

EXECUTIVE BOARD MEETING
STEVE VAN WINKLE, CHAIRMAN – EXECUTIVE BOARD
(Crawford, Delaney, Drury, Glazier, Hill, Phelan, Proehl, Sundell)
Monday, August 21, 2017

5:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes July 17, 2017
5. Executive Director Report
6. Motion to recommend Procurement Policy to Commission
7. Discussion of Commission involvement with Regional Water Supply Planning grant
8. Review of August 24, 2017 Commission Agenda
9. Other
10. Executive Session
11. Any action as a result of Executive Session
12. Adjournment

EXECUTIVE BOARD MEETING
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(Crawford, Delaney, Drury, Glazier, Hill, Phelan, Proehl, Sundell)

Monday, July 17, 2017

5:30 p.m.

MINUTES

1. Call to Order

Chairman Van Winkle called the meeting to order at 5:30 pm

2. Roll Call

Present: Van Winkle, Crawford, Delaney, Drury, Glazier, Hill, Proehl, and Sundell. Absent: Phelan
Staff: Miller, and Lees

3. Public Input-none

4. Approval of Minutes June 19, 2017 and Executive Board for Full Commission June 22, 2017

Sundell moved to approve the minutes of June 19, 2017 and Executive Board for Full Commission June 22, 2017 and Proehl seconded. Hill asked to amend the June 19, 2017 minutes as follows: Hill asked if the employees can opt out of benefits in order to enter a cost share program and Miller said we have a 2-tier insurance of higher deductible but no one took the latter due to higher deductibles. Hill so moved and Crawford seconded. Motion carried.

5. Executive Director Report

Miller reported on the following:

- He explained they have going back and forth with IDOT to get the Indirect Cost Rates done. IDOT has asked to lower the indirect cost rates.
Miller handed out a project list TCRPC is working on or projects completed
- Miller has met with City of El Paso mayor, and scheduling a meeting with Marquette Heights.
- PLBA Task 1 Open House at Ivy Club
- Prior to Open House, Miller, Van Winkle, and Crawford were on WTVP, H Wayne Wilson discussing the Open House and the Illinois River. There will be 1 more show and then 1 after the plan is complete.
- Hazard Mitigation plan is in the process of choosing a consultant.
- Working on Special Transportation Studies.
- Financial report we are up \$9100

Q&A was held:

- Crawford asked if IDOT is asking for more appropriate rates. Miller said some but not really. IDOT has approved our rates.
- Proehl asked why does the County need to pay PPUATS if we are already paying to TCRPC? Miller explained the pro rates share of match those funds go into the general fund for non-transportation, while the PPUATS funds are for transportation.
- Proehl mentioned the outreach activities are good and how much are we going to be doing them? Miller said they will continue every 2 to 3 years. Crawford commented he hopes is gets involved with PLBA and ACOE.
- Hill asked about our involvement with the lock & dam. Miller replied that is a ACOE issue

6. Discussion of continuing Line of Credit with South Side Bank
Miller reported on continuing the Line of Credit of \$100,000 for 1 year.
 - Sundell said to continue it due to maybe an unforeseen cushion.
 - Crawford said that the Commission did say when the state gets a budget to get out of it.
 - Sundell stated the Commission said we can have it but to not use it, unless we absolutely need to. Van Winkle agrees.

7. Discussion of attendance for Full Commission meeting
Van Winkle said this has turned into a big issue.
Miller handed out a schedule of Full Commission meetings and the attendance of past meetings.
 - Sundell asked to change on the document the no meeting in December should be changed to no quorum. Crawford said to send this to Chairman of the 3 boards and they can address the appointees of the Commission.
 - Van Winkle said there was conversation at the Full Commission meeting thru the Executive Board if it was in violation of the OMA since it was not posted as an Executive Board meeting. Miller is to check into this and address the Full Commission on this topic.
 - Crawford suggested to have more employee involvement and presentations. Sundell said we should not have to entertain the members to attend.

8. Review of July 27, 2017 Commission Agenda-ok

9. Other

10. Executive Session

11. Any action as a result of Executive Session

12. Adjournment
Drury moved to adjourn at 6:30 pm and Hill seconded. Motion carried.

Respectivley submitted by:

Eric W. Miller

Executive Director

Recorded and transcribed by: Debbie Ulrich



TRI-COUNTY REGIONAL PLANNING COMMISSION

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To: Members of the Commission
From Eric W. Miller, Executive Director
Date: August 18, 2017
Subject: Executive Director Report for August, 2017

Project	Activity	Status
Administrative		
Staffing	Accountant has turned in notice of resignation, Immediately began search for replacement	Ongoing
FY17 Budget		Ongoing
FY 18 Budget	Made annual budget request to Tazewell County	Completed
Outreach Activities	Met with Dennis Cyr Peoria City Councilman, Met with Allie Fields, Congresswomen Bustos' Transportation Staff Person	In Progress
Financial Report	Month of July was positive by 7100	Ongoing
Indirect Cost Rate(ICR)	Will begin work on FY 18 ICR with State of Illinois GOMB	Ongoing
Website	Launch anticipated in September pending review and insert of copy material	In Progress
Planning issues		
PLBA	Continued Planning Activities as part of USACE agreement	In Progress
Regional Hazard Mitigation Plan	Contract negotiations with Consultant are complete, Work will begin once contract is executed	in progress
Regional Water Supply Planning	Have set up meetings with DNR to discuss project	Preliminary
Roanoke Comprehensive Plan	Working with Roanoke on Scope of Work for Comp Plan	Preliminary
University of Illinois Collaboration	Ongoing Discussion with U of I Staff to explore collaboration possibilities	Ongoing
GIS Issues		
Village of Minonk	Waiting on notice to proceed	Preliminary
Village of Elmwood	Waiting on notice to proceed	Preliminary
Peoria Heights	Working with Public Works Staff to implement GIS/Asset Mapping	Ongoing
GPS unit	Tested GPS unit, fully operational, began use for projects	Ongoing
PPUATS/ Transportation		
Memorandum of Understanding	Discussion with Chairmen regarding MOU	In Progress
Transportation Infrastructure Funding	meeting pending with Area Legislators	In Progress
Transportation Improvement Program	TIP has been finalized	Ongoing
Eastern Bypass Coalition	Requested status meeting with IDOT Dist. 4	In Progress
Special Transportation Studies		
FY17		
East Peoria Four Corners	Study Complete	In Progress
Tazewell County Wayfinding	Study Complete	In Progress
Port Study	Study Complete	In Progress
FY 16 State Planning Funds	Consultant is finished with TDM project	Completed
FY17 State Planning Funds	Have Submitted Final Scope of Work to IDOT	In Progress
	Regional Pavement Condition Ratings Survey	In Progress
	Peoria Heights Commercial Studies	In Progress
	Complete Streets Seminar	In Progress
	Computer Equipment	In Progress
FY17 Rural Planning Funds	Village of Roanoke Planning	In Progress
	Village of Minonk GIS /Mapping	In Progress
	Village of Elmwood GIS	In Progress
	Metamora /Germantown Hills Trail Planning	In Progress
FY 18 Special Planning Studies	Reviewing applications	In Progress
STU Applications	Funding round for FY21 and FY22 Complete	Completed
IDOT Dist. 4 Travel Demand Modeling	Meeting with IDOT district 4 and consultant to discuss use of TDM for area projects	In Progress

Procurement Policies and Procedures

Purpose

The purpose of this policy is to ensure that goods and services purchased by Tri-County Regional Planning Commission (TCRPC) are obtained in a cost-effective manner and in compliance with federally and state regulations. All purchases are made according to the provisions within this policy and other applicable funding source regulations.

Scope

This policy applies to the Executive Director, Program Managers, and any other employees authorized to initiate and/or approve purchases paid with federal, state, and local funds.

Responsibility

The TCRPC has delegated the responsibility and authority for implementing the procurement policies and procedures to the Executive Director or his/her designee. The Executive Director or his/her designee are responsible for determining whether a purchase is allowable under the terms of the federal and state programmed funds and grants and will ensure purchases are in accordance with this policy. The Executive Director has board approval of purchasing items under \$1,000. Anything in excess of \$999 would require board approval.

Policy Statement

The TCRPC policy is as follows:

- It is the policy of TCRPC to insure that the procurement process is in accordance with Public Law 92-582 (Brooks Act), 2 CFR 200, 23 CFR 172, and 30 ILCS 500.
- TCRPC will avoid purchasing unnecessary items.
- All purchases shall be made of the highest quality appropriate to the required need within budgetary limitations.
- A purchase shall not be split into multiple smaller purchases in order to avoid the approval and documentation process.
 - For large purchases, such as subcontracts that are incrementally funded, the total anticipated amount of the purchase should be used to determine the procurement method.
- To make the most efficient use of resources available to the Commission from both public and private sources.

- TCRPC will cooperate to the greatest extent feasible with other governmental units/public agencies in the joint procurement of recycled products and products designed to be recycled, and in the procurement or sale of other goods and service, in order to realize greater purchasing economies.
- To allow for competitive pricing in the procurement of all goods and services
- To maintain an open and competitive policy, whereby all responsible suppliers will receive proper consideration.
- As per 55 ILCS 5/5-1022, when the bid process is utilized, the lowest responsible and responsive bidder conforming to bid specifications will be give the greater consideration.
- When comparable goods and services are available, the lowest responsible and responsive supplier will be given greater consideration.
- When using either the bid process or normal procurement process, and all other factors being equal; local vendors may receive preference.
- Gratuities or gifts, of any types, to TCRPC employees are prohibited both during the bidding process and after award of bid or contract for services. For more information, please review TCRPC Conflict of Interest policy in the Employee Handbook.
- Members of the TCRPC board shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest.
- All bids and quotes are subject to the State of Illinois Freedom of Information Act; however, bids, quotes, and/or proposals shall not be used by vendors or TCRPC to gain unfair competitive advantage either prior to, during, or after the competitive bidding process.
- Based on federal standards in 2 CFR 200.321, TCRPC, as a federal grantee agency, will make positive efforts to use small businesses, minority-owned firms, and women’s business enterprises to the fullest extent possible.
- TCRPC will actively attempt to verify that a vendor is not debarred, suspended or otherwise excluded from or ineligible for participation in federal and state programs.
- TCRPC will make purchases consistent with funding agency guidelines with priority given to serving clients and customers of the TCRPC in a timely and responsive manner.

Methods of Procurement

It is the policy of the Tri-County Regional Planning Commission (TCRPC) that all procurement of goods and services shall fall under one of the following classifications:

Micro-Purchase Procedures

- The aggregate dollar amount of supplies and services cannot exceed \$3,000.

- TCRPC must distribute micro-purchases equitably, to the extent possible, among qualified suppliers.
- Soliciting competitive quotations is not required if the price is considered reasonable by TCRPC.

Small Purchase Procedures

- The aggregate dollar amount of supplies and services cannot exceed \$10,000.
- TCRPC must obtain a minimum of three written quotes, and may use a Request for Proposal (RFP) or Request for Qualifications (RFQ) for services, if deemed appropriate.
- The required three written quotes are waived if the items purchased are available through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency or non-profit government purchasing alliance in accordance with public purchasing rules and regulations as allowed by Illinois state statute (5 ILCS 220/3).

Competitive Bid/Qualifications-Based Selection (QBS) Procedures

- The aggregated dollar amount of supplies and services exceeds \$10,000.
- Requests for Proposals or Qualifications may be used in lieu of a competitive bid when the goods or services required, due to their nature, do not fall in a classification for which clearly established technical specifications can be provided to bidders.

Sole Source Procurement

- Sole source procurement is a non-competitive vendor selection.
- Contracts may be awarded without use of the specified method of source selection when there is only one economically feasible source for the item.
- The item is available only from a single source.
- Only one response was received from a formal solicitation for quotes/proposals. The justifications must include a list of vendors/contractors solicited and a copy of the RFQ/RFP used.
- Documentation related to sole source procurement must be as comprehensive as possible and demonstrate to an outside observer that the reasons for a noncompetitive procurement were reasonable and compelling.

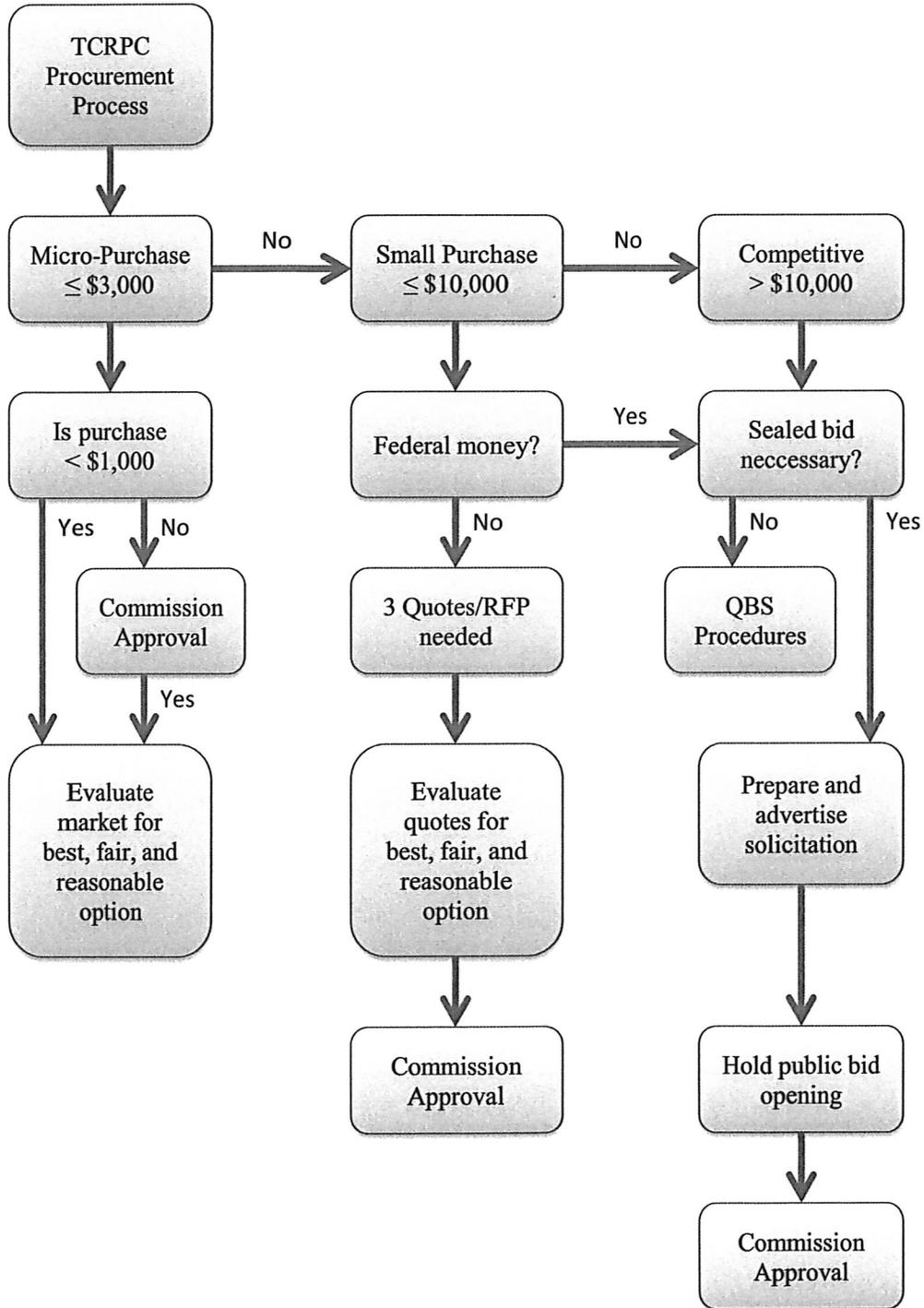
Procurement Procedures

TCRPC procurement procedures are as follows:

1. First, it is the responsibility of the Executive Director or his/her designee to review the funding grant or contract and applicable regulations to ensure that the goods or

services to be purchased or contracted are allowable, and there are no additional procurement conditions, specific to that award, that supersede Tri-County Regional Planning Commission policies and procedures outlined in this document.

- Determine an estimated price of the purchase or contract and follow the appropriate procedures outlined in the Methods of Procurement.



QBS Procedures

1. Prepare RFQ/RFP packages, which will include:
 - Introduction
 - Agency Background
 - Project Information and General Requirements
 - Submittal Contents
 - Schedule
 - Selection Process/ Evaluation Factors
 - Submittal Information
 - Contract Development
 - Deliverables
 - Compliance with Laws
 - Questions
2. Advertise the RFQ/RFP packages per the requirements outlined in the Methods of Procurement. The packages are advertised on local newspapers (Peoria Journal Star and Pekin Daily Times), TCRPC website, and American Planning Association (APA) website.
3. Demonstrate positive efforts made to utilize small businesses, minority-owned firms, and women's business enterprises. Resources to locate these types of businesses include: System for Award Management (SAM), Woman-Owned Small Business Federal Contract Program, Acquisition Central, Minority Business Development Agency, and the Illinois Procurement Bulletin.
4. All RFQ/RFPs are reviewed, evaluated, and ranked internally. All RFQ/RFP shall be evaluated based on the criteria established and published with the public solicitation. All submitted competitive bids will be opened and review during a public bid openings per the requirements outlined in the Methods of Procurement.
5. TCRPC will determine if the RFQ/RFP submittals comply with all the requirements outlined in the solicitation and state and federal regulations.
6. TCRPC will rank all RFQ/RFP in order of preference, and select the top three RFQ/RFP determined most highly qualified to perform the solicited services based on the established and published criteria. TCRPC will notify all RFQ/RFP recipients of the final ranking of the three most highly qualified firms.
7. TCRPC will Prevent, identify, and mitigate any conflicts of interest for employees of both TCRPC and the consulting firm. If any conflict of

interests are identified TCRPC will promptly disclose the findings in writing to the funding source.

8. Debarment and Suspension - No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." It is required that TCRPC verifies and documents the selected firm's status by confirming the System for Award Management (SAM) to ensure that Prime Consultant and its Sub-Consultant(s) are not currently debarred, suspended and/or excluded from participation.
9. Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.
10. TCRPC will select an appropriate contract type, payment method, contract terms, and required federal contract provisions, assurances, and certifications in accordance with 23 CFR 172.9.
11. TCRPC will negotiate the top ranked submittal form. In the event of failed contract negotiations, TCRPC must proceed to the next highest ranked firm. When an agreement is made, TCRPC will follow the contract policies outlined in the next session.
12. Any additional work or services which were not included in the original solicitation and evaluation from which the qualifications-base selection was made should be procured under a new advertisement in accordance with 2 CFR 172.7(a)(1) and 23 U.S.C. 112 (b)(2)(A). Only services included in the original solicitation may be incorporated into a contract.
13. TCRPC will retain supporting documentation of the solicitation, proposal, evaluation, and selection of the consultant in accordance with 2 CFR 172.7 (a)(1)(iv)(F) and 2 CFR 200.333.
14. TCRPC will resolve any disputes in the procurement, management, and administration of goods and services.

Contracts

TCRPC contract policies are as follows:

- TCRPC reserves the right to have an Attorney's Office, being public or private, review contracts prior to final signature by the Executive Director upon the request by the Executive Director or designee.
- Contracts shall include reference of required federal contract provisions in accordance with 23 CFR 172.9(c)
- Contracts shall include reference of assuring consultant compliance with Federal cost principles in accordance with 23 CFR 172.11.
- An errors and omissions clause shall be included in the contract in accordance with 23 CFR 172.5(c).
- Contracts shall be signed by the Executive Director only after all required endorsements to awarded bidders insurance and proof of coverage have been received by TCRPC staff for review and retention through the contract service periods or until goods/services have been received (or as required by law).
- Contracts for goods/services may be awarded with the option for continuing the relationship for more in depth and additional studies/plans or purchasing of goods if federal funds are not being used.
- All contracts for goods/services which have been approved by the TCRPC board will be signed by the Executive Director.
- Contracts shall not be considered executed unless signed by the authorizing representative of TCRPC.
- A system for contract administration shall be maintained to ensure contractor conformance with the terms, conditions and specifications of the contract and to ensure adequate and timely follow up of all purchases. TCRPC shall evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions and specifications of the contract. Once the contract has been satisfied, TCRPC will close out the contract and gather necessary documentation.
- TCRPC shall assess remedies for contract violations if contractor fails to conform to the terms, conditions and specifications outlined in the contract.