

**Greater Egypt
Regional Planning & Development Commission**



**Notice of Request for Qualifications
for
General Planning Consultant Services**

Safe Routes to School

Distribution Date: 02/21/2025 | Closing Date: 03/28/2025

NOTICE OF INVITATION

The Greater Egypt Regional Planning & Development Commission (Greater Egypt) 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 three (3) printed and sealed STATEMENT OF QUALIFICATIONS (SOQs) / PROPOSALS in addition to a PDF electronic version, no later than 4:30 p.m., March 28, 2025 to:

Greater Egypt
ATTN: SOQ Safe Routes to Schools
3117 Civic Circle Boulevard Suite A
Marion, Illinois 62959-5222

The project will be entitled: **Safe Routes to School 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: **SOQ Safe Routes to Schools.**

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 Proposals may be withdrawn prior to the time set for closing.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 Qualification (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.

I. GENERAL DESCRIPTION

The selected consultant will evaluate K - 12 schools located within the Greater Egypt Planning Area (excluding the former Southern Illinois Metropolitan Planning Organization area) in order to identify barriers to safe travel for all people walking, biking, and rolling to school. All students, parents and guardians, school staff and all people walking, traveling by wheelchair, biking, and rolling to school are considered Vulnerable Road Users (VRUs) of transportation infrastructure.

II. STUDY LOCATION, PURPOSE, AND EXPECTED PRODUCTS

Study Location

Multiple locations. K - 12 schools within the Greater Egypt Planning Area are to be studied (excluding the former Southern Illinois Metropolitan Planning Organization area)

Purpose

The purpose of this Safe Routes to Schools planning study analysis is to provide recommendations for the improvement of active transportation travel routes to K - 12 schools within the Greater Egypt Planning Area. Investments in safer active transportation infrastructure provides for and facilitates increased safety, accessibility, mobility, and connectivity for students of all ages and abilities to walk, bike and roll to school. Safer active transportation infrastructure improves overall community health, safety, and well-being.

This effort to create a Safe Routes to Schools Plan will identify deficiencies and barriers to active transportation as well as guide future transportation investments and improvements in the vicinity of K - 12 schools located within the Greater Egypt Planning Area. Community input is critical to create a plan emphasizing safety, increased transportation options, and decreasing congestion too. Walking audits shall be conducted at each school site. Walking audit teams are encouraged to be comprised of a diverse group to include students, parents, guardians, teachers, school staff members, and the consultant-led team of professional planners and engineers.

The Safe Routes to Schools Plan will provide a systematic assessment in order to proactively identify and prioritize improvements to active transportation infrastructure and travel conditions.

Goal

By having a documented Safe Routes to School Plan in place, the goal of this study is to position K -12 schools within the Greater Egypt Planning Area to pursue future Safe Routes to School funding opportunities using the recommended improvement information provide by this planning effort.

Scope of Work

The consultant will:

- Develop a survey and the metrics to prioritize schools to participate in the study
- Closely work with, and coordinate with, Greater Egypt staff to identify and contact the municipalities and school administrators
- Lead and conduct Safe Routes to School walking audits based upon 15-minute walk sheds
- Survey drop-off and pick-up locations during peak periods
- Survey existing active transportation infrastructure, including bicycle racks
- Create photo essays documenting safe route deficiencies and existing challenges to safe active transportation travel
- Provide traffic engineering insights and observations
- Create a list of recommended infrastructure improvements for a priority list of schools within the Greater Egypt Planning Area to be determined in collaboration with the study oversight team

Information Provided to Consultant

Greater Egypt staff members will closely coordinate with the consultant regarding information and local resources.

Deliverables

The following deliverables shall be provided by the consultant:

- Monthly invoices shall accompany a monthly progress report noting all work completed
- A list of recommended infrastructure improvements for the K - 12 schools
- A final report, the Safe Routes to Schools Plan, submitted as a PDF file including any associated GIS shapefiles

III. PROJECT MANAGEMENT

Within the SOQ, the consultant is expected to address a detailed plan indicating how the scope of work will be completed. The explanation shall 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 Greater Egypt Staff and Greater Egypt's Technical Advisory Committee Members.

IV. SUBMISSION OF PROPOSALS AND REQUIRED CONTENT

Expenses the consultant incurs in the preparation and submission of a SOQ/proposal shall not be the responsibility of Greater Egypt. Consultants shall furnish such additional information that Greater Egypt may reasonably require. Greater Egypt 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 SOQ/proposal shall respond to information presented in this RFQ.

To assist in evaluating proposals, the following minimum requirements are to be included in the proposal:

- A narrative describing the consultant's understanding of the scope of services, the approach to the project, reports & deliverables to be presented, and a work plan outlining the consultant's approach and methodology. The consultant shall indicate how they propose to meet the timeline for this project.
- A description of the project manager's experience, expertise, knowledge, capabilities, and resources in transportation planning processes.
- A description of experience and expertise of each professional team member 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, to include the following contact information:
 - Name
 - Email address
 - Mailing address
 - Mobile and local telephone number
- 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.
- 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

discretion of the prime provider. The organization chart shall 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.

The proposal/SOQ primary text body shall employ a 12-point font size and not exceed a total page count of twenty-five (25) pages. A maximum of ten (10) pages is allotted for the main proposal. Supplemental material (resumes, organizational chart, references, etc.) shall not exceed 15 pages. All pages shall be sequentially numbered excluding a cover page.

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 actual work 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 30, 2026.

VI. CONSULTANT SELECTION PROCESS AND PROPOSAL EVALUATION

The Selection Committee (may include members from Greater Egypt staff, Greater Egypt board members, or other project stakeholders) 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 Consultant's Project Manager (25%)
- Experience, expertise, and qualifications of the Consultant's team members (25%)
- Compliance with required format (5%)
- Responses of the Consultant's references (5%)
- The prime provider's Quality Assurance/Quality Control (QA/QC) program (5%)

Greater Egypt 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 Greater Egypt Board.

GREATER EGYPT CONTACT

Please direct requests for additional information regarding this RFQ to:

Katie Zanotti

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Email: katiezanotti@greateregypt.org

USPS: 3117 Civic Circle Boulevard, Suite A
Marion, IL 62959-5222