

REQUEST FOR QUALIFICATIONS (RFQ)

OLD ROUTE 66 HISTORIC CATALOGUE PROJECT FOR THE BLOOMINGTON-NORMAL METROPOLITAN AREA AND McLEAN COUNTY REGION IN ILLINOIS

May 29 2019
Submission Deadline: June 21, 2019



Issued by:
McLean County Regional Planning Commission (MCRPC)

Section 1: General Instructions

A. INSTRUCTIONS:

Qualified consulting firms are invited to submit qualifications for the preparation of Old Route 66 Historic Catalogue Project 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. SUBMITTAL REQUIREMENTS:

To be considered, two (2) hard copies and one electronic copy of the complete qualifications must be received no later than **4:00 p.m., Friday, June 21, 2019**. They should be addressed to:

Vasudha Gadhiraju, 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Submittals may be withdrawn by written notice received at any time prior to award.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 via E-Mail to:

Vasudha Gadhiraju, Executive Director

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

General inquiries may be made to:

Vasudha Gadhiraju, AICP
Executive Director, MCRPC
E-Mail: vgadhiraju@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, a list of products and deliverables, and the type of assistance sought from the McLean County Route 66 Committee in completing the study should be stated clearly.
2. Project staffing and management plan: Identify the project manager, 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.

Qualified candidates will:

- Demonstrate education and experience in historic architecture, architectural preservation, architectural history, and historic structures reports. Candidates should have graduate-level research experience.
 - Meet the Secretary of the Interior's Historic Preservation Professional Qualification Standards in Historic Architecture, Architectural History, and/or Historic Preservation.
 - Be an experienced architectural professional with an emphasis in historic preservation and historic byways.
 - Have experience working on similar projects involving collaboration with governmental and municipal entities. Candidates should have experience in directed research and project management.
 - Be available to work directly with research intern, governmental staff and others associated with the project.
 - Maintain Staff/Corporate Resources to perform the work.
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 \$30,000 available from the TLC grant.** Information about the TLC Grant is included below.

Transportation and Land Use Connection (TLC) Grant

On December 10, 2018, the McLean County Regional Planning Commission (MCRPC) issued a Notification of Funding Opportunity (NOFO) for the 2018 Transportation and Land Use Connection (TLC) Grant. The TLC grant uses the

Illinois Department of Transportation's State Metropolitan Planning grant funds to provide grants to local governments and agencies for specific project proposals, or to support MCRPC as it carries out relevant investigations with or on behalf of its planning partners.

This grant supports recommendations included in the Bloomington and Normal Comprehensive Plans and offers opportunities for local governments, agencies and MCRPC to explore possible methods to formally tie the two aspects of the community together as growth and change demand new approaches.

In response to this funding opportunity, the Town of Normal staff acting on behalf of the McLean County Old Route 66 Committee applied for a grant to help fund the McLean County Old Route 66 Historic Catalogue project.

On Friday, February 8, 2019, a 2018 TLC grant was awarded for the Old Route 66 Historic Catalogue project for \$43,000 by the McLean County Regional Planning Commission. Of which \$30,000 was approved for consulting services.

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

The McLean County Regional Planning Commission (MCRPC) is soliciting qualifications and statements of interest and availability from a qualified historic preservation and cultural resources specialist for research oversight, reporting and historic surveys related to the Old Route 66 Historic Catalogue project for McLean County, Illinois. The primary goal of the project is to catalog the documentation on historic structures, and other associated features of Old Route 66 and will include research, data collection, and interviews with experts and enthusiasts.

A. HISTORY/BACKGROUND:

In the fall of 2017 the McLean County Route 66 Committee was formed by several members of the McLean County Museum of History's Route 66 Visitor Center Advisory Committee. As Route 66 is a regional asset and its preservation and promotion can only truly be accomplished with a regional approach and mindset, the committee has grown and is currently comprised of members representing the following sectors:

- Private citizens
- Bloomington-Normal Area Convention and Visitors Bureau
- McLean County Regional Planning Commission
- Bloomington-Normal Economic Development Council
- Marketing professionals
- Advocacy group members
- Mclean County Museum of History
- Illinois Route 66 Scenic Byway
- Staff of McLean County, the City of Bloomington, and the Town of Normal

The McLean County Route 66 Committee has adopted the following mission statement:

To celebrate the heritage of Old U.S. Route 66 in Bloomington / Normal and McLean County, Illinois by promoting education, tourism, economic development and historic interest. This is accomplished through committee work and by coordinating efforts of other local agencies. The committee may also serve as an advisory council on issues related to Old Route 66.

This committee has formulated an Action Plan, including the research and development of historic roadside attractions and corridors in Bloomington-Normal and McLean County.

B. DESCRIPTION

MCLEAN COUNTY ROUTE 66 HISTORIC CATALOGUE: The principal objective of this project is to preserve and promote the important transportation history of Route 66 and associated landmarks and natural features in McLean County. This project will include all necessary work to identify, research, describe and catalogue historical properties, buildings and features (features) associated with Old Route 66 in Bloomington-Normal and McLean County. Information will be compiled from current available data, research and information received from regional experts, the McLean County Museum of History and other available resources. Information gathered will be in the form of historic documents, photographs, etc. Narratives that

will serve to describe the historic significance of the feature will be compiled from existing resources or developed based on research.

All documents and narratives will be compiled in a standardized manner and checked for accuracy before the information is archived in the GIS Storyboard for Old Route 66 in McLean County developed by McLean County Regional Planning Commission (MCRPC).

As current governmental staff resources are limited, this project proposes to use the funding provided by the Transportation and Land Use Connection Grant to provide professional services and a student research assistant to assist with research and input information into the GIS Story board. As this project has regional implication and impact, it is proposed that this project will be administered by MCRPC with significant assistance by the Town of Normal, City of Bloomington, McLean County, and other partners as necessary.

C. SCOPE OF WORK

The initial phase of work will be focused on research administration to outline the appropriate course of action to create the McLean County Route 66 Historic Catalogue. The following items constitute scope items to be performed under the professional services contract:

- 1. Research oversight and compilation**
 - a. Provide historic research and cultural resources expertise through the course of the project.
 - b. Oversee research efforts and information gathering for the catalogue.
 - c. Quality control of information gathered by the research intern.
 - d. Review existing drawings and applicable documents as they become relevant to the compilation of the catalogue.
- 2. Develop Report Format**
 - a. Work with the research intern to create template for reporting.
 - b. Develop procedures for documenting research gathered by the research intern.
 - c. Identify key elements of the report and reporting process that can be easily disseminated to the public to inspire further engagement and proof of concept.
 - d. Provide strategic communications guidance for future project sharing.
- 3. Technical oversight of the research intern assigned to assist with the project**
 - a. Quality control/quality assurance of materials and information gathered through research process.
 - b. Create system of checkpoints for measurable goals for the research intern contributions through the course of the grant.
 - c. Liaise for stakeholders through progress reports and requests for information.
- 4. Historic Survey**
 - a. Work with local experts and stakeholders to identify significant buildings and other historic features along Route 66.
 - i. This may include field study or further scope.
 - ii. Documentation of existing known features and discovery of new features.
 - b. Document information for report and GIS projects.
 - c. Secure survey results in a format that is easily accessible for distribution and later media dissemination.

5. Liaison to MCRPC and other intergovernmental bodies

- a. Share project progress and updates at monthly meetings.
- b. Act as point of contact for all grant reporting questions and stakeholder interfacing for the catalogue process.

D. DELIVERABLES:

Interim and final deliverables include:

Deliverable #1: Report Template

Deliverable #2: Procedures for documenting research

Deliverable #3: Strategic Communication Guide

Deliverable #4: Delivery of research materials in electronic format; Ensure GIS compatibility where applicable.

The final deliverable, a report with a comprehensive inventory of significant buildings and other historic features that help tell the story of Route 66 in McLean County.

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.

E. SELECTION CRITERIA

The following selection criteria and associated scoring system will be used to assist with the selection:

Education and Experience – 30 points

Collaborative Experience - 20

Availability – 20 points

Staff Qualifications/Training. – 20 points

Resources – 10 points

F. SELECTION PROCESS

A selection committee of MCRPC staff and other stakeholders will review the RFQ responses and make a recommendation to the MCRPC Commission. Proposals that are submitted timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ. The MCRPC reserves the right to reject any or all submissions received. The final selection will be made by the MCRPC and their decision will be final.

G. PROJECT SCHEDULE:

This project is grant funded. The work will not begin until the grants are duly executed by all the relevant organizations. It is anticipated that project work will begin in July 2019, with the final report to be submitted for approval no later than June, 2020. Interim deliverables must be submitted to the committee within 4 to 6 months of the start of the project.