



KANKAKEE AREA TRANSPORTATION STUDY
REQUEST FOR PROPOSALS

Long-Range Transportation Plan Update

Advertised: March 1, 2024 Revised 3/ 8/24

Intent to Respond Due: Friday, March 22, 2024 at 12:30 p.m.

Proposals Due: Thursday, April 4, 2024 at 4 p.m.

Introduction

The Kankakee Area Transportation Study (KATS) Metropolitan Planning Organization (MPO) develops a long-range transportation plan LRTP that promotes safe and efficient management and operation of surface transportation systems to serve the mobility needs of people and freight while fostering economic growth and development. The most recent LRTP was adopted in May 2020 and will need to be adopted by May 2025. The current plan serves as a high-level policy directive for all of KATS' work. The selected vendor will work with KATS staff, member communities, regional stakeholders, and the public to initiate the development of a comprehensive LRTP that addresses the future of transportation, as well as planning activities related to ensuring equity, water quality, and air quality. Additionally, the LRTP will address the planning factors required under the current federal planning regulations, the national goal areas identified in the Bipartisan Infrastructure Law, the FAST Act, and the Transportation Performance Measures (TPM) and target setting required by MAP-21/FAST Acts.

This project is designed to be a complete update to the Kankakee Area Transportation Study Metropolitan Planning Organization's 2045 Long-Range Transportation Plan. The plan will be developed in compliance with federal transportation planning regulations.

Background

The consultant shall utilize existing planning documents including but not limited to LRTP 2045, KATS Tip, KATS Travel Demand Model, comprehensive land use plans of the County and MPO communities, KATS corridor planning study, KATS Truck Traffic Study, Region 6 HSTP, and appropriate state-wide plans including Active Transportation, Illinois State Freight Plan, Vulnerable Road User Assessment, etc.

Scope

Project Management

The Consultant will identify a project manager to assign to the project. This PM will lead the development of the plan and act as the single point of contact throughout the process. The consultant is responsible for the overall project management necessary to ensure the satisfactory completion of KATS' 2050 LRTP, on-time and on-budget, in accordance with the scope of services. The project manager will be expected to ensure the consultant team is properly managed, adequate resources are available, submittals are timely, and quality control reviewed.

Public Participation

The consultant will follow the KATS Public Participation Plan (PPP) for the 2050 LRTP. Outreach efforts must provide appropriate opportunities for public participation and input during the planning process. The consultant shall prepare no less than two (2) public meetings and one (1) public hearing during the update. These meetings will be held to solicit input for potential projects and to develop goals to prioritize projects for inclusion in the Transportation Improvement Program. The consultant shall develop the necessary materials, presentations, handouts, and advertising for each meeting. The consultant is responsible for collecting records of the meetings.

Deliverables:

- At least 2 public meetings
- A public hearing to adopt a recommended plan
- All required meeting materials defined above

Goals and Performance-based Measures

One purpose of the LRTP is to identify goals for the development of projects within the MPO. The LRTP will be developed to incorporate new technology to assist the MPO in its efforts to increase safety, reduce congestion, decrease the production of greenhouse gases, and maintain surface transportation infrastructure. These efforts will be further by both construction activities and policy and legislation. LRTP 2050 will further the State of Illinois and Federal Highway Administration Performance Measures.

Deliverables:

- Surface Transportation Goals
- Performance-based Tier Project Selection

Needs Assessment

The Needs Assessment is an attempt to identify the transportation infrastructure needed to accommodate future travel demand and to address safety issues without regard to economic, local, or political considerations. In this task, the infrastructure need assessment must be aligned with and driven by a clearly defined set of strategic need assessment principles and be supported by a transparent, systemic, structured, interconnected, and flexible methodological framework. The needs list will also consider measures to reduce greenhouse gas emissions, the potential climate change impacts and health impacts on the population of the transportation system (existing and with proposed improvements).

The consultant will analyze existing capacities and evaluate and prioritize projects that will meet the future needs of the community.

Environmental Justice

The requirements of Environmental Justice (EJ), as outlined by the FHWA, are intended to ensure that the process of transportation planning identifies and addresses disproportionately high and adverse effects of the agency's programs, policies, and activities on minority populations and low-income populations to achieve an equitable distribution of benefits and burdens. EJ is interrelated with the provisions of Title VI of the Civil Rights Act of 1964 which requires that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These provisions will be incorporated into the 2045 LRTP update, and adhered to throughout the public involvement task of this project. The consultant will coordinate with KATS's Title VI/EJ policies and PPP.

LRTP Adoption

The consultant shall perform work necessary to obtain final adoption of the 2050 Long Range Transportation Plan by the KATS Policy Committee no later than May 13 2025.

Deliverables:

2050 LRTP Document

Travel Demand Model

With the assistance of the Champaign Urbana Urbanized Area Transportation Study, KATS developed a Travel Demand Model in 2021. The consultant shall utilize this traditional four-step model to develop scenarios and utilize outcomes in the development of performance-based measures.

Timeline

Selection Timeline

March 1, 2024	RFP Released
March 22, 2024	Intent to Respond Form and Questions Due
March 27, 2024	Questions and Responses Circulated
April 4, 2024	Proposal Submissions Deadline
April 15-18, 2024	Interviews
April 22-26, 2024	Vendor Negotiation and Selection
May 1, 2024	Contract Signing

Deliverable Timeline

A final document must be adopted by the KATS Policy Committee by May 13, 2025.

Selection Process

Proposal

All proposals must be received no later than 4 p.m. on April 4, 2024. Responses may be submitted by digital means to planning@k3county.net. If the consultant prefers, 5 copies may be delivered to KATS staff at:

Kankakee County Planning Department
KATS
189 East Court Street, Suite 201
Kankakee, IL 60901

Format

1. Cover Letter

Please include the following in a cover letter:

- Identification of team members including specifying the project manager.
- A history of the organization.
- Location of the principal office serving this scope of work.

2. Team Qualifications

- Provide qualifications, capacity, and availability of the project team and technical personnel of the team to complete the Scope of Work.
- Identify all personnel to be used on this project, their area of expertise, registration, special training, and office location.
- Provide a specific outline and description of the support services proposed to complete the entire project from start to finish, including subcontractors.

3. Previous Projects

Provide examples of similar projects – a minimum of three is preferred. Please include the following:

- Name, date, and location of project.
- Names of team members who worked on the project.
- Brief description of project – scope and outcome.
- Client name.
- Range of contract values.

4. Methods and Work Plan

Describe your methods and plan to complete the Scope of Work. Include how you will engage the community and stakeholder groups and organizations. Minor deviations from the suggested scope of work are allowable if the methodology will result in a better product.

5. Schedule

Provide an outline of your anticipated schedule for completing the Scope of Work, beginning with the issuance of a notice to proceed to submitting the final work product. 2050 must be adopted by May 2025.

Evaluation Criteria

Project Approach (35%) - Each consultant shall be evaluated based on the approach presented in the proposal to complete the project. Factors for evaluation shall include project schedules; demonstration of understanding for the project; methods and strategies to best accomplish the project; creativity; viability; and implementation. Proposals should clearly describe how each task or deliverable will be completed.

Project Management (30%) - The proposed Project Manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project

managers receiving commensurately lower scores. The rankings and scores will be based on each Project Manager's experience on similar projects and past performance. The KATS selection committee may contact previous clients and outside agencies if necessary.

Qualification of Staff (35%) - The Proposal must demonstrate that the Consultant has the organizational capability and experience to complete the project. Identify the project team members, the role of the prime consultant, and any subconsultant(s). The rankings and scores will be based on the Staff's experience on comparable projects and past performance for other agencies.

Funds

Funds will be allocated over 2 fiscal years to develop this project. The policy committee will approve an amount not to exceed \$200,000.00 for the development of the 2050 LRTP.

Compliance with Title VI of the Civil Rights Act of 1964

KATS MPO, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Standard Terms and Conditions

RFP Contract Between Partnership and Respondents

After completing and returning **Intent to Respond Form**, Respondents email or submit a written request for clarification by March 22, 2024 12:30 P.M. CST to:

Ben Wilson, Division Manager
KATS MPO
189 E Court Street; Suite 201
Kankakee, Illinois 60901

Phone: (815) 936-5545
Email: bwilson@k3county.net

Questions and answers will be distributed to all potential respondents that submit the **Intent to Respond Form** by March 27, 2024 12:30 P.M. CST.

Type of Negotiations:

Negotiations may be undertaken with one or more of those consultants whose proposals, as to price and other factors, show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be that most advantageous and capable of performing the work specified herein to KATS MPO in terms of price, quality, delivery, and other factors considered. KATS MPO reserves

the right to consider proposals or modifications thereof received thru negotiations at any time before award is made, if such action is in the best interest of the county.

Rejection Of Proposals:

KATS MPO reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source in a manner necessary to serve the best interests of the county.

Incurring Costs:

KATS MPO is not liable for any cost incurred by contractors prior to execution of a contract.

Final Products:

All final products must be submitted to KATS MPO and will become the property of KATS MPO without restrictions as to use.

KATS MPO reserves the right to modify or alter the specific requirements of each of these products once a successful Respondent has been selected and the successful Respondent and county enter into contract negotiations.

Addenda To The RFP:

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via email or fax to those who have submitted a formal **Intent to Respond**.

Late Proposals

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

Award of an Agreement

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

Proposals:

To be considered, Respondents must submit a complete response to this RFP that must follow the format provided in **Required Content Form Respondent Proposal**. In addition, the Respondent must provide two copies (one physical and one digital) of the complete proposal. No other distribution of proposals will be allowed by the Respondent. Proposals must be signed by an official authorized to bind the Respondent to its provisions. For this RFP, the proposal must remain valid for at least 90 days.

Acceptance Of Proposal Content:

The contents of the proposal of the successful Respondent will become contractual obligations if a contract ensues. Failure of the successful Respondent to accept these obligations will result in disqualification of the respondent. The contents of this RFP become contractual obligations and shall govern over any other differing proposal obligations unless specifically denoted otherwise.

Economy of Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Emphasis should be on brevity, completeness, and clarity of content. Overly long proposals should be avoided.

Oral Presentation:

Select Respondents who submit a proposal may be required to make an oral presentation of their proposal to the Kankakee County GIS committee as appropriate. If necessary, the county will schedule these presentations before deciding between proposals.

Prime Respondent Responsibilities:

It is the responsibility of the selected Respondent to provide all products offered in the RFP regardless of if they are created by a third party. Further, Kankakee County GIS will consider the selected Respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Contract Payment Schedule:

Payment for any contract entered into as a result of this RFP will be negotiated with the successful Respondent.

News Releases:

News releases pertaining to this RFP or the service, study, or project to which it relates will not be made from the Respondent without county approval.

Issued By:

Benjamin Wilson

Division Manager for KATS Metropolitan Planning Organization

Date: March 1, 2024

2050 KATS LRTP
Request for Proposals
Intent to Respond

This form indicates the firm's intent to respond to this Request for Proposal

Firm Name: _____

Primary Contact Person: _____

Primary Contact Person Position: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

MAIL or EMAIL

By: 12:30 P.M. CST, March 22, 2024

To :

Ben Wilson, Division Manager
KATS MPO
189 E Court Street; Suite 201
Kankakee, Illinois 60901

Email: bwilson@k3county.net

2050 KATS LRTP
Request for Proposals
Intent to Respond
Proposal Response Form

Firm Name: _____

Primary Contact Person: _____

Primary Contact Person Position: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

All digital products will be delivered in the means discussed at selection by the policy committee.

Signature

Date