REQUEST FOR QUALIFICATIONS
CITY OF PEORIA BICYCLE WAYFINDING PLAN
Tri-County Regional Planning Commission

PURPOSE
Tri-County Regional Planning Commission is soliciting Statements of Qualifications from planning firms interested in developing a bicycle wayfinding plan for the City of Peoria, Illinois. All firms with relevant bicycle and wayfinding planning expertise are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondent. Upon evaluation of the responses to this RFQ Tri-County Regional Planning Commission will select the most qualified firm to develop the bicycle wayfinding plan.

BACKGROUND
Tri-County Regional Planning Commission (TCRPC) is located in Peoria, Illinois and is the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area. TCRPC has delegated its MPO responsibilities to the Peoria-Pekin Urbanized Area Transportation Study (PPUATS).

As the MPO, TCRPC/PPUATS receives federal funding for transportation planning from the U.S. Department of Transportation. A portion of the FY16 allocation has been set aside for this project. All work related to the project must be completed by June 30, 2016.

PROJECT
The selected consultant will develop a bicycle wayfinding plan for the City of Peoria. Peoria is the largest city in the MPO urbanized area, with a 2010 population of 115,007. The City recently developed a new Bicycle Master Plan that can be found at http://www.peoriagov.org/public-works/bicycle-master-plan/

One of the recommendations of the Plan is to develop a Bicycle Wayfinding Plan:

Landmarks, destinations, neighborhood business districts, natural features and other visual cues help residents and visitors navigate through Peoria. However, many of the recommended bicycle routes utilize less familiar, lower-volume roadways that people may not typically use while traveling by bus or car. The placement of wayfinding signs throughout the City will indicate to bicyclists their direction of travel, location of destinations, and the distance (and travel time by bike) to those destinations, in turn increasing comfort, convenience and utility of the bicycle network. Wayfinding signs also provide a branding element to raise the visibility of the City’s growing active transportation network.

Peoria will benefit from an on-street wayfinding signage system for use along bicycle facilities. Signage can serve both wayfinding and safety purposes, including:

- Helping to familiarize users with the bikeway system;
- Helping users identify the best routes to destinations;
- Helping to address commonly-held perceptions about travel time and distance;
- Helping overcome a “barrier to entry” for people who do not bicycle often and who fear becoming lost; and
• Alerting motorists that they are driving along a bicycle route and should use caution.

Signs are typically placed at key locations leading to and along bicycle routes, including the intersection of multiple routes. Peoria should create a community-wide Bicycle Wayfinding Signage Plan that identifies:

• Sign locations along existing and planned bicycle routes;
• Sign type – what information should be included and what is the sign design;
• Destinations to be highlighted on each sign – key destinations for bicyclists; and
• Approximate distance and riding time to each destination.

The wayfinding system can utilize MUTCD guidance with branded elements that identify regional and local network facilities and distinguish signature trails and network elements.

The bicycle wayfinding plan must facilitate and include stakeholder input (citizen, community organizations, neighboring municipalities, businesses, etc.) and input from multiple City Departments. Focus on linkages to facilitate multi-modal transportation opportunities is necessary, along with connections to neighboring communities.

**SCHEDULE**

• December 23, 2015 – Request for Qualifications announced
• January 15, 2016 – Deadline for submittal of Statement of Qualifications
• January 15, 2016 – February 15, 2016 – TCRPC and City of Peoria negotiate Scope of Work and fee
• February 15, 2016 – TCRPC approves contract with consultant; work begins
• June 30, 2016 – Bicycle Wayfinding Plan completed

**SUBMITTAL CONTENTS**

Only submissions limited to 15 pages and containing the following will be considered:

• Name, address, telephone number, email, and website of firm.
• A Statement of Qualifications of:
  o The firm and any subcontractors (if any);
  o The lead team member; and
  o The individuals to be assigned to the project.
• At least three (3) examples of similar plans the firm has completed in the last 5 years. Business references from these projects, including client’s name and telephone number shall be included.
• Identification of any potential subcontracted services as necessary.

**SELECTION PROCESS**

A panel comprising City of Peoria and TCRPC staff will review all submittals. The evaluation of qualifications will be accomplished using a one-hundred (100) point scale, described below:

1. **Experience and Technical Competency – 25 points**
   The consultant’s response should reflect qualifications and experience necessary to successfully develop and execute a Scope of Services. Reviewers will also assess the applicability and relevance of the consultant’s experience and previous projects.
2. **Familiarity with Bicycle Wayfinding – 25 points**  
The consultant’s response must demonstrate a level of familiarity with the proposed project and an understanding of the planning challenges posed by the project.

3. **Record of Success – 20 points**  
The consultant’s response should demonstrate success on similar projects and provide examples of similar work.

4. **References – 20 points**  
The consultant’s response should include at least 3 client references, including contact information for said clients.

5. **Knowledge of Locality – 10 points**  
The consultant’s response should demonstrate familiarity with the Peoria area, particularly its non-motorized transportation challenges.

TCRPC and the City of Peoria reserve the right to conduct interviews with up to three firms in order to make a final selection. Should the panel find two or more firms equally qualified, preference will be given to a local firm. The City of Peoria and TCRPC reserve the sole right to select candidates or reject any and all candidates that submit.

**CONTRACT**

Tri-County Regional Planning Commission will enter into a contract for professional consulting services based on a fixed-price (or lump sum) to the selected consultant for a Scope of Services to be developed once the consultant is chosen. Incremental payments to the consultant will be made at the completion of major tasks with a “not to exceed” contract amount. Ten (10) percent of the contract price will be held as final payment upon delivery of the final products. The exact payment schedule will be negotiated and determined as part of the contract.

TCRPC is not liable for any costs incurred by a consultant in responding to this Request for Qualifications or for any costs associated with discussions required for clarification of items related to this RFQ.

**SUBMITTAL**

All proposals shall be sealed and identified as **PEORIA BICYCLE WAYFINDING STUDY RFQ RESPONSE** and addressed to:

Mr. Ryan Harms, Planner  
Tri-County Regional Planning Commission  
456 Fulton Street, Suite 401  
Peoria, IL 61602

All proposals must be received by 4pm, Friday, January 15, 2016. Two (2) physical copies and one (1) digital PDF copy of each submittal must be included.

**QUESTIONS**

All questions must be posed in writing and e-mailed to the contact person by no later than January 6, 2016. Please contact:
Mr. Ryan Harms, Planner  
Tri-County Regional Planning Commission  
456 Fulton Street, Suite 401  
Peoria, IL 61602  
rharms@tricountyrpc.org

Answers to questions received from potential firms will be posted at no later than 4:30 PM on January 7, 2015, after which no further communication with consultant teams will occur. Updates will be posted to http://www.tricountyrpc.org/rfp.