

Southern Illinois Metropolitan Planning Organization

**NOTICE OF REQUEST FOR QUALIFICATIONS
FOR
GENERAL PLANNING CONSULTANT
SERVICES**

PROJECT NAME: IL Route 13 Pedestrian Overpass in Marion

DISTRIBUTION DATE: April 12, 2017

CLOSE DATE: April 26, 2017

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NOTICE OF INVITATION

The Southern Illinois Metropolitan Planning Organization (SIMPO) intends to enter into a deliverable contract with a prime provider. The contract will be managed by a negotiated scope of work and work authorizations.

Please submit nine (9) **WRITTEN SEALED PROPOSALS in addition to an electronic PDF version**, not later than **4:30 p.m., April 26, 2017**, to the Southern Illinois Metropolitan Planning Organization office: 3000 West DeYoung Street, Suite 800 B-3, Marion, Illinois 62959.

The project will be entitled: IL Route 13 Pedestrian Overpass in Marion

Proposals will be accepted in person, by United States Postal Service, United Parcel Service, or by private courier service. If proposals are mailed, please note on the exterior of the packaging:

PROPOSAL – IL Route 13 Pedestrian Overpass

No proposal will be accepted by oral communication, telephone, electronic mail, telegraphic or facsimile transmission. Proposals may be withdrawn prior to the time set for closing. Any proposal received after the time set for closing will be rejected and returned unopened to the addressee on the package. This is a Request for Qualifications (RFQ) for professional services.

Proposals will be distributed by SIMPO staff to members of the Selection Committee for review. Final selection will be made by the SIMPO Policy Committee.

The issuance of this RFQ does not obligate SIMPO to enter into a contract for any services. All costs related to the preparation and submission of a proposal shall be borne by the entity or firm proposing.

Southern Illinois Metropolitan Planning Organization

REQUEST FOR PROPOSAL

IL Route 13 Pedestrian Overpass in Marion

The Southern Illinois Metropolitan Planning Organization (SIMPO) for the Jackson-Williamson County metropolitan area is seeking qualified firm(s) for consultant services to conduct a planning study for a potential pedestrian overpass in the city of Marion.

I. GENERAL DESCRIPTION

Ray Fosse Park is located on the north side of IL 13 in Marion and is home to numerous baseball and softball fields that are utilized by the Marion Youth Baseball and Softball Association and other entities. Other traffic generators at the park include; a swimming pool, batting cages, miniature golf, tennis courts, and various shelters and playground equipment. A Huck's convenience store and residential area is located on the south side of IL 13 so there is a resulting demand for pedestrian movement back and forth between the park and the convenience store and residential area. Frequently, these pedestrians are children resulting in a very unsafe condition since IL 13 is 5 lanes wide and has an ADT of 17,900 vpd at this location.

II. STUDY PURPOSE AND EXPECTED PRODUCTS

A. Purpose

The purpose of the study is to evaluate various options for a pedestrian overpass or underpass and recommend the most feasible option for implementation. The study will also make recommendations for improving the safety of an at grade pedestrian crossing.

B. Scope of Work

The consultant will evaluate the existing roadway and sidewalk conditions and geometry on both sides of IL 13. The consultant will prepare planning level designs for various feasible alternatives for an overpass/underpass. The consultant will prepare planning level cost and impact analysis for the preliminary alternatives. The consultant will coordinate at least 3 meetings with a Project Study Group consisting of local officials, Park District staff, Youth program representatives and others as identified. The consultant will prepare the exhibits and other materials for one public meeting as well as provide staff to coordinate and conduct the public meeting. The consultant will also prepare a planning level concept for an at grade crossing which is designed to minimize the hazard of the crossing. At a minimum, the design concept should consider the optimum location as well as signage, flashing beacons or other warning devices. The consultant's findings and final recommendation shall be compiled into a final report.

C. Study Location

The study limits will be along IL 13 between Garfield Street and Otis Street and a sufficient distance north and south of IL 13 to accommodate any of the preliminary overpass/underpass alternatives that are evaluated.

D. Information Provided to Consultant

SIMPO will provide the following items to the selected consultant:

- Existing Roadway Plans for IL 13 (PDF)
- Aerial Photography (digital)
- Utility information from the Julie NEWTIN tool
- Raw footage from a traffic camera for pedestrian counts
- Localized Lidar data and/or a digital terrain model from a recent drone survey

E. Final Report

The consultant will prepare a final report that details all recommendations and will present the final recommendations at a joint stakeholder meeting with IDOT, SIMPO, and the city of Marion.

F. Deliverables

- a. Monthly Progress Reports
- b. Draft Report (PDF)
- c. 6 hard copies of the final report
- d. PDF copy of the final report

III. PROJECT MANAGEMENT

The provider is expected to address in its proposal a detailed plan to manage and conduct this study. The proposal should indicate a demonstrated understanding of the purpose and objectives of the project as defined in this RFQ.

The consultant will be expected to work with a Study Oversight Team comprised of SIMPO Staff, IDOT staff and SIMPO's Technical Advisory Committee Members.

IV. SUBMISSION OF PROPOSALS AND REQUIRED CONTENT

The SIMPO shall not be responsible for any expenses, which consultants may incur in the preparation and submitting of a proposal. The consultants shall furnish such additional information that SIMPO may reasonably require. The SIMPO also reserves the right to negotiate modifications to the proposals that it deems are acceptable, reject any and all proposals, and to waive any minor irregularities in the procedures.

This RFQ is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this RFQ. To assist the SIMPO in evaluating your proposal, the following are minimum requirements that should be included in the proposal:

- A narrative describing the Consultant's understanding of the scope of services, the approach to the project, the reports and deliverables that are to be presented, and a work plan that outlines the Consultant's approach and methodology. The Consultant should indicate how they propose to meet the timeline for this project.
- A description of Project Manager's experience, expertise, knowledge, capabilities and resources in transportation planning processes, particularly with traffic and transportation studies.
- A description of each professional team member's experience and expertise that will be assigned to the project.
- A list and description of related projects of a similar nature for which the Project Manager and/or key team leaders have been involved.
- A minimum of three references, including contact person, address, and telephone number, for similar projects.
- The consultant shall provide a list of supporting documents and data necessary to conduct and complete this study.
- The consultant shall provide a project schedule for the project.
- 10 pages max for the main proposal. Any supplemental material, including resumes, shall not exceed 15 pages (25 pages in total maximum).
- An organization chart limited to one (1) page containing the names of the prime provider and any sub-provider's task leaders proposed for the team and their contract responsibilities by work category. Task leaders should be clearly designated. Other personnel can be identified at the prime provider's discretion. The organization chart should also include the name, address, e-mail, telephone and fax numbers of the prime provider and all sub-providers proposed for the team.
- The prime provider's Quality Assurance/Quality Control (QA/QC) program.

V. CONTRACT TYPE

A cost-reimbursement not-to-exceed type of contract is anticipated. Scope of Work and specific tasks will be assigned by individual work items. The consultant will be paid based on work actually performed. Invoices shall be paid once per month. The total contract award is estimated to be not more than **\$45,000. All work must be completed prior to June 30th, 2018.**

VI. CONSULTANT SELECTION PROCESS AND PROPOSAL EVALUATION

The Selection Committee, made up of the SIMPO Staff and the Technical Advisory Committee Members, will review and evaluate all responsive proposals, taking into consideration the following items as a minimum:

- Consultant's understanding of the project and approach, and time frame (35%)
- Experience, expertise, and qualifications of the Project Manager (25%)
- Experience, expertise, and qualifications the Consulting Firm's individual team members (25%).
- Responses of the Consultant's references. (5%)
- Compliance with required format. (5%)
- The prime provider's Quality Assurance/Quality Control (QA/QC) program. (5%)

The SIMPO reserves the right to reject any or all proposals and to waive formalities and irregularities in proposals received. Final approval of contract award is subject to the action of the SIMPO Policy Board.

SIMPO CONTACT

Request for additional information regarding this RFQ should be made to Joe Zdankiewicz, at 618-997-9351, by e-mail at joezdankiewicz@greateregyp.org, or by mail at 3000 West DeYoung Street, Suite 800 B-3, Marion, Illinois 62959.