

REQUEST FOR QUALIFICATIONS (RFQ)

BICYCLE & PEDESTRIAN MASTER PLAN UPDATE PROJECT FOR THE TOWN OF NORMAL MCLEAN COUNTY ILLINOIS

July 3 2019
Submission Deadline: July 19, 2019



Issued by:
McLean County Regional Planning Commission (MCRPC)

Section 1: General Instructions

A. INSTRUCTIONS:

The McLean County Regional Planning Commission (MCRPC) is soliciting qualifications and statements of interest and availability from a qualified planning firm to update the Town's existing Bicycle & Pedestrian Master Plan. The primary goals of the project are to analyze the success of the 2009 Plan to date, to compare the plan's design recommendations against current design standards, to recommend and prioritize infrastructure improvements, and to facilitate community engagement.

B. SUBMITTAL REQUIREMENTS:

To be considered, three (3) hard copies and one electronic copy on a "flash" drive of the complete qualifications must be received no later than **5:00 p.m., Friday, July 19, 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Submittals may be withdrawn by written notice received at any time prior to award.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 Town of Normal 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:

- Extensive experience in pedestrian and bicycle transportation planning and design, including the multi-modal interactions of bicycle, pedestrian, transit and vehicular modes.
- Significant experience implementing industry standard design practices for pedestrian, bicycle, and vehicular design including but not limited to standards provided by the National Association of City Transportation Officials (NACTO), Institute of Transportation Engineers (ITE), and American Association of State and Highway Transportation Officials (AASHTO).
- Significant experience in design and implementation of the Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) published by the US Access Board and the Americans with Disabilities Act.
- Experience implementing complete streets projects in urban environments.
- Experience with Vision Zero action plans and context sensitive design.
- Experience with trails and greenways design.
- Experience working on similar projects involving collaboration with governmental and municipal entities.
- Availability to work directly and collaboratively with governmental staff and others associated with the project.
- Staff/Corporate Resources to perform the work.
- Experience in facilitating and fostering stakeholder and public engagement on transportation and mobility topics.
- Be an experienced transportation professional with an emphasis in complete streets and multi-modal planning and design.

F. 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.

G. PREPARATION COSTS:

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

H. 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. HISTORY/BACKGROUND:

The Town of Normal strives to accommodate all users of the road network, including bicyclists, pedestrians, transit users, and drivers of automobiles, transit vehicles, and freight vehicles, in roadway projects so as to create a connected, comprehensive, integrated network for all roadway users.

In the fall of 2007 Mayor Chris Koos appointed an Ad Hoc Committee to study the community's bicycle and pedestrian system and to identify strategies by which that system could be improved. Several months later, the chairman of that 17-member committee presented the Committee's report, which included the recommendation that the Town prepare a bicycle and pedestrian master plan with the objective of the League of American Bicyclists designating the Town as a "Bicycle Friendly Community".

A steering committee comprised of various staff members, private citizens, and representatives of Illinois State University was then formed to select and work with a consultant to prepare the plan. Following a procurement process, the Town ultimately selected Alta Planning + Design from Portland, OR to prepare the plan.

The Town of Normal Bicycle & Pedestrian Master Plan was received and accepted by the Town Council in July 2009. Chapters of the plan follow.

Chapter 1: Introduction – an overview of the plan and its purpose.

Chapter 2: Existing Conditions – description and summary of the strengths and weaknesses of the existing pedestrian and bicycle networks.

Chapter 3: User Needs Assessment – analytical modeling to estimate current bicycling and walking demand and to predict future demand.

Chapter 4: Recommended Walkway and Bikeway Networks – maps of proposed improvements.

Chapter 5: Recommended Pedestrian and Bicycle Programs – description of education, encouragement, enforcement and evaluation measures the Town and/or other agencies should implement to promote walking and bicycling, increase bicyclist and pedestrian safety, and increase awareness of bicycling and walking as viable modes of transportation.

Chapter 6: Project Prioritization – list of project priorities sorted into short-term, medium-term, and long-term categories.

Chapter 7: Implementation Plan – planning-level cost estimates for the improvements along with potential funding mechanisms.

The Town obtained Bicycle Friendly Community status in 2015 at the Bronze Level. The status was renewed at the same level in 2018. Many elements of the plan have been successfully implemented in the 10 years since its adoption. Demand for alternative forms of transportation, specifically bicycling and walking, continue to be a priority for local leaders. Thus, a plan update seems prudent so that current design techniques and prioritization factors may be incorporated. For this reason, the Town of Normal staff applied for a Transportation & Land Use Connections (TLC) grant through the McLean County Regional Planning Commission to help fund the **Town of Normal Bicycle & Pedestrian Master Plan Update** project.

B. DESCRIPTION

In updating the **Town of Normal Bicycle & Pedestrian Master Plan**, the Town hopes to achieve several goals.

1. Assemble background information and current conditions. This will require an analysis of how the community has changed since the plan's adoption in 2009, including analysis of new development, land use patterns, travel statistics, existing and planned infrastructure, demographics, new destinations, and new land use and transportation plans, policies and/or procedures
2. Review performance of the existing plan and establish goals for implementation of future improvements.
3. Conduct public and stakeholder outreach and engagement.

4. Update design guidance to reflect current design guidance and best management practices.
5. Identify and recommend infrastructure improvements.
6. Develop prioritization criteria and prioritize projects.

C. SCOPE OF WORK

The initial phase of work will be focused on updating the previous Bicycle & Pedestrian Master Plan to current conditions. The following items constitute scope to be performed under the professional services contract:

1. **Current Conditions Analysis:** This will require an analysis of how the community has changed since the plan's adoption in 2009, including analysis of new development, land use patterns, travel statistics, existing and planned infrastructure, demographics, new destinations, and new land use and transportation plans, policies and/or procedures.
 - Interim deliverable: Memorandum summarizing the current state of bike-ped infrastructure against 2009 plan recommendations
2. **Stakeholder Engagement:** Conduct public and stakeholder outreach and engagement.
 - Interim deliverable: Memorandum summarizing stakeholder engagement and findings
3. **Goal setting and prioritization:** This should
 1. Review performance of the existing plan and establish goals for implementation of future improvements.
 2. Update design guidance to reflect current design guidance and best management practices.
 3. Identify and recommend infrastructure improvements.
 4. Develop prioritization criteria and prioritize projects.
 - Interim deliverables: Narrative and executive summary documenting recommended walkway and bikeway improvements
 1. Maps correlating with recommended improvements
 2. Prioritization criteria for recommended projects

D. DELIVERABLES:

Interim and final deliverables include:

Deliverable #1: Memo summarizing current conditions

Deliverable #2: Memo summarizing stakeholder engagement

Deliverable #3: Summary of recommended improvements

Deliverable #4: Final Deliverable – Updated Bike and Pedestrian Plan for Town of Normal

The final deliverable, a report containing a current conditions analysis and current best practices and recommended improvements to help guide the Town of Normal continue implementing their Bicycle and Pedestrian Master Plan.

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, Town of Normal 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 September 2019, with the final report to be submitted for approval no later than December, 2020. Interim deliverables must be submitted during this time.