

**REQUEST FOR QUALIFICATIONS
(RFQ)**

**Regional Freight Study
For The Bloomington-Normal, Illinois
Metropolitan and McLean County Region**

July 2016

Issued by:

McLean County Regional Planning Commission (MCRPC)

PART 1 – GENERAL INSTRUCTIONS

A. INSTRUCTIONS:

Qualified consulting firms are invited to submit qualifications for the preparation of a Regional Freight Study 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. SUBMISSION:

To be considered, five (5) hard copies and one electronic copy of the complete qualifications must be received no later than 4:00 p.m., Friday, August 19 2016. They should be addressed to:

Vasudha Pinnamaraju, 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Submittals may be withdrawn by written notice received at any time prior to award.

E. REQUESTS FOR CLARIFICATION CONCERNING THIS RFQ MUST BE SUBMITTED IN WRITING TO:

Vasudha Pinnamaraju, Executive Director
McLean County Regional Planning Commission
115 East Washington Street, Suite M103
Bloomington, Illinois 61701

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

General inquiries may be made to:

Vasudha Pinnamaraju, Executive Director
E-Mail: vpinnamaraju@mcplan.org
Phone: 309 828 4331 Ext. 22

F. 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 and a list of products and deliverables, type of assistance sought from MCRPC or other local agencies in completing the study should be stated clearly.
2. Project staffing and management plan: Identify the project manager who will be 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.
4. Cost Proposal: Your firm's cost proposal should be listed in detail for each component.

G. 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.

H. 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.

I. PREPARATION COSTS:

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

J. 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.

PART 2 – DESCRIPTION OF SERVICES REQUESTED

A. STUDY AREA:

McLean County, Illinois, with emphasis on the twin cities of Bloomington and Normal (the BN metro area).

B. BACKGROUND INFORMATION:

The McLean County Regional Planning Commission (MCRPC), the metropolitan planning organization for the Bloomington-Normal Urbanized Area, seeks a qualified consultant to conduct a regional freight study specific to the Bloomington-Normal area and McLean County, Illinois, based upon the instructions and information outlined within this Request.

In successive updates of its Long Range Transportation Plan, MCRPC has confronted the wide gap in reliable data regarding freight traffic in our MPA and in McLean County as a whole. Bloomington-Normal connects three interstate highways, and the County generates substantial quantities of agricultural products shipped via multiple modes. The proposed study is intended to address existing information gaps and establish channels for updated information for future planning, including the expansion of freight data in our travel demand model. This data development will also leverage regional GIS projects already supported by IDOT, and enhance coordination efforts among MPOs in Central Illinois.

The study will establish baseline freight volumes across modes and by freight categories, addressing all transportation modes. It will require extensive outreach and engagement with stakeholders and the community, and will connect the analysis of freight movements to a community-wide economic development initiative targeting transportation and logistics operations. The data retrieval process developed through the study will be incorporated into MCRPC's continuing transportation planning, and provide the basis for LRTP performance measures regarding freight capacity and management.

Bloomington-Normal and McLean County are centrally located in Illinois and currently have an estimated urban area population of 135,000. The community is two hours from Chicago and two and a half hours from St. Louis. The twin cities of Bloomington and Normal are home to two universities, two major hospitals, several large corporations such as State Farm (the top regional employer) and Country Financial, and a varied and vibrant regional commercial and retail sector. McLean County also boasts some of the finest and most productive farmland in the world. The agriculture sector is a major component of regional economic activity.

The City of Bloomington, the larger of the two municipalities with a 2010 Census population of 76,610, is the County seat. The Town of Normal had a 2010 Census count of 52,497, of which a sizeable number are students at Illinois State University (total enrollment roughly 21,000). With a median age of 28.8, over 40% attainment of a Bachelor's degree or higher, and family incomes far exceeding state and national averages, the BN metro area's population is young, educated, and affluent.

The BN metro area has experienced rapid population growth since 1970, almost doubling in size. Although the pace of growth has slowed, the population is projected to grow at a moderate pace in the upcoming decades. The recent brief downturn in the local economy prompted the community to adopt a new regional economic development strategy, BN Advantage, which aims to attract and retain businesses suitable for the area to diversify the area's economic base. Transportation and Logistics is among the targeted sectors.

C. NEED AND PURPOSE:

The purpose of this RFQ is to generate a comprehensive regional freight study that addresses all aspects and modes of freight movement in Bloomington-Normal and McLean County.

D. SCOPE OF SERVICES:

This comprehensive freight study should, at minimum, include the following elements:

1. Task 1: Inventory and Assessment of Current Freight Conditions and Outreach

- a. Using region-specific survey and research data, gather and summarize information regarding the current movement of freight originating in or destined for Central Illinois;
- b. Identify and map major freight-generating or -receiving industry establishments and stakeholders within the region;

- i. Create a physical profile/inventory and document all existing freight infrastructure and networks along with a description of their current condition. An inventory of key commodities and industries shall also be incorporated. The physical profile will map, at minimum, all existing freight infrastructure and networks in any mode and a description of their current condition. Data will be stored in shape file and Citilabs Cube[®] formats (see also Task 4a for specific sub-tasks regarding the travel demand model update);
- ii. Engage stakeholders through interviews and other outreach;
- iii. Engage local government representatives regarding freight issues;
- c. Identify and quantify seasonal movements into and out from the establishments identified, along with the routes used;
- d. Identify any modal and intermodal bottlenecks (physical and/or operational) within and in relation to the economic/freight corridors;
- e. Identify other limiting factors that may enhance or constrain state investment on regional freight corridors

2. Task 2: Public policy recommendations and Analysis of Priorities

- a. Generate investment prioritization strategies to enable more efficient movement of commodities and products in McLean County and any relevant intermodal freight facilities in Central Illinois;
- b. Develop other pertinent information consistent with the intention of developing and maintaining an efficient regional multi-modal economic freight corridor system.
- c. Collect and develop specific seasonal data representing the peak demands upon the economic/ freight corridors including product type(s), tonnage, direction of movement, destinations, and other relevant parameters;
- d. Develop significant data regarding the strategic importance of the economic/freight corridors within the region
- e. Propose strategies and public policy recommendations to address the gaps based on the assessment.

3. Task 3: Identify local impacts and relevant plans

- a. Estimate the freight related impacts upon significant corridors resulting from redevelopment of the former Mitsubishi Motors site in west Normal, and on existing corridors serving freight generators in the MCRPC metropolitan planning area, as identified in Task 1;
- b. Correlate the information collected within the regional study with the Illinois State Transportation Plan currently in development, as appropriate;
- c. Develop recommendations for:
 - i. Specific locations within McLean County where structural improvements to existing infrastructure are needed;
 - ii. Gap analysis to quantify specific future studies needed in support of the economic/freight corridors.

4. **Task 4: Implementation of a freight model module into the MCRPC Cube[®] travel demand model.**
 - a. Collect data to support development of an advanced freight model;
 - b. Identify sources of data and previous studies that can be used to update the current MCRPC travel demand model;
 - c. Identify all freight nodes such as truck terminals and large distribution centers;
 - d. Develop and execute survey tool to collect information required for trip generation and/or trip distribution steps in an advanced freight model;
 - e. Develop and integrate an advanced freight model for integration into the existing MCRPC Cube[®] model;
 - f. Provide a methodology for predicting future input to the freight model

5. **The tasks, sub-tasks and deliverables specified should be interpreted in light of the framework discussed in Sections B and C. The successful consultant will be expected to:**
 - a. Develop a detailed scope of work laying out specific tasks with approximate durations, required resources, and responsibility assignment;
 - b. Outline detailed instructions for completing individual tasks for consistency;
 - c. Provide a detailed proposal of staff hours and costs to accomplish each task;
 - d. Provide a complete and detailed documentation and dataset for each task; and,
 - e. Verify that the primary and/or sub consultant firm(s) shall be in good standing and have the ability to be approved to perform services for MCRPC.

E. DELIVERABLES:

Interim and final deliverables include:

1. Data summary report; Summary of stakeholder and other outreach results; Completed GIS mapping of freight infrastructure, networks, and conditions.
2. Recommendations for prioritization of infrastructure investment and priority freight system projects.
3. Report summarizing site-specific analysis and correlation with Illinois DOT plans.
4. Data and methodology for integration of advanced freight model into MCRPC travel demand model.

The final deliverable, the Regional Freight Study, should, at minimum, include all elements outlined in the scope of services.

Interim deliverables must be submitted to the committee within 4 to 6 months of the start of the project. The final deliverable is due no later than May 2017.

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.

F. PROJECT SCHEDULE:

It is anticipated that project work will begin by September 2016, with the final report to be submitted for approval no later than May 31, 2017.

PART 3 –REVIEW AND SELECTION PROCESS

A. TIME FRAME FOR CONSULTANT SELECTION:

It is the intent of the Commission to select a consultant according to the following schedule:

July '16 RFQ released

August'16 Qualifications due

August'16 Finalists make a presentation to the Committee. Presentations may be made in person or remotely (e.g., via digital videoconferencing software).

September '16 Contract awarded. Consultant begins work.

May '17 Final report due

B. REVIEW COMMITTEE AND SELECTION PROCESS:

A committee of key community stakeholders representing various aspects of transportation within the region, along with MCRPC staff, will review the qualifications and make a final determination. This Committee reserves the right to reject any or all submittals. Please note that this is not a bidding process. The final selection will not be made on a cost basis.

It is anticipated that two or three finalists will be invited to make brief presentations to the Committee in person or via videoconferencing.

C. EVALUATION CRITERIA:

Qualifications received will undergo an initial review by the Committee to determine compliance with the RFQ's instructions and submission deadlines. The evaluation will be based on the following criteria:

1. Relevant Experience:

- a. Relevant experience of the firm in the preparation of similar studies, as listed in the scope of services. General land use and planning experience is a plus.
- b. Please provide your client list for the past three (3) years and at least three (3) examples of similar projects, along with client reference information.

2. Qualifications and capacity:

The identified qualifications and experience of the project manager and key project staff and the capacity of the staff to assume new business.

3. Understanding of Purpose:

The consultant's understanding of the purpose and need of the project, and the degree to which the Committee feels the consultant's qualifications meets those purposes. Emphasis will also be placed on the soundness of the consultant's approach to the problem, the sequence and relationship with major steps, and methods for managing the study. Creativity is encouraged, but not at the expense of meeting identified needs.

4. Timelines:

Ability of the consultant to complete work tasks specified in this RFQ in a timely fashion.

5. Team Compatibility:

The ability of the consultant to work with the MCRPC, based on references and an oral interview.

6. Unique Resources:

Unique "in-house" resources the consultant may bring to this project and any special experience the consultant may have with innovative planning and analysis techniques.

PART 4 – GENERAL TERMS AND CONDITIONS

A. CONFLICT OF INTEREST:

The consultant shall identify all instances wherein a principal or employee of the firm, or an individual or corporate client of the firm, or the spouse, child or dependent of such principal, employee or client:

- a) owns or otherwise controls the disposition of land or other property within or potentially impacted by the defined corridor or areas identified for study in this Regional Freight Study;
- b) may receive economic advantage or disadvantage as a result of the project described in this Request for Qualifications, or any future project that may follow, excluding participation in future professional engagements in connection to the project;
- c) is engaged in a relationship with another person or entity, including a client, requiring him to exercise judgment on behalf of that person or entity, where such person or entity has some special interest, obligation or other concern with respect to the subject matter of this Request for Qualifications.

B. COMPLIANCE WITH ILLINOIS DEPARTMENT OF TRANSPORTATION AGREEMENT FOR STATEWIDE PLANNING AND RESEARCH (SPR) FUNDS:

The consultant shall comply with all applicable provisions of State and Federal law, and regulations and judicial orders pertaining to nondiscrimination and equal employment opportunity including but not limited to:

- (a) The Illinois Human Rights Act, as now or hereafter amended (775 ILCS 5/1-101 et. Seq.);
- (b) Article VI of the regulations of the Illinois Department of Human Rights (56 Ill. Admin. Code 2520, Subpart f), which clause is hereby incorporated by reference;
- (c) "AN ACT to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability, or national origin, in employment under contracts for public buildings or public works." (775 ILCS 10/1et. seq.).
- (d) Title VI of the Civil Rights Act of 1964, and Title 49, Code of Federal Regulations, part 21.
- (e) The federal regulatory provisions of 49 CFR part 26, if applicable.
- (f) the Required Contract Provisions of Federal Aid-Construction Contracts, if applicable.

C. CONDITIONS:

The consultant shall provide certification regarding debarment, suspension, and other responsibility matters.

The consultant shall certify compliance with all provisions of the Drug Free Work Place Act (30 ILCS 580/1 et. seq.).

The consultant shall certify compliance with Section 319 of Public Law 101-102 covering government-wide restrictions on lobbying.

The consultant shall certify that it has a written sexual harassment policy as required by 775 ILCS 5/2/105(A)(4).

The consultant shall certify that neither the consultant nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

D. DEFAULT:

The contract may be cancelled at any time by the participating agencies in the event of default or non-performance of the contractor during the length of the project.

E. INDEMNIFICATION:

Contractor shall indemnify each participating agency, collectively and individually, their respective officials, agents, appointees, directors and employees from any and all claims, losses, attorney's fees, demands, costs or expenses, or lawsuits arising out of the performance of this Agreement.

F. GOVERNING LAW:

The laws of the state of Illinois shall apply for any dispute of law for the enforcement of this contract.