



ADVERTISEMENT NOTICE

REQUEST FOR PROPOSALS

LONG RANGE TRANSPORTATION PLAN UPDATE

The Metropolitan Planning Organization (MPO) of Decatur, Illinois, respectfully requests sealed proposals from interested, qualified consultants' firms to provide the following professional services to Decatur Urbanized Area Transportation Study (DUATS):

Introduction

The intent and objectives to prepare a **FULL UPDATE** to the Decatur Urbanized Area Transportation Study Metropolitan Planning Organization's 2040 Long-Range Transportation Plan include:

- *Identify and promote the relationship between the transportation system to existing and future land use and community comprehensive plans and programs.*
- *Provide guidance and regulations to promote the improvement of multi-modal transportation circulation of people and goods, using both motorized and non-motorized transportation modes and facilities.*
- *Recommendations and guidance to provide a safe, efficient, accessible, cost-effective and aesthetically pleasing transportation system.*
- *Ensuring compliance with federal transportation planning regulations.*
- *Protecting and improving air quality.*

All proposals must be received by the City prior to 4:00 p.m., CST, February 8, 2019.

Proposals shall be no greater than 15 pages in PDF format with a maximum size of 8Mb and must be submitted via email with the subject heading **"2045 – Long-Range Transportation Plan Update."** Additionally, three (3) bounded hard copies should be submitted.

Late proposals will not be accepted under any circumstances. Any proposal(s) received after the scheduled time for closing will not be considered. Sole responsibility rests with the proposing consultant to see that its proposal is received on time. Consultant(s) can hire sub-contractors with the consent of the MPO.

The DUATS Metropolitan Planning Organization reserves the right to reject any and all proposals, in part or in whole, and, to make its selection of the most responsive and best qualified consultant(s) as deemed in the best interest of DUATS; further, the right is reserved to waive any formalities or informalities contained in said proposal(s).

Background

The City of Decatur, Illinois is the major City with the DUATS which is primarily within Macon County (see attached map of the study area). There are smaller towns and villages such as Forsyth, Mount Zion, Harristown, Long Creek, Argenta, Oreana, and Warrensburg adjacent or nearby. The area is home to Millikin University and Richland Community College, two hospitals, Archer Daniels Midland (ADM), Tate and Lyle, and Caterpillar Inc. as the area's top employers. One of the primary functions of DUATS is to develop and maintain the Metropolitan Transportation Plan (MTP) also known as the Long-Range Transportation Plan (LRTP). MTP has fiscal constraints, which means transportation projects are based on revenue from the federal, state and local governments. The last two LRTP updates were prepared in 2009 to a horizon year of 2035 and 2014 to a horizon year of 2040. As mandated, a LRTP should be updated every five (5) years. The work for this subject LRTP update is expected to be completed by Mid-December 2019.

Scope of Work

The work to be performed by the selected consultant(s), hereinafter referred to as the Consultant(s), shall include but not be limited to the tasks described in this section. Consultant(s) shall provide qualified personnel to complete all the tasks outlined. Completion of these tasks will require that the Consultant(s) work with the DUATS MPO staff to gain a clear understanding of proposed projects and other relevant information.

1. Familiarity of all previous and related transportation plans and studies including but not be limited to the following:

Supply Chain Optimization Study (Prepared by Quetica)-2018
Decatur Pathways 2040 – Long Range Transportation Plan (LRTP)
Decatur Pathways 2035 – Long Range Transportation Plan (LRTP)

Deliverables: None (Review and recommend updates to existing plans as needed.)

2. Update 2040 Travel Demand Model

- a) Complete roadway network updates.
- b) Provide detailed model documentation.
- c) Validate previous and new model(s).
- d) Conduct socioeconomic forecasting.

e) Collect and analyze data including existing speeds of vehicles travelled, observed traffic counts, passengers boarding and traveling how far on the transit system, and pavement conditions.

f) The model should incorporate all urban areas of the DUATS Study Area (e.g. new development or plan change impact analysis).

g) Complete model runs to help evaluate the effectiveness of various transit investments to focus on daily roads, mobility throughout the area, road conditions, and road capacity.

h) The Consultant(s) are expected to meet with DUATS staff and Policy/Technical Committees throughout assigned projects to update project status and timelines.

Deliverables: Provide an update to the Travel Demand Model that meets the needs of DUATS Study area.

3. Performance-Based Planning

a) Help better integrate Moving Ahead for Progress (MAP-21) in areas of: Metropolitan System Performance Reporting; Transit Asset Management Plan; the Congestion Mitigation; and Air Quality Improvement Program (CMAQ) Performance Plan.

b) Identifying and indicate how to best rectify dangerous intersections to increase safety and lower traffic accidents.

Deliverables: Use MAP-21 as a guide to produce actionable goals and objectives that can be achieved in the Transportation Improvement Plan (TIP). Identify project priorities and funding strategies that may be possible through appropriate state/federal grants and other funding sources.

4. Regional Transportation Plan Update

a) Provide project selection and prioritization.

b) Recommend with document preparation and exhibits.

5. Public Involvement and Engagement

a) Conduct various means of public input solicitation as part of the consideration for this planning process. The Consultant(s) can provide suggestions on how to best maximize public participation.

b) Conduct at minimum a Public Hearing as required.

Deliverables: Compile a report of the above results and, deliver to MPO staff and to be included as an appendix to the final plan.

6. Develop a Draft of 2045 – Long Range Transportation Plan Update

a) Consultant(s) will compile findings, analysis of data collected, and recommendations for a draft a plan.

Deliverables: Draft Long-Range Transportation Plan Update document in PDF to be e-mailed to jstewart@decaturil.gov, no more than 10 Mb, a CD version, and five (5) hard copies.

7. Produce Implementation Strategies

a) The Consultant(s) will recommend implementation strategies and their prioritization for DUATS capital projects and will advise on possible appropriate state/federal grants and other funding sources.

Deliverables: Identify Implementation project priorities and funding strategies that may be possible through appropriate state/federal grants.

8. Finalize a Draft Long-Range Transportation Plan

a) The Consultant(s) will present the draft Long-Range Transportation Plan to DUATS Technical and Policy Committees before consideration of final approval by the Policy Committee.

Deliverables: A final Long-Range Transportation Plan document will be required in an electronic format (PDF) of not more than 10 mb, a CD version, and five (5) bounded hard copies.

Late Proposals

Late submittals will not be accepted under any circumstance, and any submittal so received shall not be considered.

Proposal Elements and Format

- A. Proposals submitted shall contain all information as requested herein, and any additional information deemed necessary by the proposer to summarize the overall benefit of the proposal to DUATS MPO.
- B. Proposals shall include the following:
 - 1. A cover letter shall be provided stating the name, address and telephone number of the consultant(s)/subconsultant(s) and the person having the authority to submit the proposal for the firm.
 - 2. A list of personnel to be assigned to the project team, their respective roles, including resumes, certifications, and work experience.

3. A description of the methods and means by which the proposing firm will perform the services outlined in Request for Proposal.
 4. A proposed project timeline outlining the dates and specific tasks necessary to complete the inspections.
 5. A description of what portion of the work, if any, will be subcontracted.
 6. A list of at least three (3) references for similar type projects completed by the firm. Include project summary, contact names, addresses, and telephone numbers.
 7. Proposed compensation by the consultant(s) for full completion of Scope of Work.
 8. Any other information deemed necessary by the proposing firm.
- C. **Proposals shall be no more than 15 total pages in PDF format with a maximum size of 8Mb and must be submitted via email to jstewart@decaturil.gov with the subject heading "Long Range Transportation Plan Update." Three (3) bounded hard copies shall also be submitted. Hard and electronic copies are to be delivered by February 8, 2019, 4:00 p.m. CST to Economic and Community Development Department, Attn: Joselyn Stewart, #1 Gary K. Anderson Plaza, Decatur, IL 62523. Resumes for the lead personnel who will directly work on this project will not be counted towards the maximum 15 pages allowed.**
- D. Submittal of the proposal shall be taken as prima facie evidence that the proposer has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

Evaluation of Proposal

All proposals will be evaluated by the DUATS Policy/Technical Committees. Proposals shall be evaluated based on the criteria noted here-in. DUATS Technical Committee will recommend consultant(s) to the Policy Committee based on the response to the RFP. The Policy Committee will select a "short list" of prospective consultant(s) for further interviews and/or discussions. DUATS Policy Committee will make the final selection of consultant and award of a contract.

Evaluation Criteria

The selection process is qualifications-based. Proposals will be evaluated and rated by the Technical and Policy Committees based on the following criteria:

- A. Responsiveness to the needs of DUATS, timeframe to complete the project in a quality fashion, qualifications of project personnel to complete the scope of work required.

- B. Proposing consultants’ experience, responsibility, and role with projects of similar size and scope.
- C. The proposed consultants’ public engagement approach and involved team, including the applicable experience and resumes of key personnel to be assigned to the project.
- D. The degree that the proposal meets or exceeds the terms of the Request for Proposal.
- E. Results of reference checks and past performance for other clients.

Award of an Agreement

The DUATS Policy Committee will enter into a Professional Service Agreement (PSA) with the selected consultant(s). DUATS MPO reserves the right to reject any or all proposals.

Tentative Schedule

(The following schedule represents the anticipated time frame for the project. The final schedule for the work will be subject to duration of the selection process, and negotiations with the selected consultant(s), and the final scope of work.)

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| A. | Advertise Request for Proposals | January 17, 2019 |
| B. | Due date for responses for RFP (4:00 p.m. CST) | February 8, 2019 |
| C. | DUATS Selection Process (including interviews) | February 9 – March 18, 2019 |
| D. | DUATS Policy Committee Awards PSA | March 19, 2019 |
| E. | Draft Long-Range Transportation Plan Update Due Date | Mid-November, 2019 |
| F. | Due Date of the Final Long-Range Transportation Plan Update | Mid-December, 2019 |

A final Scope of Work is subject to discussion and mutual agreement with the consultant(s) and DUATS MPO staff and committees.

A copy of the full RFP is available by contacting DUATS Transportation Planner (Joselyn Stewart) at (217) 424-2782 or by emailing request to jstewart@decaturil.gov

Questions concerning the RFP shall be directed to Joselyn Stewart, Transportation Planner, (217) 424-2782 or jstewart@decaturil.gov, or Scott Dedert, Senior Planner, (217) 424-2786 or email: sdedert@decaturil.gov; 8:00 a.m. to 5:00 p.m., CST, Monday through Friday, excluding City-observed holidays.

Issued By: Joselyn Stewart
 Transportation Planner for
 DUATS Metropolitan Planning Organization

Date: January 17, 2019