



# Request for Qualifications

## Woodford County Pavement Evaluation and Management Project

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Tri-County Regional Planning Commission requests statements of qualifications from qualified firms to provide professional services for Woodford County's Pavement Evaluation and Management Project.

Statements of Qualifications will be accepted until 4:00 pm, January 8, 2021. 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 2021 allocation has been set aside for this project. The initial proposed compensation for the project is \$42,600. Due to the federal funding source, all work related to the project must be completed by December 31, 2021.

### Project

It is desirable for Woodford County to improve a network of highways within the Woodford County Highway system that would allow for year-round movement of legal loads. Currently most of the highways on said system are subject to load restrictions (seasonal weight limits) in the spring season each year. This places a burden on those wishing to move any freight be it livestock, grain, fuel, commercial freight, or other types of freight over the farm to market system in the County. For this purpose, Woodford County desires to do the following:

1. Evaluate the ±60 miles of highways indicated on the attached map labeled "EXHIBIT A" to determine the load carrying capacity of the existing pavement structure. This would include, but not be limited to the following:
  - a. This would require taking pavement cores and/or dynamic cone test, and/or some form of falling weight deflectometer (FWD) tests.
  - b. Based on the findings of (a) above calculate the structural value of the existing pavement.
  - c. Determine and recommend various options of base and/or surface enhancements that would result in a pavement structure that would meet the intended goal.
2. Evaluate the cross-section geometry of said highways to determine if any improvements such as crown correction, pavement widening, and/or paved shoulders would be appropriate. IDOT's 3 R guidelines would serve as a guiding threshold for the evaluation.

3. Prepare a preliminary cost estimate for each of the highways included in the evaluation. A helpful tool would be for the consultant to prepare an average cost estimate per mile for various types of proposed solutions.
4. Finally, determine the feasibility of proceeding with the actual implementation of the recommendations of this study as applied to any one or all highways included in the study.

### **Scope of Services**

Final scope of services will be negotiated upon consultant selection, but the project will address the topics included in the previous section, "Project."

### **Deliverables**

This contract will result in the following deliverable:

- A Traffic Operation Plan for Woodford County, Illinois

### **Submittal Contents**

TCRPC will only consider submissions limited to 15 pages (not including resumes) and containing the following:

- 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 projects 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 two (2) physical copies and one (1) digital PDF with all submittals.

All submittals shall be sealed and identified as WOODFORD COUNTY PAVEMENT EVALUATION AND MANAGEMENT PROJECT 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 Project Type**  
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. **(25 points) Record of Success**  
The consultant's response should demonstrate success on similar projects and provide examples of similar work.
4. **(15 points) Local Knowledge**  
The consultant should demonstrate familiarity with Woodford County and Greater Peoria in their response.
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 Woodford County. 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 16, 2020** – Request for Qualifications is announced
- **January 8, 2021** – Deadline for submittal of statement of qualifications
- **Week of January 11, 2021** – TCRPC & Woodford County evaluate responses and select consultant; TCRPC approves contract with consultant
- **January 18, 2021** – Work begins
- **December 31, 2021** – All project work is completed by this date

**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 6, 2021. All questions and answers will be posted publicly on TCRPC's website. Questions should be addressed to:

Ryan Harms, Planner  
rharms@tricityrpc.org