

REQUEST FOR PROPOSALS (RFP)

THE GO:SAFE ACTION PLAN UPDATE *FOR THE* METROPOLITAN PLANNING AREA OF BLOOMINGTON-NORMAL REGION WITH IMPLICATIONS ON REST OF MCLEAN COUNTY (IL)

January 31, 2025



Issued by:
McLean County Regional Planning Commission (MCRPC)

Go:Safe Action Plan Update – Request for Proposals (RFP)

The McLean County Regional Planning Commission (MCRPC), in partnership with the Illinois Department of Transportation (IDOT), the County of McLean, the City of Bloomington, the Town of Normal, Connect Transit, State Farm Insurance, Bloomington-Normal Water Reclamation District, and School District 87 (all in Illinois), applied for and was awarded a “Safe Streets and Roads for All” (SS4A) planning grant from the U.S. Department of Transportation (USDOT) for the Go:Safe Action Plan Update.

Section 1: General Instructions

A. INSTRUCTIONS:

Qualified consultants are invited to submit proposals for the preparation of the Go:Safe Action Plan Update described in this Request for Proposals (RFP) to the McLean County Regional Planning Commission (MCRPC). MCRPC reserves the right to reject any or all Proposals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional proposals.

MCRPC further reserves the right to reject the proposal of any Submitter whom it finds, after reasonable inquiry and evaluation, to not be responsible and/or responsive. MCRPC may also reject the proposal of any Submitter if MCRPC believes that it would not be in the best interest of the project to make an award to that Submitter. MCRPC also reserves the right to waive all informalities not involving price, time, or changes to the specifications and to negotiate contract terms with the successful Submitter.

B. SUBMISSION:

To be considered, two (2) hard copies in sealed package(s) and one (1) electronic copy of the complete proposal must be received no later than **2 p.m. (CST) on February 24, 2025**. They should be addressed to:

Raymond Lai, AICP
Executive Director
McLean County Regional Planning Commission
115 East Washington Street, Suite M103
Bloomington, Illinois 61701
Email: RLai@mcplan.org

Submittals become the property of MCRPC and will not be returned.

C. LATE SUBMITTAL:

Any submittals received after the time/date 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Submittals may be withdrawn by written notice received at any time prior to award.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 RFP, IF ANY, MUST BE SUBMITTED BY 4:00 p.m. (CST) on February 14, 2025 IN WRITING TO:

Raymond Lai, AICP
Executive Director
McLean County Regional Planning Commission
115 East Washington Street, Suite M103
Bloomington, Illinois 61701
Email: RLai@mcplan.org

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

General inquiries may be made to:

Raymond Lai, AICP
Executive Director
E-Mail: rlai@mcplan.org
Phone: 309-828-4331

F. SUBMITTAL FORMAT:

1. Project work tasks: Describe the specific approach, including but not limited to analysis, stakeholder outreach and involvement and methods the consultant proposes to use in completing project tasks. A proposed work schedule and a list of products and deliverables, and the expectation of assistance sought from MCRPC or other local agencies in completing the plan should be stated clearly. The proposed work schedule and a list of tasks, products and deliverables should be consistent with the project scope outlined in Section 2-Paragraph D (Scope of Services) and the Phased Project Framework attached as Exhibit A.
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 consultant and project team members: State the consultant's experience with comparable projects, including work samples and the names, email addresses, and telephone numbers of three client references for those projects. Include the resumes of all principal members of the project team and any proposed subcontractors.
4. Cost Proposal: The consultant's cost proposal should be listed in detail for each component, with a total overall cost not to exceed **\$295,000**, to be funded by the federal grant and non-federal participating governments and entities. Please provide a version of the detailed cost proposal in the form of a spreadsheet as an attachment to the proposal.
5. Portfolio- Relevant experience of the consultant in the preparation and development of similar deliverables, as listed in the project scope of services. Please provide your client list and at least three (3) examples for the past three (3) years of similar projects that demonstrate your expertise, along with client reference information, if different from those requested in Item 3 above.
6. Proposed Contract- Submitters shall submit a proposed contract with their proposal, the terms of

which shall be subject to negotiation and final approval by the MCRPC. The contents of this RFP shall be incorporated into, and considered part of, any executed contract for services. Should a conflict arise between the contract and the terms and requirements outlined in the RFP, the RFP will supersede at the discretion of MCRPC.

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 RFP.

H. PRIME CONSULTANT RESPONSIBILITIES:

The selected consultant shall 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 regarding 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 RFP are the responsibility of the consultant.

J. ACCEPTANCE OF SUBMITTAL CONTENTS:

The contents of this RFP 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. (See Section 1.F.6.-Proposed Contract)

K. RESOURCES:

Recent plans/studies and projects/programs contained on the MCRPC website (www.mcplan.org) may be consulted while responding to this RFP.

Section 2: DESCRIPTION OF SERVICES REQUESTED

A. PROJECT PLANNING AREA:

The proposed project planning area includes the Bloomington-Normal Metropolitan Planning Area in its entirety, as defined in the Bloomington-Normal Metropolitan Long Range Transportation Plan 2050 (BNMLRTP 50), adopted on October 28, 2022. (The BNMLRTP 50 is available for review on the MCRPC website at <https://mcplan.org/plans-and-studies/transportation-planning>.) The project will also consider the application of Safe Streets & Roads for All (SS4A) principles and practices, and implications to the rest of McLean County where feasible. See attached Figure 1 for the Planning Study Area Map.

B. BACKGROUND INFORMATION:

In September 2018, MCRPC was awarded an Illinois Department of Transportation State Planning & Research grant to support the development of a Vision Zero plan for the metropolitan planning area, pursuant to Goals 3.1 and 3.2 and associated strategies promulgated in the Long-Range Metropolitan Transportation Plan 2045 for the Bloomington-Normal Urbanized Area (LRTP45), adopted on November 30, 2017. (See at mcplan.org - [Transportation Planning | MCRPC Plans & Studies](#))

MCRPC began the development of a Vision Zero-focused transportation safety plan for the Bloomington-Normal metropolitan planning area, the metro area of approximately 140,000 people in Central Illinois. The resulting Go:Safe McLean County Action Plan was adopted on April 7, 2021. (See at mcplan.org - [Go:Safe McLean County](#))

The constraints of the pandemic era created limitations on the methods of soliciting public participation in the planning process. The present project builds on the 2021 Go:Safe plan to establish a robust Vision Zero plan and program for the Bloomington-Normal urban area and McLean County.

Applying the recommendations/strategies in the Go:Safe Action Plan and the Complete Streets policies/principles adopted by local governments and the Illinois Department of Transportation (IDOT), MCRPC is the core of a regional initiative to fully incorporate Vision Zero and the U.S. Department of Transportation Safe System Approach to transportation safety and elimination of traffic deaths into our regional transportation planning process.

C. NEED AND PURPOSE:

Ongoing transportation safety analysis by MCRPC and its planning partners documents unacceptable outcomes in the prevalence of death and serious injuries occurring in the regional transportation system. Development and implementation of a robust zero-death approach to transportation planning and management is a critical step in reducing and eliminating these outcomes.

D. SCOPE OF SERVICES:

The development of the Go:Safe Action Plan Update should, at minimum, contain the elements below in concurrent activity tracks including but not limited to those outlined by project phase in Exhibit A. The scope elements are closely modeled on the essential action plan components defined for the “Safe Streets and Roads for All” program as promulgated by the U.S. Department of Transportation/Federal Highway Administration.

1. In consultation with MCRPC and its designated Go:Safe Task Force (GSTF), develop a framework for the execution of the Go:Safe Action Plan Update, including:
 - a. Recommendations for GSTF operational structure for oversight regarding plan development, implementation and monitoring.
 - b. Formulation of a statement of commitment to the goal of zero roadway fatalities for adoption by the GSTF and endorsement of the commitment by the City of Bloomington, Town of Normal and McLean County.
2. In consultation with the GSTF, formulate a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following:

- a. The target date for achieving zero roadway fatalities and serious injuries, **OR**
 - b. An ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.
3. Analysis of transportation system safety performance, including:
 - a. Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries.
 - b. Analysis of crash locations, crash severity correlated with location, and contributing factors and crash types by relevant road users, including motorists, pedestrians, bicycle users, transit users and others.
 - c. Analysis of systemic and specific safety needs as needed, considering high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographics, and structural issues.
 - d. Inclusion in the analysis of the public road/street network irrespective of jurisdictional control.
 - e. Updating of the 2023 or most recent MCRPC High-Injury Network geospatial analysis.
 4. Coordinated and collaborative public engagement, including:
 - a. Ongoing outreach to and engagement with the public including community groups, transportation-focused organizations, social service organizations and other community stakeholders.
 - b. Continuing engagement with private sector entities, including commercial, corporate and institutional stakeholders.
 - c. Continuing engagement with local governments and agencies.
 - d. Continuing collaboration with MCRPC and its planning partners to incorporate outreach findings into regional planning efforts.
 - e. Analysis of information derived from the coordinated public outreach process, and incorporation of that analysis into the final plan document.
 5. Equity outreach, data collection and analysis, including:
 - a. Analysis of demographic and economic data identifying underserved communities.
 - b. Directed outreach to members and representatives of underserved communities.
 - c. Analysis of input from underserved communities to assess the equity impact of transportation safety strategies and projects, including analysis of safety improvements for underserved communities resulting from recommended strategies and projects.
 - d. Documentation of outreach to underserved communities.
 6. Policy and Process Assessment, including:
 - a. Analysis of current policies, plans, guidelines, and/or standards and practices to assess improvements resulting in prioritization of transportation safety.
 - b. Recommendations for revision or replacement of policies and plans to better serve transportation safety goals.
 - c. Incorporation of the policy analysis and recommendations into the implementation process defined in the final plan document.
 7. Development of strategies and projects for transportation system safety improvements, including:
 - a. Formulation of strategies and resulting projects derived from:
 - i. Data analysis as delineated in the preceding sections of this scope
 - ii. Data-driven spatial analysis of system vulnerabilities

- iii. Strategies and projects responsive to equity considerations
 - b. Development of a framework to address safety concerns within the U.S. Department of Transportation Principles of a Safe System Approach
 - i. Incorporation of strategies in the final plan document
 - ii. Inventory of proposed projects for implementation
 - iii. Development of prioritization criteria for project implementation
 - iv. Development of time ranges for implementation of strategies and projects
 - c. Documentation of the implementation framework and timeline in the final plan document
8. Performance Measurement Criteria, including:
- a. Definition of methods for measurement of progress in achieving plan goals and targets
 - b. Development of a process for ongoing program review and accountability standards
 - c. Development of a process for continuing progress reports to the public and community and agency stakeholders
 - d. Creation of a transparent and accessible reporting process tracking reduction in roadway fatalities and serious injuries as part of continuing public engagement in the implementation of the final plan.

E. MILESTONES AND DELIVERABLES:

All deliverables including the final deliverable, the Go:Safe Action Plan Update, should at minimum include all elements outlined in Section 2-Paragraph D (Scope of Services) and the Phased Project Framework (in attached Exhibit A).

Revisions or creative approaches proposed by consultants responding to this RFP are welcome and will be considered for incorporation into the scope of services for this project.

The successful submission in response to this request will:

1. Demonstrate a comprehensive understanding of zero death initiatives, including Vision Zero and similar programs endorsed by the Federal Highway Administration and the Federal Transit Administration, and the Zero Death initiative undertaken by the Illinois Department of Transportation;
2. Demonstrate a comprehensive understanding of and experience with the application of Complete Streets concepts and implementation, and further demonstrate innovative methods for Complete Streets implementation;
3. Develop a detailed scope of work laying out specific tasks with approximate durations, required resources, and responsibility assignment, consistent with the identified tasks, deliverables and milestones, and within the time available;
4. Design the project schedule to provide time for review and comment by MCRPC, local partners, and the public throughout the process.
5. Outline detailed instructions for completing individual tasks for consistency;
6. Provide a detailed proposal of staff hours to accomplish each task;

7. Provide complete and detailed documentation and dataset for each task;
8. Verify that the primary and/or sub-consultant shall be in good standing, understand and can comply with the requirements of federal-funded transportation planning and research, and is able to perform the specified services for MCRPC.

F. PROJECT SCHEDULE:

It is anticipated that project work will begin on March 6, 2025 or shortly after, with the final report to be completed and submitted for adoption no later than September 10, 2025.

Section 3 –REVIEW AND SELECTION PROCESS

A. TIME FRAME FOR CONSULTANT SELECTION:

The intent is to select a consultant according to the following schedule*:

<u>1/31/2025</u>	RFP released
<u>2/14/2025 (4 p.m. CST)</u>	Requests for clarification concerning this RFP due in writing
<u>2/24/2025 (2 p.m. CST)</u>	Proposals due
<u>Week of 3/3/2025 or sooner</u>	Finalists make a presentation to the Selection Committee. Presentations may be made in person or remotely (e.g. via digital videoconferencing software).
<u>Week of 3/3/2025 or soon after</u>	Contract awarded. Consultant begins work.
<u>Dates As Per Contract</u>	Interim deliverables due for all project phases
<u>September 10, 2025</u>	Final Plan Report due

*Scheduled dates are subject to change and will be communicated with the consultant if necessary

B. REVIEW COMMITTEE AND SELECTION PROCESS:

A committee of key community stakeholders and partners representing various aspects of transportation safety planning within the region, along with MCRPC staff, will review the proposals, participate in the consultant interviews 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 solely on a cost basis.

It is anticipated that no more than two to three finalists will be invited to make brief presentations in interviews to the Committee in person or via videoconferencing.

C. EVALUATION CRITERIA:

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

1. Proposals and capacity:

The identified proposals and experience of the project manager and key project staff and the capacity of the staff to assume new projects.

2. 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 meeting those purpose and need. 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 plan. Creativity is encouraged, but not at the expense of meeting identified needs.

3. Timelines:

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

4. Team Compatibility:

The ability of the consultant to work with the MCRPC, based on references and oral interview(s), as well as understanding of the consultant by the Committee.

5. Unique Resources:

Unique "in-house" resources including technology the consultant may contribute and any special experience the consultant may have with innovative planning, public engagement, and analysis techniques related to the nature of this project.

Section 4 – GENERAL TERMS AND CONDITIONS

A. CONFLICT OF INTEREST

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

1. May receive economic advantage or disadvantage as a result of the project described in this Request for Proposals, or any future project that may follow, excluding participation in future professional engagements in connection to the project;
2. Is engaged in a relationship with another person or entity, including a client, requiring him/her/them 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 Proposals.

B. COMPLIANCE WITH ILLINOIS AND FEDERAL LAWS

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

C. NON-AFFILIATION CLAUSE

No member of the County Board or any other Commission or County official shall have an interest in any contract let by the Board of the Commission or the County Board either as a contractor or subcontractor pursuant to Illinois Compiled Statutes, 50 ILCS 105/3, et seq.

D. PREVAILING WAGE

Awarded Submitter shall comply in all respects with the Illinois Prevailing Wage Act of the Illinois Compiled Statutes, 820 ILCS 130/0.01, et seq.

E. EQUAL EMPLOYMENT OPPORTUNITY

1. During the performance of this Proposal, the Submitter agrees as follows: The Submitter will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, that, if the Submitter hires additional employees in order to perform this Contract or any portion of this Contract, the Submitter will determine the availability of minorities and women in the areas from which he or she may reasonably recruit, and the Submitter will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

F. ADDITIONAL REQUIREMENTS

1. That the Submitter will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Submitter's obligations under the Equal Employment Opportunity Clause of the Government Contracts, Procurement and Property Management Act and this Part. If any labor organization or representative fails or refuses to cooperate with the Submitter in its efforts to comply with the Act and this Part, the Submitter will promptly notify the Illinois Department of Labor and the Owner and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.
2. That the Submitter will submit reports as required by this Part, furnish all relevant information as may from time to time be requested by the Illinois Department of Labor or the Owner, and in all respects comply with the Equal Employment Opportunity Clause of the Government Contracts, Procurement and Property Management Act and this Part.

3. That the Submitter will permit access to all relevant books, records, accounts, and work sites by personnel of the Owner and the Illinois Department of Labor for purposes of investigation to ascertain compliance with the Equal Employment Opportunity Clause of the Government Contracts, Procurement and Property Management Act and the Illinois Department of Labor's Rules and Regulations.
4. That the Submitter will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the Contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this Contract, the Submitter will be liable for compliance with applicable provisions of the Equal Employment Opportunity Clause of the Government Contracts, Procurement and Property Management Act and this Part by subcontractors; and further it will promptly notify the Owner and the Illinois Department of Labor in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.
5. The Awarded Submitter shall comply with McLean County Code Section 116-26.A. and B., and shall produce a certificate of insurance to MCRPC upon their request.

Exhibit A Phased Project Framework

Phase A – Plan Oversight Structure and Current Conditions

Phase A will concentrate on the tasks identified in Section 2 – Paragraph D - Items 1 and 2 of the project scope. The deliverables are initial steps in framing the project structure and demonstrating local commitment to transportation safety improvement goals and strategies. MCRPC and its planning partners will manage the related process for local government endorsement of the project and its objectives.

Phase A - Deliverables:

Report of Recommendations for the Go:Safe Task Force Structure
Proposed Statement of Commitment for the Go:Safe Task Force, including goals and timeline

Phase B – Data Analysis and Conclusions

Phase B includes the data collection, analysis and reporting tasks discussed in Section 2 – Paragraph D - Items 3 and 5 of the project scope, incorporating evaluation of the safety performance of the transportation system and data analysis related to equity considerations and impacts.

Phase B - Deliverables:

Report on Existing Conditions and Trends
Report on Analysis of Criteria Identified in Section 2 – Paragraph D - Items 3b, 3c and 3d.
Updated High-Injury Network Report
Report on Underserved Communities Analysis, as described in Section 2 – Paragraph D - Items 5a, 5c and 5d.

Phase C – Public, Community and Stakeholder Engagement

Phase C includes all aspects of the public engagement process described in Section 2 – Paragraph D - Items 4 and 5 of the project scope. This phase will be continuous through the life of the project, and includes ongoing and iterative assessment of outreach results, evaluation of success in soliciting participation, and strategic adjustments as needed to improve outreach performance, as directed by the Go:Safe Task Force and MCRPC project staff. During the public engagement process, reports on the progress and results of the process will be reported to the Go:Safe Task Force on a quarterly basis.

Phase C - Deliverables:

Periodic Reports on Public Engagement Efforts and Outcomes

Phase D – Policy Assessment and Plan Strategies and Recommendations

Phase D addresses **Sections 6, 7 and 8** of the project scope. It includes the policy analysis described in **Section 6** and culminates in the composition of the final plan. Components of the plan will include the formulation of strategies and the identification of projects, the development of a Safe System Approach framework for implementation, and the incorporation of performance measurement criteria and performance targets as part of an ongoing public information and transparency initiative in the final plan. Each of these components will require collaboration between the consultant team, the Go:Safe Task Force and MCRPC staff.

Phase D - Deliverables:

Policy Evaluation and Recommendation Report
Implementation Strategy Recommendation Report
Inventory of Priority Projects
Final Go:Safe Action Plan Update

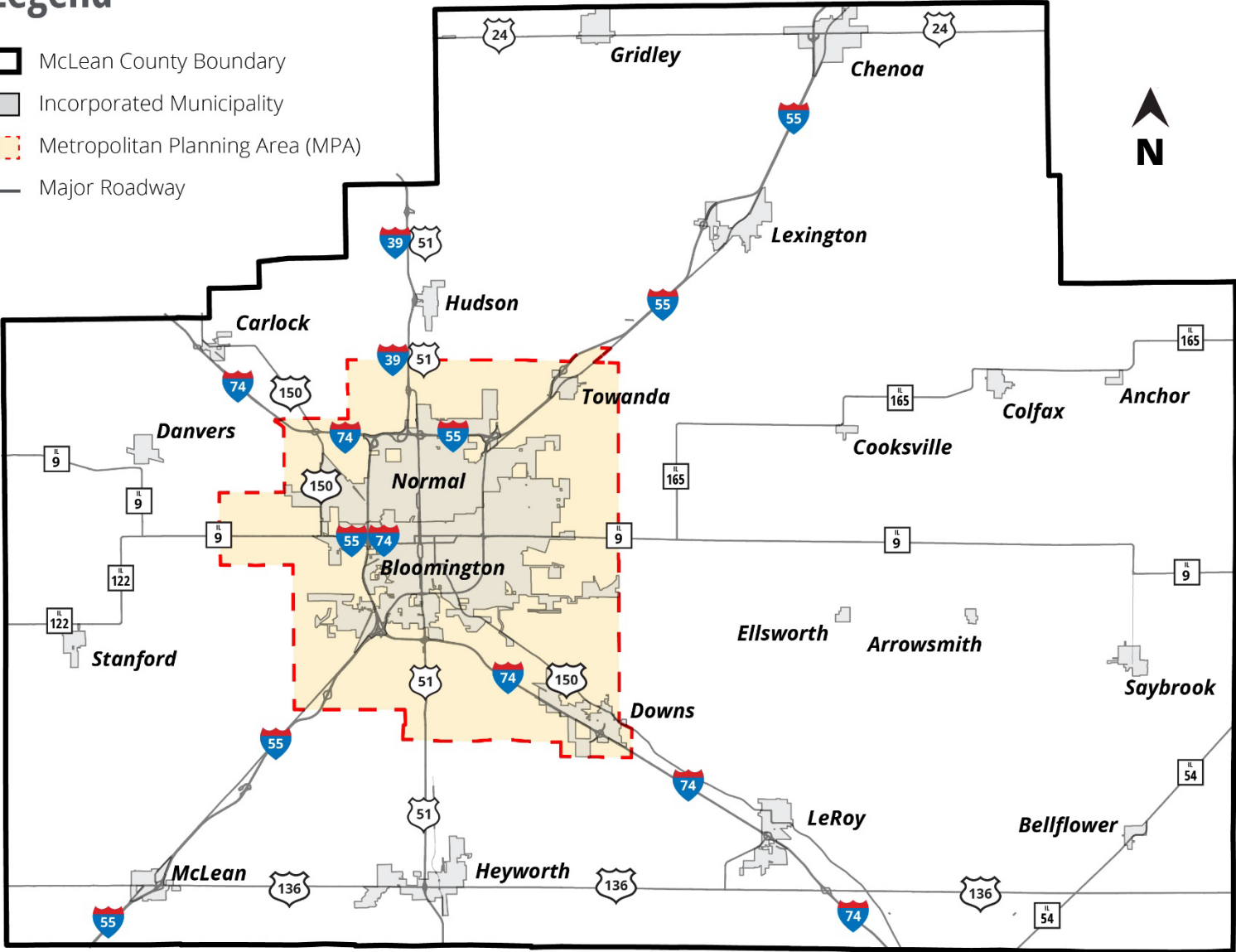
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Figure 1 Project Planning Area

Bloomington-Normal Metropolitan Planning Area (MPA) and Rest of McLean County

Legend

- McLean County Boundary
- Incorporated Municipality
- Metropolitan Planning Area (MPA)
- Major Roadway



Source: McGIS Database
Created: 29 January 2025

