NOTICE OF REQUEST FOR QUALIFICATIONS
FOR
GENERAL PLANNING CONSULTANT SERVICES

PROJECT NAME: Greater Egypt Long Range Transportation Plan
DISTRIBUTION DATE: September 1, 2020
CLOSE DATE: September 30, 2020
NOTICE OF INVITATION

The Greater Egypt Regional Planning and Development Commission (GERPDC) intends to enter into a deliverable contract with a prime provider. The contract will be managed by a negotiated scope of work and work authorizations.

Please submit five (5) WRITTEN SEALED PROPOSALS in addition to an electronic PDF version, not later than 4:30 p.m., September 30, 2020, to the Greater Egypt Office: 3000 West DeYoung Street, Suite 800 B-3, Marion, Illinois 62959.

The project will be entitled: Greater Egypt Long Range Transportation Plan

Proposals will be accepted in person, by United States Postal Service, United Parcel Service, or by private courier service. If proposals are mailed, please note on the exterior of the packaging:

PROPOSAL – Greater Egypt Long Range Transportation Plan

No proposal will be accepted by oral communication, telephone, electronic mail, telegraphic or facsimile transmission. Proposals may be withdrawn prior to the time set for closing. Any proposal received after the time set for closing will be rejected and returned unopened to the addressee on the package. This is a Request for Qualifications (RFQ) for professional services.

Proposals will be distributed by Greater Egypt staff to members of the Selection Committee for review. Final selection will be made by the Greater Egypt Board.

The issuance of this RFQ does not obligate Greater Egypt to enter into a contract for any services. All costs related to the preparation and submission of a proposal shall be borne by the entity or firm proposing.
Greater Egypt Regional Planning and Development Commission

REQUEST FOR QUALIFICATIONS

Greater Egypt Long Range Transportation Plan

The Greater Egypt Regional Planning and Development Commission is seeking qualified firm(s) for consultant services to prepare a Long Range Transportation Plan for the Greater Egypt Region (Jackson, Williamson, Franklin, Jefferson and Perry Counties).
I. GENERAL DESCRIPTION

The selected consultant will prepare a Long Range Transportation Plan for the Greater Egypt Region.

II. STUDY PURPOSE AND EXPECTED PRODUCTS

A. Purpose

The purpose of the study is to provide a Long Range Transportation Plan (LRTP) for the Greater Egypt Region. The LRTP will provide a summary of the Greater Egypt region’s transportation assets and a framework for expanding and maintaining those assets through the year 2045. The plan will include a demographic profile of the region, a summary of the state of the existing multi-modal transportation system, and outline of the region’s transportation values and objectives and an investment plan for maintaining and expanding the system where warranted. The LRTP will also document and provide an opportunity for input from the public and local officials.

B. Scope of Work

The consultant will prepare a final report that documents all aspects of the LRTP. The LRTP will include at a minimum the following sections:

- Area Demographics
- Existing Transportation infrastructure
- Safety Overview
- Public Transportation
- Freight
- Values, Objectives and Performance Measures
- Future Needs
- Public Involvement

Input from the public and local officials will be solicited through workshops, meetings and surveys. Online opportunities for public input and comments will also be provided. Coordination with IDOT, County Highway Departments and local cities and Villages will also be required. The LRTP will include discussion of all transportation modes including transit, bike and pedestrian as well as vehicular.

C. Study Location

The Study Location will encompass the entire Greater Egypt Region (Williamson, Jackson, Franklin, Perry and Jefferson Counties). The LRTP will include local and state maintained routes.
D. Information Provided to Consultant

Greater Egypt will provide the following items to the selected consultant:

- Existing IRIS roadway data (GIS format)
- Accident data (GIS shapefiles)
- Aerial Photography

E. Final Report

The consultant will prepare a final LRTP report that documents the findings and recommendations generated by the study. The LRTP report will include a full discussion of all the sections noted in the Scope of Work.

F. Deliverables

a. Monthly Progress Reports
b. Draft report (PDF)
c. Final Report (6 hard copies and PDF)

III. PROJECT MANAGEMENT

The provider is expected to address in its proposal a detailed plan to manage and conduct this study. The proposal should indicate a demonstrated understanding of the purpose and objectives of the project as defined in this RFQ.

The consultant will be expected to work with a Study Oversight Team comprised of GE Staff, IDOT staff and select members of the Greater Egypt Board.

IV. SUBMISSION OF PROPOSALS AND REQUIRED CONTENT

The SIMPO shall not be responsible for any expenses, which consultants may incur in the preparation and submitting of a proposal. The consultants shall furnish such additional information that SIMPO may reasonably require. The SIMPO also reserves the right to negotiate modifications to the proposals that it deems are acceptable, reject any and all proposals, and to waive any minor irregularities in the procedures.

This RFQ is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this RFQ. To assist the SIMPO in evaluating your proposal, the following are minimum requirements that should be included in the proposal:
• A narrative describing the Consultant’s understanding of the scope of services, the approach to the project, the reports and deliverables that are to be presented, and a work plan that outlines the Consultant’s approach and methodology. The Consultant should indicate how they propose to meet the timeline for this project.

• A description of Project Manager’s experience, expertise, knowledge, capabilities and resources in transportation planning processes, particularly with planning and transportation studies.

• A description of each professional team member’s experience and expertise that will be assigned to the project.

• A list and description of related projects of a similar nature for which the Project Manager and/or key team leaders have been involved.

• A minimum of three references, including contact person, address, and telephone number, for similar projects.

• The consultant shall provide a list of supporting documents and data necessary to conduct and complete this study.

• The consultant shall provide a project schedule for the project.

• 10 pages max for the main proposal. Any supplemental material, including resumes, shall not exceed 15 pages (25 pages in total maximum).

• An organization chart limited to one (1) page containing the names of the prime provider and any sub-provider’s task leaders proposed for the team and their contract responsibilities by work category. Task leaders should be clearly designated. Other personnel can be identified at the prime provider’s discretion. The organization chart should also include the name, address, e-mail, telephone and fax numbers of the prime provider and all sub-providers proposed for the team.

• The prime provider’s Quality Assurance/Quality Control (QA/QC) program.

V. CONTRACT TYPE

A cost-reimbursement not-to-exceed type of contract is anticipated. Scope of Work and specific tasks will be assigned by individual work items. The consultant will be paid based on work actually performed. Invoices shall be paid once per month. The total contract award is estimated to be not more than $150,000. All work must be completed prior to June 30th, 2022.
VI. CONSULTANT SELECTION PROCESS AND PROPOSAL EVALUATION

The Selection Committee, made up of the Greater Egypt Executive Committee Members, will review and evaluate all responsive proposals, taking into consideration the following items as a minimum:

- Consultant’s understanding of the project and approach, and time frame  (35%)
- Experience, expertise, and qualifications of the Project Manager (25%)
- Experience, expertise, and qualifications the Consulting Firm’s individual team members (25%).
- Responses of the Consultant’s references. (5%)
- Compliance with required format. (5%)
- The prime provider’s Quality Assurance/Quality Control (QA/QC) program. (5%)

The Greater Egypt Regional Planning and Development Commission reserves the right to reject any or all proposals and to waive formalities and irregularities in proposals received. Final approval of contract award is subject to the action of the SIMPO Policy Board.

SIMPO CONTACT

Request for additional information regarding this RFQ should be made to Joe Zdankiewicz, at 618-997-9351, by e-mail at joezdankiewicz@greateregpyt.org, or by mail at 3000 West DeYoung Street, Suite 800 B-3, Marion, Illinois 62959.