

REQUEST FOR QUALIFICATIONS (RFQ)

VISION ZERO ACTION PLAN FOR THE BLOOMINGTON-NORMAL, ILLINOIS METROPOLITAN AREA AND MCLEAN COUNTY REGION

February 2019



Issued by:
McLean County Regional Planning Commission (MCRPC)

Vision Zero Action Plan – Request for Qualifications

Section 1: General Instructions

A. INSTRUCTIONS:

Qualified consulting firms are invited to submit qualifications for the preparation of a Vision Zero Action Plan described in this Request for Qualifications (RFQ) to the McLean County Regional Planning Commission (MCRPC). MCRPC reserves the right to reject any or all submittals and to make any award it considers to be in the best interest of the region.

B. SUBMISSION:

To be considered, five (5) hard copies and one electronic copy of the complete qualifications must be received no later than **4:00 p.m., Friday, March 29, 2019**. They should be addressed to:

Vasudha Gadhiraaju, Executive Director
McLean County Regional Planning Commission
115 East Washington Street, Suite M103
Bloomington, Illinois 61701

Submittals become the property of MCRPC and will not be returned.

C. LATE SUBMITTAL:

Any submittals received after the exact time specified above will not be considered.

D. WITHDRAWAL OF SUBMITTAL:

Submittals may be withdrawn by written notice received at any time prior to award. **REQUESTS FOR CLARIFICATION CONCERNING THIS RFQ MUST BE SUBMITTED IN WRITING TO:**

Vasudha Gadhiraaju, Executive Director
McLean County Regional Planning Commission
115 East Washington Street, Suite M103
Bloomington, Illinois 61701

Clarifications will be posted as Frequently Asked Questions (FAQs) on MCRPC's homepage at www.mcplan.org.

General inquiries may be made to:

Vasudha Gadhiraaju, Executive Director
E-Mail: vpinnamaraju@mcplan.org
Phone: 309 828 4331 Ext. 22

E. SUBMITTAL FORMAT:

1. Project work tasks: Describe the specific approach, including but not limited to analysis, stakeholder outreach and involvement and methods your firm proposes to use in completing project tasks. A proposed work schedule and a list of products and deliverables, and the type of assistance sought from MCRPC or other local agencies in completing the study should be stated clearly.
2. Project staffing and management plan: Identify the project manager who will be the person responsible for assuring that all work tasks are completed on schedule. Describe the relevant qualifications of personnel to be assigned to the project and the proposed task responsibilities.
3. Qualifications of firm and project team members: State your firm's experience with comparable projects, including work samples and the names and telephone numbers of three client references. Include the resumes of all principal members of the project team and any proposed subcontractors.
4. Cost Proposal: Your firm's cost proposal should be listed in detail for each component. Your cost proposal must also reflect the limit of \$70,800 available from the funding grant.

F. SIGNATURE:

The submittal should be signed by the person in the consultant's organization responsible for the decision as to costs and services being offered. In the case of a joint proposal, each party should certify the costs and services being offered by its own organization in connection with this RFQ.

G. PRIME CONSULTANT RESPONSIBILITIES:

The consultant selected will be required to assume responsibility for all services offered in the submittal, regardless of who produces them. The selected consultant shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

H. PREPARATION COSTS:

All costs incurred for preparation, presentation, or contract negotiations of this RFQ are the responsibility of the consulting firm.

I. ACCEPTANCE OF SUBMITTAL CONTENTS:

The contents of this RFQ and the submittal of the selected consultant shall become contractual obligations if a contract is issued. Failure of the successful consultant to accept these obligations may result in cancellation of the award. Respondent shall provide a copy of their standard engagement agreement with their submission.

Section 2: DESCRIPTION OF SERVICES REQUESTED

A. STUDY AREA:

McLean County, Illinois, with emphasis on the metropolitan planning area for the Bloomington-Normal Urbanized Area, encompassing the City of Bloomington and Town of Normal.

B. BACKGROUND INFORMATION:

Bloomington-Normal and McLean County are located in central Illinois and currently have an estimated urban area population of 135,000. The community is two hours from Chicago and two and a half hours from St. Louis. Bloomington and Normal are home to two universities, two major hospitals, several large corporations such as State Farm Insurance (the largest regional employer) and Country Financial, and a varied and vibrant regional commercial and retail sector. McLean County is also a center of agriculture with global reach, and the agriculture sector is a major component of regional economic activity. With a median age of 28.8, over 40% attainment of a Bachelor's degree or higher, and family incomes exceeding state and national averages, the BN metro area's population is young, educated, and affluent.

Produced by the McLean County Regional Planning Commission (MCRPC), the current BN Mobile: Long Range Metropolitan Transportation Plan 2045 explicitly addresses the adoption of the Vision Zero crash reduction and public information protocol. In addition, the transportation and infrastructure elements of the comprehensive plans of the City of Bloomington and the Town of Normal each reference the need for enhanced transportation system safety and the reduction of all crashes, but particularly those which result in fatalities or serious injuries. The MCRPC Policy Committee has adopted the safety performance measures and targets set forth by the Illinois Department of Transportation under the guidance of the FAST Act. The municipalities have also adopted policies regarding Complete Streets implementation, which are the framework for the Vision Zero Action Plan.

C. NEED AND PURPOSE:

The McLean County Regional Planning Commission, the metropolitan planning organization for the Bloomington-Normal Urbanized Area, seeks to develop a Vision Zero Action Plan for the metropolitan planning area and the County, founded on the optimum combination of principles and goals derived from the various initiatives to achieve zero highway deaths. Implementation of this plan will support the reduction and elimination of crashes resulting in fatality or serious injury, in Bloomington-Normal and McLean County.

D. SCOPE OF SERVICES:

The development of this Vision Zero Action Plan should, at minimum, include the following elements in concurrent activity tracks, including but not limited to:

1. Consult with the Project Steering Committee (PSC) in determining the optimum set of principles, goals and targets from the array of zero death initiatives, including but not limited to:
 - a. Vision Zero (Vision Zero Network)
 - b. Toward Zero Deaths (National Strategy on Highway Safety)
 - c. Road to Zero (National Safety Council and Road to Zero Coalition), and
 - d. Implementation of these initiatives by states, regions and municipalities;
2. In coordination with the PSC, development of a public education campaign to introduce and reinforce local implementation of zero death safety concepts and practices in the context of Complete Streets implementation;
3. Project outreach to safety stakeholders and the general public, to include design of a project section of the MCRPC website, to be maintained until the project is concluded;
4. Data aggregation and development regarding crash incidence locations and frequency, severity and associated factors;
5. Determination of high priority locations for safety improvements, coordinated with other project priority determinations through the PSC, particularly in connection with Complete Streets implementation, and emphasizing locations on the local street network;
6. Determination of high priority locations for safety improvements, coordinated with other project priority determinations through the PSC, and emphasizing locations on state routes, including locations where state and local facilities intersect, and;
7. With respect to identified high priority projects, formulate design concepts guided by local Complete Streets policies, develop cost estimates, identify funding sources and analyze fiscal feasibility.

E. MILESTONES AND DELIVERABLES:

Interim and final deliverables include:

Deliverable #1: Aggregated current crash data for Bloomington-Normal urban area locations, reported on transportation dashboard through FHWA HSIP performance measures, and including available local data not otherwise obtainable, causal factors unrelated to street design, data documenting less severe crashes and locations.

Deliverable #2: Conduct and completion report regarding the public outreach process, including broadcast or equivalent transmission and/or publication of public service announcement campaign regarding predominant crash causes, and interim report on response to outreach campaign.

Milestone #1 - Substantial completion of public outreach and information period.

Deliverable #3: Inventory of location priorities for Complete Streets implementation projects and inclusion in LRTP and/or TIP as indicated by project parameters

Deliverable #4: Interim report regarding cost estimates and analysis of fiscal feasibility and funding sources for designated high priority projects at locations with high crash incidence.

Milestone #2 – Completion of and report regarding priority analysis and conclusions.

Deliverable #5: Final project report, including two to five-year program priorities and guidance for future Vision Zero and Complete Streets project development.

The final deliverable, the Vision Zero Action Plan, should, at minimum, include all elements outlined in the scope of services.

Revisions or creative approaches proposed by consultants responding to this RFQ are welcome and will be considered for incorporation into the scope of services for this project.

The successful submission in response to this request will:

1. Demonstrate a comprehensive understanding zero death initiatives, including programs endorsed by the Federal Highway Administration and the Federal Transit Administration, and the Zero Death initiative undertaken by the Illinois Department of Transportation;
2. Develop a detailed scope of work laying out specific tasks with approximate durations, required resources, and responsibility assignment, consistent with the identified tasks, deliverables and milestones, and within the time available;
3. Design the project schedule to provide time for review and comment by MCRPC, local staff and the public throughout the process.
4. Outline detailed instructions for completing individual tasks for consistency;
5. Provide a detailed proposal of staff hours to accomplish each task;
6. Provide complete and detailed documentation and dataset for each task;
7. Verify that the primary and/or sub consultant firm(s) shall be in good standing, understand and can comply with the requirements of federally-funded transportation planning and research funding, and have the ability to be approved to perform services for MCRPC.

F. PROJECT SCHEDULE:

It is anticipated that project work will begin in May 2019, with the final report to be submitted for approval no later than November 30, 2020. Interim deliverables must be submitted to the committee within 4 to 6 months of the start of the project.