



Request for Statement of Qualifications

Heart of Illinois Regional Port District Master Plan and Implementation Strategy

Tri-County Regional Planning Commission seeks Statements of Qualifications (SOQ) from consultants to provide professional services to develop a Master Plan and Implementation Strategy for the Heart of Illinois Regional Port District. The Port District includes six Counties in Central Illinois...Peoria, Tazewell, Woodford, Fulton, Marshall, and Mason Counties. SOQ responses will be accepted until January 27, 2023, at 12:00 PM CST. SOQ responses received after that date and time will not be considered.

RFQ Quick Facts

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| Services requested: | <ol style="list-style-type: none"> 1. Development of comprehensive operations Master Plan and Implementation Strategy 2. Development of a Plan which will guide the Board of Directors and Operations Consultant in establishing a financially self-sustaining operational model. 3. Operational Model and Implementation Strategy Documentation |
| Contract: | Fixed-price contract with payment terms to be negotiated with the selected respondent. |
| Estimated project duration: | 18 months |
| RFQ opens: | Friday, December 16, 2022 |
| Deadline for RFQ questions: | Friday, January 13, 2023, at 12:00 PM CST |
| RFQ closes and is due: | Friday, January 27, 2023, at 12:00 PM CST |

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About TCRPC

Tri-County Regional Planning Commission (TCRPC) is the regional organization of 14 local governments in Greater Peoria, Illinois, plus the Greater Peoria Mass Transit District and Illinois Department of Transportation. TCRPC studies the needs and conditions of Peoria, Tazewell, and Woodford Counties, and develops strategies that enhance the region's communities. TCRPC offers a forum for leaders of area government to define regional issues, set regional goals, and cooperatively implement plans.

TCRPC is also the Metropolitan Planning Organization (MPO) for the Peoria-Pekin metropolitan area. As the MPO, TCRPC carries out the continuing, cooperative, and comprehensive (3-C) transportation planning processes required by federal law. TCRPC carries out this process by preparing regional plans and programs with the assistance of an MPO Technical Committee. MPO plans and programs must be approved by the federal government for federal-aid transportation funds to flow to the region.

TCRPC secured a Statewide Planning and Research (SPR) grant from the Illinois Department of Transportation in the Fall of 2022 to fund the procurement and management of a consultant to develop a Master Plan and Implementation Strategy for the Heart of Illinois Regional Port District.

Project Background

The Heart of Illinois Regional Port District (HIRPD) was created in 2003 and is ranked 1st out of 8 ports on the Illinois Waterway in total contribution towards the state GDP. Currently a *Master Plan and Implementation Strategy* does not exist for the HIRPD. The lack of a Port Master Plan negatively impacts the HIRPD's ability to fully integrate and support the State of Illinois Long-Range Transportation Plan and serve the State of Illinois and all communities (disadvantaged and economically distressed) as an economic development tool within the six-county region. This translates to a significant gap in IDOT's implementation of the State's Long-Range Transportation Plan (LRTP).

Scope of Work

The project will result in the development of a comprehensive Master Plan and Implementation Strategy with general tasks to include (Note: This scope of work will be refined in definition with the selected consultant team during contract negotiations):

1. **Determination of Strategic Direction** – Issues to be addressed include Strategic Alignment with the State of Illinois Long Range Transportation Plan, State Accountability of Port District meeting statutory requirements, Assessment/Development of Strategic Alliances and Stakeholder Collaborations, Development of Economic Development Strategies, Assessment of Physical Assets, Development of Strategic Financial Objectives, Development of Marketing and Communication Strategies.
2. **Conduct Operational Assessment, Evaluation and Plan** – Issues to be addressed include SWOT Analysis and Gap Analysis, Structure/Role of Operational Entities, Funding requirements.
3. **Resources and Investment Priorities** – Issues to be addressed include determination of Sustainable Funding Resources, integration of Strategic and Operational objectives/actions, Capitalization on Assets while minimizing Risks, Assessment of and Strategy to Respond to Growth Opportunities.

Qualifications Statement Content

The following information shall be included under the title “**Master Plan and Implementation Strategy**”:

- Name of Respondent
- Location and Address of Respondent Office(s) providing the Professional Services
- Respondent telephone number
- Respondent federal tax identification number
- Name, title, address, telephone number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the respondent.

Respondents should letter and number responses exactly as the questions are presented herein.

Interested respondents are invited to submit qualifications that contain the following information:

1. Introduction (transmittal letter)

By signing the letter and/or offer, the Respondent certifies that the signatory is authorized to bind the Respondent. The SOQ should include:

- a. A brief statement of the Respondent’s understanding of the work to be performed.
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Illinois if applicable.
- c. A confirmation that the Respondent and staff who would be assigned to the project team has not had a record of substandard work within the last five years.
- d. A confirmation that the Respondent and staff who would be assigned to the project team has not engaged in any unethical practices within the last five years.
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract.
- f. Any other information that the Respondent believes is appropriate to include.
- g. The signature of an individual who is authorized to make offers of this nature in the name of the consultant submitting the SOQ.

2. Background and Experience

- a. Firm Overview - Describe Respondent’s firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Prior Engagements - Describe any prior engagements in which the Respondent and staff who would be assigned to the project team assisted a governmental entity with any other projects relating to this contract.
- c. Similar Work Experiences - Respondent should include a minimum of three examples of work on similar projects as described in the Scope of Services and the names of team members who worked on those projects to be assigned and committed to the proposed contract.
- d. References - Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects and key individuals referenced in this section were conducted.
- e. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent’s key individuals committed to the proposed project.

3. Personnel/Professional Qualifications

- a. Identify staff members who would be assigned to act for Respondent's firm in key management, planning and field positions providing the services described in Scope of Services. List project roles and functions to be performed by each individual.
- b. Include resumes of each member of the project team identified above, including name, position, telephone number, email address, education, years of experience. Describe, for each person, the relevant planning projects referenced in this SOQ on which they have worked. If sub-consultants will be used, include the requested information outlined above for each key person serving as a sub-consultant.
- c. Clearly describe the approach, methodologies, knowledge, and capability to be employed by this team in the performance of the stated Scope of Services.
- d. Present innovative concepts, approaches, and methodologies, if any, executed by any team or members committed to this project that are not referenced in the Scope of Work for consideration.

4. Project Availability

A Spring, 2023 project planning start is anticipated with a planning period of 18 months. Please provide evidence that the proposed team is committed to and has the capacity to complete the scope of work in this time.

All SOQs should be sealed and identified on the outside as: **Master Plan and Implementation Strategy**. Two (2) bound printed copies and a digital PDF of the SOQ and the required information shall be provided.

SOQ Documents should be delivered to:

Ray Lees, Planning Program Manager
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, Illinois 61602

Selection Criteria

TCRPC reserves the right to accept or reject any or all proposals. All proposals become the property of TCRPC upon receipt. TCRPC will evaluate each proposal according to the following factors and 100-point scale:

1. (30 points) Experience of the key individuals committed to this contract with similar types of projects as outlined in the Scope of Services.
2. (25 points) Performance of the key individuals in meeting or exceeding project objectives and outcomes on previous projects of similar scope.
3. (20 points) Demonstrated current staffing capacity and commitment to accomplish the work in the required time.
4. (15 points) References from clients for whom the key individuals provided similar services.
5. (10 points) Knowledge of the locality of the project, provided that application of this criterion leaves an appropriate number of qualified firms.

All SOQs will be reviewed by a committee made up of representatives from TCRPC and, perhaps, others to be determined. All SOQs will be scored and ranked; however, the committee IS NOT bound to select the highest-scoring Team's SOQ. TCRPC reserves the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit.

Contract Development

Contract development will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this request for SOQ or developed subsequently during the selection process. TCRPC expects to use a fixed-price contract with payment terms to be negotiated with the selected respondent. The contract shall not be considered executed unless signed by the authorizing representative of TCRPC.

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 12:00 PM CST on January 13, 2023. All questions and answers will be posted publicly on TCRPC's website. Questions should be addressed in writing to soq@tricountyrpc.org.