



# Request for Qualifications (RFQ)

for

Professional Services

for the

Oak Park Bike Plan Update

RFQ Issued: January 10, 2024

Response Due: 4:00 PM on February 1, 2024

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested professional services firms to prepare an update to the Oak Park Bike Plan.

To have your qualifications considered, the documents must be submitted in a sealed envelope containing one (1) unbound original, one (1) bound copy, and one (1) electronic PDF on a USB drive, plainly marked:

Professional Services  
for the  
Village of Oak Park

Qualifications must be received at the Office of the Village Engineer, 201 South Boulevard, Oak Park, Illinois 60302, no later than 4:00 PM on February 1, 2024. Qualifications received after the closing time and date will not be considered.

## Project Information

### Notice to Firms

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested professional services firms to prepare an update to the Village's Bike Plans. These services will be procured in accordance with the Village's policy on Qualifications Based Selection (QBS).

### Project Objective

The objective of this project is to prepare an update to the 2008 Oak Park Bike Plan and the 2014 Bike Plan Addendum which can be found at [www.oak-park.us/our-community/bicycling-oak-park](http://www.oak-park.us/our-community/bicycling-oak-park). The original 2008 and 2014 Bike Plan should be reviewed and updated to reflect the current built conditions of the Village's (and adjacent communities'); coordinate with other safety planning studies such as Vision Zero; reflect current treatments for cycling infrastructure; review the feasibility of bike sharing options considering changes in the industry since 2014 and City and County initiatives; and review planned routes through the Village to identify opportunities for additional infrastructure for dedicated or protected bike lanes due to increased demand for cycling accommodations.

### Budget

The Village currently has budgeted \$50,000 for these professional services. However, final scope and project budget will be negotiated with the selected consultant.

### Scope of Services

This project is being managed by the Village using local funds.

Firms responding to this RFQ must have prior experience preparing active transportation plans and project designs and have previously developed a bike plan for an urban area. The consultant, or sub-consultant, shall also have experience planning and design bicycle facilities on or crossing roadways under IDOT jurisdiction and preparing engineering plans and cost estimates for bicycle facilities.

The scope of services for the project shall include all services as required to prepare the Oak Park Bike Plan Updates. The Village anticipates that the project will be accomplished by progressing through the following high-level components:

- Prepare presentation and oversee a Village Board study session to inform and update the Village Board on the current state of the industry for bike planning and purpose and need and desired outcomes for the Update to the Bike Plan.
- Review the existing Village plans (climate action plan, comprehensive plan, etc.) and transportation codes, policies, and plans (draft Vision Zero Plan being prepared by Sam Schwartz, bike plans, complete streets, traffic calming toolbox, safe routes to school, etc.) and integrating them into the various elements Bike Plan Update and make recommendations on changes to these existing documents as needed.
- Work with an internal stakeholder group comprised of Village staff and staff from partner agencies from schools and park district to develop draft recommendations.
- Coordinate with Cook County on their bike share plan and work with bike share companies to evaluate the feasibility of bike sharing in the Village and develop schematic of what a feasible bike sharing system could look like in the Village.
- Organize and oversee a public meeting hosted by the Transportation Commission (TC) for kicking off the study and getting commission and public input on the proposed update and draft recommendations. Local stakeholders and advocacy groups would be invited to attend.
- Work with Village staff to use the Village's website to gather public input on recommendations for the study
- Work with an internal stakeholder group comprised of Village staff and staff from partner agencies from schools and park district to develop.

- Develop an implementation plan with priorities and budgets.
- Present draft plan to the TC for comments.
- Present final draft plan to Village Board for approval.
- Work with Village staff to prepare web content, maps, GIS databases, etc. for updating website and files for bike related items.

The current anticipated schedule for the services is:

- Anticipated award of an agreement: March 5, 2024
- Start date of the project: March 18, 2024
- End date of the project: Approximately December 31, 2024

The detailed scope of services and schedule will be negotiated at the time of contract development.

## General Requirements

### General

The following general information is provided and will be carefully followed by all Consultants to ensure the qualifications are properly prepared.

1. All submitting Consultants must furnish all information required by this RFQ.
2. The Village reserves the right to conduct discussions with qualified Consultants in any manner necessary to serve the best interest of the Village and consistent with the Illinois Procurement Code (30 ILCS 500/).

### Proprietary Information

1. Except as provided herein or as otherwise set forth in the Illinois Procurement Code, all proceedings, records, contracts, and other public records relating to procurement transactions will be open to inspection in accordance with the Illinois Freedom of Information Act (5 ILCS 140/).
2. Each Consultant has the right to identify data or other materials submitted in connection with this procurement as trade secrets or proprietary information, which will not be subject to inspection pursuant to the Illinois Freedom of Information Act, by stating such in respect to the relevant portions at the time of submission of its proposal.

### Questions and Communication

1. All contact between prospective Consultants and the Village with respect to this RFQ will be formally held at scheduled meetings or in writing through the issuing representative. Questions and comments regarding meaning or interpretation of any aspect of this RFQ must be submitted in writing to [trobey@oak-park.us](mailto:trobey@oak-park.us), and must be received on or before February 1, 2024. Only written questions will be accepted. Questions and/or comments which are submitted after the deadline set forth within this RFQ will not be answered.
2. The Village will respond to all questions and comments that are submitted hereunder and are deemed to address a matter that is relevant and substantive in nature within a reasonable period of time, in the form of a written Addendum that will be transmitted to all prospective Consultants at the address furnished to the Village for such purpose. Oral communications between the Village and Consultant regarding the interpretation or meaning of any aspect of this RFQ are not authorized and may not be relied upon for any purpose.

### Addenda to the RFQ

1. The Village reserves the right to amend this RFQ at any time prior to the deadline for submitting qualifications. If it becomes necessary to revise any part of this RFQ, notice of the revision will be given in the form of an Addendum that will be provided to all prospective Consultants who are on record with the Village as having received this RFQ. If, in the opinion of the Village, the deadline for the submission of proposals does not provide sufficient time for consideration of any Addendum, then such deadline may be extended at the discretion of the Village.
2. It will be the responsibility of each Consultant to contact the procurement contact identified in the RFQ prior to submission of a proposal hereunder in order to determine whether any addenda have been issued in connection with this proposal. Notwithstanding any provisions to the contrary, the failure of any Consultant to receive any Addenda will neither constitute grounds for withdrawal of its proposal nor relieve such Consultant from any responsibility for incorporating the provisions of any Addenda in its proposal. Upon issuance by the Village, Addenda will be deemed to have become a part of this RFQ to the same extent as if set forth fully herein.

### Arrearage, Debarment, and Suspension

By submitting qualifications in response to this RFQ, the Consultant will be deemed to represent that it is not in arrears in the payment of any obligation due and owing the Village, the State of Illinois, or any public body in Illinois. This representation will be deemed to include the payment of taxes and employee benefits. The Consultant further agrees

that, in the event it is awarded a contract hereunder, it will not become in arrears to any such public body during the term of the contract. The Consultant agrees that that no officer or employee thereof has been debarred or suspended or otherwise excluded from or ineligible for participation in, any public procurement activity of a nature similar to this RFQ. The Consultant will not knowingly engage any subcontractor who has been debarred or suspended or who is otherwise excluded from or ineligible for participation in public procurement activity and will include in each of its subcontractors and subcontractor agreements certifications on the part of its subcontractors that satisfy the requirements of this provision.

### Submitting Qualifications

1. The deadline for submitting qualifications has been provided herein. Submittals will be opened in accordance with the provisions of the Illinois Procurement Code. There will be no public opening. The list of prospective Consultants will be available for public inspection only after Contract award or upon cancellation of the RFQ.
2. Except as set forth below, the required transmittal or cover letter must accompany the proposal. The purpose of the transmittal or cover letter is to formally submit the qualifications to the Village and to bind the Consultant to the terms, conditions and specifications contained in the RFQ. The transmittal or cover letter must be signed by an individual who is authorized to bind the Consultant to all matters set forth in the qualifications.

### Late Qualifications

Qualifications or unsolicited amendments to qualifications arriving after the deadline will not be considered. Qualifications received after the deadline will be returned to the Consultant unopened providing that sufficient proposal identification information is shown on the outside envelope.

### Rejection of Qualifications

The Village reserves the right to: (a) reject any or all qualifications received; (b) cancel the RFQ at any time prior to award; and/or (c) waive informalities in the event the Village determines such action is in its best interest. Qualifications must meet or exceed the mandatory requirements of this RFQ. If a Consultant does not meet a mandatory requirement, it will be rejected.

### Presentations

The Village may elect to conduct interviews with prospective consultants. Consultants selected for an interview will be notified on or around February 7, 2024. The Village anticipates that any interviews will be conducted during February 15-16, 2024.

### Negotiation

The Village requires a minimum three-person team to negotiate with firms. The team will consist of the Village Engineer and two Civil Engineers. The team may delegate this responsibility to other staff members.

In the event that the Village determines in writing and in its sole discretion that only one Consultant is fully qualified, or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Consultant. The Village reserves the right to negotiate any aspect of the proposal or the Contract in any manner that best services the needs of the Village and is within the scope of this RFQ. The Village is under no obligation to award, but may do so based upon an analysis of submitted qualifications and subsequent negotiations.

### Cost

The Village will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

## Submittal Organization and Format

Proposals will address the following general topics and also emphasize the Consultant's qualifications to perform the services. Proposals will be evaluated on the basis of the information presented by the Consultant and the evaluation criteria set forth in this RFQ. This selection is a QBS process and no firm shall submit estimates of cost with its proposal.

Consultants will follow the proposal format outlined in this section. Failure to adhere to the prescribed format may result in rejection of the Consultant's proposal. All proposal elements shall be included and shall include at a minimum the following:

### Transmittal or cover letter

A transmittal letter or cover letter must be prepared on the Consultant's letterhead, must accompany the proposal, and must be signed by a duly authorized representative of the Consultant. The transmittal or cover letter must include an affirmative statement that binds the firm to the terms, conditions; specifications contained in the RFQ. At minimum, the letter must include all of the following information:

1. Consultant's full legal name
2. Type of entity and state of organization or incorporation
3. Consultant's principal address
4. Consultant's mailing address (if different)
5. Name and title of contact for the purposes of this RFQ
6. Telephone number and email address of principal contact

### Background

This section will include a brief history of the firm and its organization, including name and contact information of the principal or officer who will serve as the primary point of contact for the Consultant and who will have authority to negotiate on behalf of the Consultant. This section will also include a general description of the Consultant's experience in providing the services described in this RFQ, including any special qualifications, experience, awards, etc. At the election of the Consultant, the Background may be included in the Consultant's transmittal or cover letter.

### Project Approach

The purpose of this section is to present the Consultant's understanding of the project requirements. This section shall include a preliminary proposed management plan based on the scope of services outlined in this RFQ, including coordination of multiple concurrent tasks and how they will be accomplished to meet schedule and budget constraints. Include in this section a discussion of any joint ventures and subcontractors to be used. Any specific challenges or critical project elements shall also be identified in this section. A discussion of the Consultant's approach to quality control/quality assurance will be included in this section. The responsibilities of each joint venture contractor or subcontractor will also be discussed. The Consultant should address how Village staff will be integrated into the services to be provided under this RFQ.

### Project Personnel

This section will contain the names, background, and experience on similar types of projects of the key personnel proposed for these services. An organizational chart showing duties, responsibilities, and the lines of communication will be included in this section. Resumes that demonstrate experience on similar projects and specify the individual's duties on those projects will be included as an appendix to the proposal. Include in this section guarantees that, for so long as its members continue to be employed by the Consultant, the project team will remain as proposed and will be assigned to this project for its duration. Following award of a contract hereunder (if any), any substitution or other change in project team personnel must be approved in advance by the Village.

## Experience and Qualifications

This section should discuss the experience and qualifications of the Consultant and the project team in the performance of projects of similar size and nature as that described herein. For joint ventures, the experience of all firms as it relates to this project must be discussed. In order for a Consultant to be deemed qualified to perform the services described in this RFQ, the experience listed in this section of the proposal must be in accordance with or contain the following:

1. Have been completed within the last five (5) years from the issuance date of the RFQ
2. Be of a scope similar to that outlined in this RFQ
3. Brief description of the project
4. Scope of services provided by the Consultant
5. Construction cost (if completed)
6. Identify the project manager and other key team members
7. Provide contact information for references

## Financial Responsibility

The Consultant will provide evidence of financial responsibility including a copy of recent Illinois Department of Transportation Pre-Qualification Certification. Unless such information is otherwise included in the Background section, the Consultant will additionally provide a statement indicating the length of time the firm has been in business, the number and location(s) of its office(s), the current number of full-time employees.

## Format

The proposal in its entirety shall be on 8.5"x11" sheets, tabbed by section and be a maximum of 30 single-sided pages, inclusive of all required information. If a submitting firm is confident that their qualifications for the work can be exhibited in fewer pages than the maximum they are encouraged to do so.

## Selection Criteria

All submittals will be evaluated based up on the following criteria and respective weights:

1. Technical Approach (15%)
2. Firm Experience (25%)
3. Specialized Expertise (30%)
4. Staff Capabilities (20%)
5. Past Performance (5%)
6. In-State or Local Presence (5%)