The City of Peoria is requesting Statements of Interest and Qualifications from professional service firms to assist the City in creating a Citywide Bicycle Master Plan. The goal of this project is to improve bicycle transportation and recreation throughout the City of Peoria. The City of Peoria’s Engineering Division will accept sealed proposals submitted to the Office of the Traffic Engineer, 3505 N Dries Lane, Peoria, Illinois, until 11:00 AM, Tuesday, February 25, 2014 for establishing a contract with a qualified firm.

Time is of the essence and any Statement of Interest and Qualifications received after the announced time and date for submittal, whether by mail or otherwise, will be rejected and returned unopened. Firms are responsible for ensuring that the Engineering Administrative Assistant receives their Statements before the deadline indicated. Firms should submit five (5) hard copies and one (1) electronic copy of a Statement of Interest and Qualifications.

CITYWIDE BICYCLE MASTER PLAN

1.0 INTRODUCTION
The City of Peoria requires professional services to create a Citywide Bicycle Master Plan.

The City plans to award a contract for these services to the best-qualified firm. Each firm will be considered and ranked by a Selection Committee based upon the criteria listed herein. The City will then enter into negotiations with the top-ranked firm. The negotiations will be to establish a detailed scope of services and total cost for services. Should the top-ranked firm and the City of Peoria not be able to reach an agreement, the City will terminate negotiations with that firm and open negotiations with the second ranked firm.

This process does not obligate the City to award a contract, or pay any cost incurred in the preparation of the firms responding to this request. The City reserves the right to accept or reject any or all statements received as a result of this request. All information submitted in response to this request will become the property of the City.

Please be aware that it is the City's policy to not compensate a consultant for any time or expenses incurred during the selection and negotiation processes.

2.0 PROJECT DESCRIPTION
The project will consist of creating a Citywide Bicycle Master Plan, hereafter called “The Plan”.

2.1 LIMITS OF THE PROJECT
The Plan will consider all existing and future roadway and trails within the limits of the City of Peoria, and include recommendations on State and County facilities. The Plan will also denote access points to existing and future facilities at the limits of the City Boundary.
2.2 BACKGROUND
The City of Peoria receives a growing number of requests for bicycle routes and facilities within the City of Peoria. A consolidated bike plan for the entire City is needed to help accommodate these requests, where applicable, and ensure that the City’s bike network is a safe and interconnected system for all users. This plan will help the City implement Complete Streets ideals within the community as well as plan for future improvement projects.

The intent of the project is to create a Bicycle Master Plan that will enhance bicycle transportation and recreation throughout the community. The Plan must guide future planning, development and management of existing and future bicycle and multi-modal facilities within the City of Peoria. The plan should identify potential future bike lane/route opportunities as well as recommended improvement of existing facilities, such as:

- Lane restriping
- Signage/wayfinding
- Pavement markings
- Off road facilities
- Other safety and or road sharing enhancements

The plan should adhere to current bicycle guidelines and recommendations by AASHTO, FHWA and ITE as well as MUTCD standards, where appropriate. The Plan should utilize the most current research and best practices for safety, usability, education, parking and storage.

The Plan should encourage all bicycle usage, including commuting to and from residential, shopping, employments centers, educational facilities, transit facilities as well as recreational opportunities and access to City Parks and trails. The Plan’s emphasis should be on connectivity.

The Plan should also contain a proposed educational component to promote safe bicycle use for transportation and recreation in the City.

3.0 GENERAL SCOPE OF SERVICES
1. Data Collection and Analysis
The selected firm will review the current roadway and trail network for existing conditions and deficiencies in bicycle routes, signage, access and connectivity. They will incorporate available planning data and public involvement to fully understand existing and future bicycle demand in the City.

2. Public Involvement
The selected firm will assist City Staff in hosting two (2) public meetings to gather information on current bicycle use and to get public comment.

3. Mapping
The Plan must include an updated bicycle travel map that identifies the existing and proposed routes throughout the City. The map should include destination points and amenities. The map needs to be delivered in a format that is printable by the City, be put on the City’s website and integrated into to the City’s GIS system.

3.1 MEETINGS, PRESENTATIONS, AND REPORTS
An initial kick off meeting, various project meetings, and a final report presentation will be required. A presentation to City Council showcasing The Plan may be required.
3.2 DELIVERABLE PRODUCTS
The selected firm shall provide all deliverable products to the Traffic Engineer for approval and dissemination. Ten (10) hard copies of the Plan should be provided to the City. Additionally, all deliverables should be provided in Microsoft Word for unlimited reproduction by the City. Mapping should be provided in electronic shapefile format, compatible with the City’s current software.

Deliverables include:
1. Bicycle Master Plan
2. City Bicycle Map

3.3 PROVISIONS BY THE CITY OF PEORIA
The City of Peoria will provide the following information to the selected firm:

1. Aerial photography and topography in an electronic format.
2. ROW information available through the City of Peoria records including recent acquisitions.
3. Current GIS information
4. Designation of a person from the engineering staff to act as the City’s project manager with respect to the two-way flow of information and for the purposes of having direct access to staff’s knowledge base. Such person shall have the authority to transmit instructions, receive information, interpret and define existing City policy and decisions with respect to materials, equipment, and systems pertinent to the consultant services. However, the concurrence and authorization to begin any and all phases of this project shall reside with the Traffic Engineer.

4.0 PROJECT DURATION
It is anticipated that, after a firm is selected, the project will take 6 months. Specific timelines will be mutually agreed upon between the selected firm and the City.

5.0 PROJECT DURATION
The firm shall submit invoices at the end of each calendar month; such statements shall be inclusive of a detailed breakdown of all charges incurred. The detail shall indicate the personnel name, title, rate of pay, hours charged, and task worked. All direct costs shall be itemized. Multipliers will be clearly indicated and applied to total man-hours summated for the period. Invoices shall be based upon actual hours of performance.

Invoices shall be accompanied by progress reports. The invoices will not be considered complete without a progress report, and deemed unpayable. The progress report will be inclusive of rates of completion for all tasks scoped and for rates of completion for all deliverable products.

CRITICAL DATES
Selection will be made according to the following table:

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQs advertised</td>
<td>02/6/14</td>
</tr>
<tr>
<td>Pre-submittal meeting at Public Works at 11:00 AM</td>
<td>02/19/14</td>
</tr>
<tr>
<td>Due date for Statement of Interest and Qualifications at 11:00 AM</td>
<td>02/25/14</td>
</tr>
<tr>
<td>Selection Committee ranks submittals</td>
<td>03/4/14</td>
</tr>
<tr>
<td>Committee informs highest ranked firm and begins negotiations</td>
<td>03/5/14</td>
</tr>
<tr>
<td>Contract signed and submitted to Council Agenda process</td>
<td>03/13/14</td>
</tr>
</tbody>
</table>
6.0 VOLUNTARY PRE-SUBMITTAL CONFERENCE
A questions and answers session will be held at a pre-submittal conference on Wednesday, February 19, 2014, 11:00 AM, in the Peoria Public Works Conference Room at 3505 N Dries Lane, Peoria.

7.0 INVOICES AND PAYMENT
Firms are to submit a written Statement of Interest and Qualification which presents the firm's qualifications and understanding of the work to be performed. Selection criteria will include, but will not be limited to, qualifications, comparable recent experience, utilization of local professionals, knowledge of local requirements, policies and procedures, implementation of EEO requirements, capacity to perform work in the allotted time, and overall approach to the project. Firms interested in submitting should have recent specific experience with this type of project.

The submission should include:

1. Name, size and brief description of the firm, including the same information for any proposed subconsultants. If subconsultants are anticipated, describe the role proposed for each firm or consultant involved in the project, and the approximate percentage of work assigned to each.
2. Location of offices for the firm and for proposed subconsultants and the office location responsible for managing the project.
3. Name, address and phone number of a contact person responsible for and knowledgeable of the submittal.
4. Resumes of key personnel anticipated being available for this project, including an organizational chart show in their proposed role on the project and firm affiliation (if more than one firm is involved).
5. Descriptions of related project experience and client name for each project for each firm or subconsultant proposed for this project.
6. Names and contact information of at least three (3) references from previous clients on similar projects.
7. Typical billing rate schedule for assigned personnel, including rate schedules for any proposed subconsultants.
8. A brief summary of any specialized experience, qualifications or unique capabilities applicable to this project that you feel is important to the success of the project. (Please review the selection criteria included in this document).
9. A project approach.

Offerors will need to address each of the evaluation criteria set in Section 9 carefully and thoroughly, as all submittals will be ranked on a point value system. The evaluation will be based upon a head-to-head comparison with the other firms submitting.

The selection will be on the basis of the following:

1. Scored Statement of Interest and Qualification.
2. The City reserves the right to interview, if necessary, after reviewing the written submittals.

7.1 SUBMITTAL FORMAT
The submittal should be as concise as possible. Additional, promotional information should be avoided. Five (5) hard copies and one (1) electronic copy of the submittal will be required.
8.0 CRITERIA FOR EVALUATION

A) Technical Qualifications:
   a. Qualifications of the firms and subcontractors (if any)
   b. Qualifications of individuals to be assigned to the project
   c. Qualifications of the lead team member

B) Quality of Work (References):
   a. Public involvement experience
   b. Quality of previous projects of similar size and scope
   c. Ability to meet schedules and budgets
   d. Reputation and positive references

C) Project Details:
   a. Information collection approach
   b. Public involvement approach
   c. Proposed Plan and Map format approach
   d. Schedule
   e. Overall Communication Plan

D) Other:
   a. Ability to staff project locally
   b. Commitment to EEO goals
   c. Quality of the proposal
   c. Rate structure

9.0 SELECTION PROCEDURE

Each criterion in the evaluation will be ranked on a scale of 1 to 10, where 10 equals the highest ranking of submittals received. A rank of 10 for any criterion indicates the most qualified firm for that criterion. Each numerical ranking will be multiplied by the weighted value below. A total point value for each submittal will be determined by the composite evaluation of the Selection Committee. The firm with the highest overall point total will be ranked first.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Rank</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Qualification</td>
<td>30</td>
<td>10</td>
<td>300</td>
</tr>
<tr>
<td>Quality of Work (References)</td>
<td>35</td>
<td>10</td>
<td>350</td>
</tr>
<tr>
<td>Project Details</td>
<td>20</td>
<td>10</td>
<td>200</td>
</tr>
<tr>
<td>Other</td>
<td>15</td>
<td>10</td>
<td>150</td>
</tr>
</tbody>
</table>

Total Maximum Points 1,000

NOTE: Total Maximum Points Possible assumes that a firm receives a best rank of 10 on all criteria.

The City of Peoria intends to interview two to three firms for this project if deemed necessary by the selection committee. Each criterion in the evaluation will be ranked on a scale of 1 to 10, where 10 equals the maximum ranking for that field. A rank of 10 for any criterion indicates the most qualified firm for that criterion. Each numerical ranking will be multiplied by the weighted value above. A total point value for each submittal will be determined by the composite evaluation of the Selection Committee.

The Selection Committee will determine the best qualified firm by consensus. The City reserves the right to waive all technicalities and to reject any or all Statements of Interest and Qualifications.
10.0 EEO
To be awarded a contract, all Suppliers, Vendors, and Contactors to the City of Peoria must be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program.

The number is secured by completing and submitting, under notary seal, an Employer report form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Office. Please note that the Certificate of Compliance is valid for one year and must be annually renewed. The form may be request on-line from the City’s website (www.peoriagov.org). Click on Department Focus, Equal Opportunity Office, Forms, then select “Employer Report” or “Renewal”. The forms can also be obtained by writing or calling:

City of Peoria
Equal Opportunity Office
419 Fulton Street
Peoria, IL 61602
(309) 494-8530 Voice
(309) 494-8532 TTY

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar ($50.00) processing fee will be charged with each original submission of the Employer Report Form CC-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a submittal. The EEO Certification Number is only required prior to the award of the contract.

EEO CERTIFICATION* (Check one):

- We are presently applying for the EEO Certification. Employer Report Form (Form CC-1) is completed and enclosed.

- Presently, we have the Employer Report Form (Form CC-1) on file with the City of Peoria, Office of Equal Opportunity and have a current Certificate of Compliance Number.

Certificate of Compliance Number: _______________________

*Please note there is a $50.00 processing fee for new and renewal certification requests.

10.1 SUBMITTAL FORMAT
The City of Peoria is committed to promoting equal opportunity and has established the following sub-consultant utilization goals for City funded projects: 10% MBE and 5% WBE. The selected team will have an obligation to make a good faith effort to advance the City’s commitment to increase diversity among the firms working on City projects

11.0 EMPLOYEE/EMPLOYMENT RESTRICTIONS – THE CONSULTANT:

THE CONSULTANT, (hereinafter referred to as “SERVICE PROVIDER”) agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City
employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City’s determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS ($25,000.00). This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.

12.0 OMISSION OF SCOPE
Please indicate if you believe a major item(s) is (are) missing from scope of services outlined in RFQ.

13.0 QUESTIONS
All information with regard to the project is contained within the contents of this request. Questions or comments regarding the request or the process related to the request should be submitted via email to the Traffic Engineer, Nick Stoffer at nstofer@peoriagov.org.