



# Request for Qualifications

## Village of Morton Master Bicycle Plan

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Tri-County Regional Planning Commission requests statements of qualifications from qualified firms to provide professional services to develop the Village of Morton's Master Bicycle Plan.

Statements of Qualifications will be accepted until 4:00 pm, July 2, 2020. 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 2020 allocation has been set aside for this project. The initial proposed compensation for the project is \$21,000. Due to the federal funding source, all work related to the project must be completed by December 31, 2020.

### Project

The Bike Master Plan will evaluate all bicycle facility types to create a master plan that considers the varied needs of different rider types, surrounding land uses, and trip types and connects bikeable destinations within the Village. In addition to local destinations, the trail heads that connect to regional bikeways will be connected to the Morton network so that trips from the entire region can easily and safely connect to the destinations in Morton. The master plan will include a map of the proposed bike network. Cross sections will be developed that provide recommendations for widening, restriping, ROW needs, and parking availability.

### Scope of Services

A draft Scope of Services is limited to the following:

- Review of existing planning documents, previous work, and bike trail policies
- Review of Morton Park District planning documents
- Coordination with Morton Park District and the Bike Morton group
- Identification of potential routes connecting trip generators
- Determine recommended routes based on identifiable constraints and implementation challenges including: route continuity, bicycle user type, bicycle level of traffic stress, vehicle user safety, vehicle capacity, cost, right-of-way, existing infrastructure, and existing roadway functional classification
- Provide typical section exhibits for recommended bike trail routes
- Provide a map showing locations of existing routes, proposed routes, and destinations
- Provide order of magnitude opinions of probable cost for budgeting purposes

- Prepare a report with findings and recommendations
- Attend two (2) coordination meetings with City staff

## **Deliverables**

This contract will result in the following deliverable:

- A Master Bike Plan for the Village of Morton, Illinois

## **Submittal Contents**

TCRPC will only consider submissions limited to 12 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 VILLAGE OF MORTON MASTER BICYCLE PLAN 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 the Village of Morton 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**

- **June 18, 2020** – Request for Qualifications is announced
- **July 2, 2020** – Deadline for submittal of statement of qualifications
- **Week of July 6, 2020** – TCRPC & Village of Morton evaluate responses and select consultant; TCRPC approves contract with consultant
- **Week of July 13, 2020** – Work begins
- **December 31, 2020** – 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, June 30, 2020. All questions and answers will be posted publicly on TCRPC's website. Questions should be addressed to:

Ryan Harms, Planner  
rharms@tricityrpc.org