

CITY OF WASHINGTON

PLANNING & DEVELOPMENT DEPARTMENT

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MEMORANDUM

TO: Mayor Manier and City Council
FROM: Jon R. Oliphant, AICP, Planning & Development Director
SUBJECT: Transportation Plan RFP
DATE: August 30, 2017

Recommendation: Following discussion at the August Committee of the Whole meeting, staff seeks the authorization to proceed with a Request for Proposals (RFP) for a transportation plan using funding through the Tri-County Regional Planning Commission (TCRPC). This would focus on motorized and non-motorized transportation modes, transit, and green infrastructure. This would utilize \$15,000 of the \$30,000 in funding to be awarded soon by TCRPC.

Background: Attached is an RFP that the East Peoria and Washington staffs drafted. The TCRPC funding must be utilized by June 30, 2018. As a result, the project is anticipated to be completed in 8-9 months. The funds must be used for transportation-related planning and East Peoria would use its share for the transportation-related components within its comprehensive plan.

As previously mentioned, staff has had conversations with the City of East Peoria to undertake a joint planning process with different project scopes. While this is proposed to be a joint process, each community would have their own separate plans and the Washington project should be completed far ahead of East Peoria's project. This idea was pitched because both cities share similar demographics and market characteristics, have had a boundary line agreement since 1997, and there is the potential to save on costs by utilizing the same consultant. Please note that separate contracts would be completed with the selected consultant and each community would have the sole discretion on the content included in their respective plan.

East Peoria and Washington applied to The Tri-County Regional Planning Commission (TCRPC) recently as part of the FY2018 Special Transportation Projects funding to address transportation and sustainability/green infrastructure. The PPUATS Policy Committee will vote on September 6 to approve the requested \$30,000 funding following the recommendation for approval from the PPUATS Technical Committee. If approved, the funds would be split in half between East Peoria and Washington. While TCRPC has not formally announced the awards, it received requests totaling \$77,000 of the \$90,000 available and our respective staffs have been given the indication that we will very likely receive our requested funding with that even more likely now that the Technical Committee has offered its recommendation.

The deadline for the return of the proposals would be September 29. Interviews would follow in October and it would be anticipated that a selection would be recommended to the East Peoria and Washington Councils by the end of October. Staff requests the authority to proceed with the RFP process at the September 5 Council meeting utilizing the \$15,000 TCRPC funding for this transportation plan.

Request for Proposals for the Development of a
Comprehensive Plan for the City of East Peoria –
with a transportation plan for both East Peoria and Washington



August 30, 2017

Project Overview

The City of East Peoria is seeking the creation of a new comprehensive plan. As a part of this effort, there is a desire to develop a distinct but complementary transportation plan for both the City of East Peoria and the City of Washington. With respect to the City of East Peoria, this transportation plan will be included in the overall comprehensive plan. The transportation plan will be a stand-alone document for the City of Washington that could be incorporated into a comprehensive plan in the future. The transportation plans for both communities are being underwritten by the Tri-County Regional Planning Commission, the local MPO. As these communities are adjacent to one another, the desire is to share travel costs for a consultant to create these plans.

The City of East Peoria is home to over 23,000 people and is located within the Peoria MSA. In total, the Peoria Metropolitan Statistical Area has a population of 379,000. Located within a 90-minute drive of Bloomington/Normal, Decatur, the Quad Cities, Springfield and Champaign/Urbana, this area is situated along the Interstate 74 Corridor, which offers easy access to regional markets throughout Illinois and the Midwest. Over 1,000,000 people live within a 90-minute drive of the city.

Expected Comprehensive Plan Characteristics

Overall, the City of East Peoria is seeking a functional and easy-to-read plan. This desire needs to be facilitated through interesting and professional graphics and maps with an emphasis on minimizing the wordiness of the document. Preference will be to utilize these graphics and maps in lieu of written descriptions where feasible.

Anticipated Deliverables to include:

- Executive Summary not longer than four (4) pages in addition to the main plan.
- Relevant GIS layers to be provided to appropriate staff upon project completion.
- A training tool box to be provided to staff to conduct during the project outreach phase for staff to present to key stakeholder(s) without the consultant being present both during the planning process and after plan adoption.
- Location-specific focus on targeted areas: at least three (3) major meetings – these meetings will include key stakeholders/community leaders as well as a significant planning charrette for all residents to attend. The consultant is expected to lead the public outreach with the assistance of the staff.
- Sub-area plans – the City of East Peoria desires a more concentrated effort for its Richland Neighborhood.

Key Comprehensive Plan Topics

Anticipated subjects include, but are not limited to (not in order of importance) :

- Parks and Recreation
- Public Safety/Public Buildings
- Transportation and Circulation
- Education

- Housing
- Infrastructure
- Zoning and Subdivision Regulation and Review
- Floodplain/Erosion Control
- Sustainable Development/Environment
- Community Character and Design/Wayfinding
- Economic Development
- Future Land Use Plan
- Public Health
- Richland Sub-Area Plan

Key Transportation Plan Topics

Anticipated subjects include, but are not limited to (not in order of importance):

- Motorized transportation
- Non-motorized transportation
- Mass transit
- Green infrastructure

Contact Information and Guidance for Consultants

Consultants' submission should consist of eight (8) hardcopies and one (1) electronic submission in pdf format addressing the following matters:

1. Funding through the regional MPO (Tri-County Regional Planning Commission) must be spent toward transportation components of the plan. In total, the funds for this effort are \$30,000. These transportation-related components must be completed and billed by June 30th, 2018.
2. A description of the project team, including background information of all principals and their proposed level of involvement for the plans for both cities.
3. Examples of similar projects that have been accomplished by the consultant, with an emphasis upon project quality and timeliness of performance.
4. References of at least three (3) past or current municipal clients.
5. A statement regarding any special or unique resources available to the consultant that would enhance its ability to successfully complete this project. Any other information that may demonstrate a superior approach is encouraged.
6. Visuals which the consultant feels would be appropriate in the consideration of the proposal by the committee are encouraged and welcomed.
7. Timetable for the entire project that also includes major milestones and the anticipated consultant participation for each project component.

8. A description of how the consultant will address each of the Expected Plan Characteristics and how to provide public engagement.
9. A detailed budget including key staff tasks and time allotment for each with respect to this effort.
10. Current plans available for the consultants to review include:
 - Both communities' comprehensive plans, enterprise zone and TIF redevelopment plans, boundary agreement, and jointly produced Sunnyland Corridor Plan. Current plans available upon request.
 - East Peoria's Levee District and Four Corners Plans as well as its recently-completed Strategic Plan by Lyle Sumek and Associates.
 - GIS layers available from both communities to the selected consultant.

Both communities have posted this RFP on their respective websites. Both websites also contain access to many of the plans referenced above.

Evaluation Criteria

Below are the criteria with which each proposal will be evaluated and the weight offered to each element.

- **Consultant Team** – Preference will be given to firms with members who have extensive comprehensive plan experience. **25%**
- **Project Proposal** – Proposals that thoroughly address each of the issues identified in the "Expected Plan Characteristics" section and offer a superior approach to this project will be given preference. **25%**
- **Project Timing** – Proposals that provide a realistic timeframe for work to be completed. The goal for this project is to have all work finished by the end of calendar 2018 and ready to move forward with the formal adoption process. **20%**
- **References** – Preference will be given to references from other municipalities – particularly ones in Illinois. **10%**
- **Unique Team Attributes or Experience** - **10%**
- **Work Product** – Examples of successfully completed comprehensive plans are to be submitted. **10%**

Process

Requests for Proposals should be submitted to Ty Livingston, Director of Planning and Community Development, East Peoria City Hall, 401 West Washington Street, East Peoria, Illinois 61611, **no later than Noon (12:00pm), September 29th, 2017.**

The Proposal Review Team will conduct interviews of those qualified consultants submitting the most promising proposals. After the interviews, the preferred consultant will be selected and the Proposal Review Team will enter into negotiations with that consultant. Consultants' proposals should be as refined as possible at the time of

submission. The communities reserve the right to reject all proposals and to waive any deviation from the guidance provided. All costs incurred by consultants associated with this process are the sole responsibility of the consultant. The communities anticipate using a single consultant for the completion of the comprehensive plan for East Peoria and the transportation plan for East Peoria and Washington.

Consultants are welcome to contact each of the following City representatives for more information.

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RFP Timetable

- Publication and distribution of RFP is September 6, 2017
- Proposal due date is Noon (12:00 PM) September 29, 2017
- Interviews will commence in October.