

**Greater Egypt
Regional Planning & Development Commission**



**Notice of Request for Qualifications
for
General Planning Consultant Services**

Vulnerable Road User (VRU) Assessment

City of Sesser, Illinois

Distribution Date: 04/18/2024 | Closing Date: 05/10/2024

NOTICE OF INVITATION

The Greater Egypt Regional Planning & Development Commission (Greater Egypt) 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 two (2) printed and sealed STATEMENT OF QUALIFICATIONS (SOQs) / PROPOSALS in addition to a PDF electronic version, no later than 4:30 p.m., May 10, 2024 to:

Greater Egypt
ATTN: SOQ VRU Assessment
3117 Civic Circle Boulevard
Suite A
Marion, Illinois 62959-5222

The project will be entitled:

Vulnerable Road User (VRU) Assessment for the City of Sesser, Illinois

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: **SOQ VRU Assessment.**

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 Proposals may be withdrawn prior to the time set for closing.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 Qualification (RFQ) for professional services. Proposals will be distributed by Greater Egypt staff to members of the Selection Committee for review. Final selection will be made by the Greater Egypt Board.

The issuance of this RFQ does not obligate Greater Egypt 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.

**Greater Egypt
Regional Planning & Development Commission**

Request For Qualifications

**Vulnerable Road User
(VRU)
Assessment**

City of Sesser, Illinois

The Greater Egypt Regional Planning & Development Commission (Greater Egypt) comprising the Illinois counties of Franklin, Jackson, Jefferson, Perry, and Williamson seeks qualified firms for professional consultant services to prepare a Vulnerable Road User Assessment for the City of Sesser, Illinois.

I. GENERAL DESCRIPTION

The purpose of this effort is to assess the City of Sesser's Franklin Avenue corridor, Illinois State Route 154 (IL 154) from Park Street (IL 148) to Maple Street in Sesser, Illinois.

The assessment is to be conducted from the perspective of a vulnerable road user traveling outside of a motor vehicle. Vulnerable Road Users (VRUs) are people walking, people using wheelchairs and mobility-assistive devices, people with visual impairment and blindness, people riding bicycles, older persons, children, community members, residents, and visitors.

II. STUDY LOCATION, PURPOSE, AND EXPECTED PRODUCTS

Study Location

The study location for this project is along the Franklin Avenue corridor (Illinois State Route 154) from Park Street (IL 148) to Maple Street in City of Sesser, Illinois.

Purpose

Identify challenges to VRU mobility, connectivity, and accessibility in the public right of way along the study location corridor to include sidewalks, crosswalks (marked and unmarked), curb cuts, curb ramps, and accessible parking spaces to comply with ADA regulations ensuring people using wheelchairs can deploy lifts or ramps.

Potential safety enhancements include:

- Safer speeds (target speed 25 mph to minimize serious injury and fatalities)
- Speed management of motor vehicles traveling through the downtown core
- Motorist yield behavior to people walking
- ADA Public Right of Way Accessibility Guidelines (PROWAG)
- Curb ramps, sidewalks (condition assessment and inventory)

The VRU assessment shall include a prioritized listing of recommended improvements and an implementation plan to provide guidance to City of Sesser decision-makers.

Information Provided to Consultant

Representatives from the City of Sesser and Greater Egypt staff will closely coordinate with the consultant regarding information and local resources.

Resources:

- Creating Walkable & Bikeable Communities
<https://www.huduser.gov/portal/sites/default/files/pdf/Creating-Walkable-Bikeable-Communities.pdf>
- Walkability Checklist
<https://www.nhtsa.gov/sites/nhtsa.gov/files/walkingchecklist.pdf>
- Walk Audit Tool Kit
<https://www.aarp.org/livable-communities/getting-around/aarp-walk-audit-tool-kit.html>
- Small Town and Rural Multimodal Networks
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/small_towns/
- Pedestrian and Bicyclist Road Safety Audit (RSA) Guide and Prompt List
https://safety.fhwa.dot.gov/ped_bike/tools_solve/docs/fhwasa20042.pdf
- Bikeability Checklist
https://www.pedbikeinfo.org/cms/downloads/bikeability_checklist.pdf
- Bike Audit Tool Kit
<https://www.aarp.org/livable-communities/getting-around/aarp-bike-audit-tool-kit.html>
- Incorporating Bicycle Networks into Resurfacing Projects
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/resurfacing/resurfacing_workbook.pdf
- Complete Streets <https://highways.dot.gov/complete-streets>
- [Safety Benefits of Walkways, Sidewalks, and Paved Shoulders](#)
- [An Active Roadmap: Best Practices in Rural Mobility](#)
- [Citizens' Institute on Rural Design](#)
- [Ten Features of Walkable Communities](#) - CNU Public Square
- [Walkable City Design Is Critical for Economic Health](#) - Strong Towns
- [USDOT Pedestrian and Bicycle Funding Opportunities](#)
- [USDOT Active Transportation resources](#)

Deliverables

The following deliverables shall be provided by the consultant:

- Billing Invoices and Progress Reports - to be submitted monthly
- Walk audit
- Reports (incorporating finds of the walk audit)
 - Vulnerable Road User Assessment Draft report
 - Vulnerable Road User Assessment Final report including a prioritized list of accessibility and safety improvements (two printed copies and one PDF electronic copy)
- ESRI ArcGIS-based map and associated files with locations noted of the accessibility and safety improvements
- **ITEP Application**

III. PROJECT MANAGEMENT

Proposals in the form of a Statement of Qualification (SOQ) shall include a detailed work plan addressing the full scope of the project. The SOQ 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 Greater Egypt staff members.

IV. SUBMISSION OF PROPOSALS AND REQUIRED CONTENT

Greater Egypt shall not be responsible for any expenses, which consultants may incur in the preparation and submitting of a proposal/SOQ. Consultants shall furnish such additional information that Greater Egypt may reasonably require. Greater Egypt reserves the right to negotiate modifications to the proposals deemed acceptable, reject any and all proposals/SOQs, and 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 SOQ should respond to information presented in this RFQ. To assist Greater Egypt in evaluating the proposals/SOQs, the following minimum requirements are to be included:

- A narrative describing the Consultant's understanding of the scope of services, the approach to the project, reports & deliverables to be presented, and a work plan outlining the Consultant's approach and methodology. The Consultant shall 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 bicycle planning studies.
- A description of experience and expertise of each professional team member 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, to include the following contact information:
 - Name
 - Email address
 - Mailing address
 - Mobile/telephone number
- The consultant shall provide a list of supporting documents and data necessary to conduct and complete this effort.
- The consultant shall provide a project schedule for the project.
- 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, email, telephone and fax numbers of the prime provider and all sub-providers proposed for the team.
- 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.

The proposal/Statement of Qualification (SOQ) primary text body shall employ 12-point font size and not exceed a page count of twenty-five (25) pages. A maximum of ten (10) pages is allotted for the main proposal. Supplemental material, including resumes, organizational chart, references, etc. shall not exceed 15 pages. All pages shall be sequentially numbered excluding the cover page.

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 actual work performed. Invoices shall be paid once per month. The total contract award is estimated to be not more than \$20,000. All work must be completed prior to August 30, 2024.

VI. CONSULTANT SELECTION PROCESS AND PROPOSAL EVALUATION

The Selection Committee (may include members of members from Greater Egypt staff, Greater Egypt board members, and representatives from the City of Sesser) will review and evaluate all responsive proposals SOQs, 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 Consultant's Project Manager (25%)
- Experience, expertise, and qualifications of the Consultant's team members (25%)
- Compliance with required format (5%)
- Responses of the Consultant's references (5%)
- The prime provider's Quality Assurance/Quality Control (QA/QC) program (5%)

Greater Egypt reserves the right to reject any or all proposals/SOQs and to waive formalities and irregularities in those received. Final approval of contract award is subject to the action of the Greater Egypt Board.

GREATER EGYPT CONTACT

Please direct requests for additional information regarding this RFQ to Mr. Michael Ziarnek at 618-997-9351 x22 or michaelziarnek@greateregypt.org or via USPS:

Michael Ziarnek
3117 Civic Circle Boulevard, Suite A
Marion, Illinois 62959-5222