.

Submittal Procedure

All submittals shall be identified as *Phase I and Phase II Engineering for the Mariners Way and IL-116 Crossing* and submitted to:

Gavin Hunt, Planner
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, IL 61602
rfp-rfq@tricountyrpc.org

Submittals are due no later than noon on Monday, November 2, 2026. No submissions received after that date and time are eligible for consideration by the District and TCRPC. Submissions should be emailed to rfp-rfq@tricountyrpc.org. Hard copies are not required.

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 the Submittal Contents section.

The District and TCRPC 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.

Submittal Contents Requirements

On behalf of the District, TCRPC requests that interested respondents submit Responses discussing the scope of services as described in the Project Description. The District and TCRPC reserves the right to reject any or all submissions or portions of submissions, if it is deemed to be in the best interest of the District or its partners.

The submittal should include the following content:

1. Transmittal Letter

The transmittal letter should be placed on the firm’s letterhead and signed by a signatory that is authorized to contractually obligated the respondent. The letter shall describe the SOQs contents, provide a point of contact for questions, and any other information deemed appropriate. Lastly, please supply the location and address of the respondent’s office(s) providing the Professional Services and their federal tax identification number.

2. Project Work Program (Approach)

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

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 in an industry-acceptable timeline. 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.

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 the 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. 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.

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.

Selection Criteria

East Peoria Mass Transit District reserves the right to accept or reject any or all SOQs. All SOQs become the property of East Peoria Mass Transit District upon receipt. East Peoria Mass Transit District will evaluate each SOQ according to the following factors and a 100-point scale:

Criteria	Weights	Max Points
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
Total	100%	100*

*Please note that 100 points is the maximum allowable.

Selection Process

East Peoria Mass Transit District will follow its current Qualification Based Selection Procedures (QBS) to select the Consulting Engineering Firm. The District will form a selection committee with a minimum of three (3) members and review, score, and rank all SOQs received by the deadline.

Before holding the Selection Committee meeting, each member will provide their scores for each SOQ using the above criteria. The Committee averages their scores and ranks the top scoring consulting firms. If necessary, the top three scoring respondents will be placed on a shortlist and invited to participate in an interview. Based on the Committee discussion, the average score is adjusted to reflect the group's consensus and information gained from the presentations.

East Peoria Mass Transit District IS NOT bound to select the highest-scoring SOQ. East Peoria Mass Transit District reserves the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit.

East Peoria Mass Transit District will invite the selected consultant to enter into contract negotiations. If a mutually agreeable contract is not reached, East Peoria Mass Transit District will request the second-choice firm to enter into contract negotiations. The County will continue this until a firm that meets the basic qualifications has entered into an acceptable contract.

Contract Negotiations

Contract negotiations will follow award selection. As part of the selection process, East Peoria Mass Transit District will invite the selected respondent to submit a written 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 RFQ or developed subsequently during the selection process. East Peoria Mass Transit District 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 East Peoria Mass Transit District.

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.

Schedule

RFQ opens:	Thursday, October 8, 2026
Deadline for RFQ questions:	Friday October 23, 2026, at 3:30 PM
RFQ closes and is due:	Monday, November 2, 2026, by noon
Subcommittee reviews SOQs:	November 2 – November 13, 2026
Contract Negotiations:	November 16 – 20, 2026*

*Assuming no interviews are necessary

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 Submittal Procedure section or email address provided for submitting inquires in the Questions section.

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.

Questions

Inquiries may be submitted via email to rfp-rfq@tricountyrpc.org no later than 3:30 pm on Friday October 16, 2026. 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/>.

Attachments

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

- Attachment I Identification of Projects Table

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