

REQUEST FOR QUALIFICATIONS ("RFQ")

PROFESSIONAL TRANSPORTATION PLANNING SERVICES FOR MULTIMODAL TRANSPORTATION PLAN

SECTION NUMBER: 22-00186-00-PL

REQUIRED FOR USE BY:

Grundy County

ISSUED BY:

Grundy County Highway Department

RESPONDENT MUST SUBMIT ONE (1) HARDCOPY ORIGINAL, FIVE (5) DUPLICATE HARDCOPIES, ONE (1) ELECTRONIC COPY IN .PDF FORMAT ON A FLASH DRIVE, AND ONE (1) REDACTED COPY OF YOUR SUBMITTAL ON THE FLASH DRIVE OF THE PROPOSAL

ALL OF THE REPSONSES MUST BE ADDRESSED AND RETURNED TO:

ERIC GIBSON, COUNTY ENGINEER
GRUNDY COUNTY HIGHWAY DEPARTMENT
245 N. ILLINOIS ROUTE 47
MORRIS, ILLINOIS 60450

**ALL OF THE RESPONSES MUST BE RECEIVED BY 10:00 AM CENTRAL TIME ON
November 10, 2022**

RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPE(S) OR PACKAGE(S). THE OUTSIDE OF THE PACKAGE OR ENVELOPE MUST CLEARLY INDICATE THE PROJECT DESCRIPTION, **REQUEST FOR QUALIFICAITONS ("RFQ") FOR PROFESSIONAL ENGINEERING FOR MULTIMODAL TRANSPORTATION PLAN**, THE SECTION NUMBER AND THE TIME AND THE DATE SPECIFIED FOR RECEIPT. THE NAME AND ADDRESS OF THE RESPONDENT MUST ALSO BE CLEARLY PRINTED ON THE OUTSIDE OF THE ENVELOPE(S) OR PACKAGE(S)

CHRIS BALKEMA
COUNTY CHAIRMAN

ERIC GIBSON
COUNTY ENGINEER

ERIC GIBSON, COUNTY ENGINEER (815) 942-0363

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I. GENERAL INFORMATION

A. INTRODUCTION

Grundy County ("**County**"), acting through its Grundy County Highway Department ("**Department**"), invites the submission of Qualifications for Engineering Services for the project as described herein.

The intent of the Request for Qualifications ("**RFQ**") is to identify qualified Respondents having demonstrated experience, expertise and resources to provide the Services as further described in the Scope of Services.

This RFQ is open to all qualified respondents that have been pre-qualified by IDOT for "Transportation Studies".

Respondents must include their company's current prequalification letter from IDOT for "Transportation Studies".

Respondents who are not currently prequalified may respond to this RFQ by concurrently submitting a prequalification to IDOT and include evidence of their prequalification submittal to IDOT in the relevant categories in their Submission package.

Information regarding the IDOT prequalification program can be found here:

<http://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

<http://idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Design-and-Environment/Description%20and%20Minimum%20Requirements.pdf>

"Respondent(s)" means the entities that make Submissions in response to this RFQ. The Respondent(s) awarded an Agreement pursuant to this RFQ, if any, are sometimes referred to herein as "**Consultant(s)**." "**Agreement**" refers to an agreement awarded to a Consultant.

Department Designated Project Managers will be the point of contact for the Consultants. Department project managers will monitor progress of the services, oversee schedule and budget allowances and provide guidance and support to the selected consultant to ensure successful implementation of the construction projects.

The services contemplated are professional in nature. It is understood that the selected Respondent(s) acting as an individual, partnership, corporation or other legal entity, will be of professional status, licensed to perform in the State of Illinois and licensed for all applicable professional discipline(s) requiring licensing and will be governed by the professional ethics in its relationship to the County. It is also understood that all reports, information, or data prepared or assembled by the Respondent(s) will be confidential in nature and will not be made available to any individual or organization, except the County, without the prior written approval of the County.

The Respondent(s) must be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the Services required under this RFQ document.

B. INVITATION

Grundy County invites the submission of responses for **REQUEST FOR QUALIFICATION (“RFQ”) FOR PROFESSIONAL PLANNING SERVICES FOR MULTIMODAL TRANSPORTATION MASTER PLAN**

If your firm has demonstrated experience in Transportation Studies as further described in the Scope of Services, and you are interested in making your services available to Grundy County, you are invited to respond to this “Request for Qualifications.”

One (1) Hardcopy Original, Five (5) Duplicate Hardcopies, One (1) Electronic Copy in .PDF format on a flash drive, and One (1) Redacted Copy of your submittal on the flash drive of the proposal must be signed by an authorized representative, enclosed in sealed envelope(s) or package(s), addressed and submitted to:

ERIC GIBSON, COUNTY ENGINEER
GRUNDY COUNTY HIGHWAY DEPARTMENT
245 N. ILLINOIS ROUTE 47
MORRIS, ILLINOIS 60450

If hand carried, place with Office Manager Stephanie Janczak at the Highway Department by **10:00 a.m., Central Time on November 10, 2022**. Copy 1 of 6 must be marked **ORIGINAL**. The outside of each envelope or package must be labeled:

REQUEST FOR QUALIFICATIONS (“RFQ”)

PROFESSIONAL PLANNING SERVICES FOR MULTIMODAL TRANSPORTATION MASTER PLAN

SECTION NUMBER: 22-00186-00-PL

CAUTION: LATE SUBMITTALS- When responses are delivered by mail or messenger to the County Engineer, the Respondent is responsible for their delivery **BEFORE** the due date and time. If delivery is delayed beyond the date and hour set for the receipt, responses so delayed will not be considered and will be returned unopened at the expense of the Respondent.

Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.

For procurement information or for Request for Qualifications (“RFQ”) document, contact Eric Gibson, County Engineer, at (815) 942-0363.

C. DOWNLOADABLE DOCUMENT

A not for bid RFQ document may be downloaded from the Grundy County website:
www.grundyco.org/bids-and-rfp.

Respondents may instead of picking up the RFQ document in person from the Grundy County Highway Department, may request an electronic version of the document by sending an email to highway@grundycountyil.gov. Respondents are responsible for checking the Grundy County website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the County's website will not relieve the Respondent from being bound by any additional terms and/or conditions in the clarification and/or addenda. The County will not be responsible for the bidder's failure to consider additional information contained therein in preparing the submission.

Any harm to the Respondent resulting from such failure to obtain all necessary documents will not be valid grounds for a protest against award(s) made under this RFQ.

D. SUBMISSION OF QUESTIONS OR REQUESTS FOR CLARIFICATIONS

Respondents must communicate only with the Highway Department. All questions or requests for clarification must be in writing, sent by mail or email, or fax 815-942-4290, and directed to the attention of Eric Gibson, Grundy County Engineer, at egibson@grundycountyil.gov, Grundy Highway Department. The subject line of the email must clearly indicate that the contents are "Questions and Request for Clarification" about the RFQ, and are "Not a Submission" and must refer to **REQUEST FOR QUALIFICAITONS ("RFQ") FOR PROFESSIONAL PLANNING SERVICES FOR MULTIMODAL TRANSPORATION MASTER PLAN.**

No telephone calls will be accepted unless the questions are general in nature. **A Respondent that deviates from any of these restrictions may be subject to immediate disqualification from this RFQ process.**

The County Engineer along with the County Board Chairman reserves the right to reject any submittal that deviates from the submittal requirements. No additional or missing documents will be accepted after the due date.

II. SCOPE OF SERVICES

PROFESSIONAL PLANNING SERVICES FOR MULTIMODAL TRANSPORTATION MASTER PLAN

SECTION NUMBER: 22-00186-00-PL

Background

Grundy County Illinois, situated adjacent to Will County and its global logistics complex, is poised to experience rapid growth from the expansion of industrial development that accelerated during the early stages of the COVID 19 pandemic and resulting supply chain constraints. The reliance on a robust logistics sector will continue to expand and will result in increasing opportunities and challenges for development in Grundy County.

Since the early 2000s, Grundy County has experienced significant growth in both its economy and population. As these changes have come to the area, existing transportation infrastructure has been extensively challenged. The County is traversed by Interstates 80 and 55 with Illinois 47 splitting the County roughly in half from north to south. Illinois 47 is used as a bypass for Interstate 55 when there is work occurring between Dwight and Interstate 80, making it a heavily traveled corridor. The Illinois River runs through Grundy County. Freight railroads servicing Grundy County include the BNSF, Canadian National, CSX and the Union Pacific.

The Grundy Economic Development Council (GEDC) recognizes the need to prepare for increasing demand from industry and businesses looking to locate near the transportation and populations centers of Cook, DuPage and neighboring Will County to increase efficiencies in their supply chains while keeping costs reasonable. In order to support attracting new business and retaining and growing current establishments, it is important for the County to assess current transportation infrastructure assets and services based on current needs and to determine current gaps or needs.

Grundy County is home to almost 24 miles of the I & M Canal Trail. However, the remaining bicycle and pedestrian facilities are limited to on street accommodations, much of which is not recommended for bicycling or where caution is advised. An active transportation system is important to the economic vitality of the County providing alternatives to residents and visitors. Understanding the needs and the gaps are an important part of planning for a truly multimodal transportation system that can support tourism and economic development while helping to preserve the rural character of the communities and unincorporated areas of the County.

In addition, it is important to target infrastructure investments to address the most critical needs to accommodate future demand for business, citizens, visitors and those who work in the County. Investments should be prioritized based on quantifiable performance measures that represent the goals of local stakeholders, the State and the nation.

In 2013, the Grundy County Economic Development Council commissioned a study to identify priorities based on the following goals:

1. Demonstrate to elected officials and policy makers the need for a high level of state and federal priority for Grundy County transportation planning and projects;
2. Serve as a repository for transportation priorities in Grundy County;

3. Create transparent priorities and goals that are easily visible to the residents of Grundy County and the region in the interest of encouraging input and collaboration;
4. Raise awareness of existing and planned projects among municipal and county leaders to promote collaborative efforts across local governmental agencies;
5. Actively seek to include all external projects affecting Grundy County, including those at the state, federal, and local levels; and
6. Develop a mechanism for prioritizing the management and development of current and future transportation projects affecting Grundy County. In order to accommodate the increase in demand that would be generated with additional intermodal capacity, it is important that the municipalities and the County identify transportation needs at both the current levels of commerce and for a future build out as identified in the market-driven supply chain study.

The GEDC recognizes that there has been a significant amount of change since that study was completed and is seeking a consultant to assist with building on the previous planning study. The study should result in a multi-jurisdictional multimodal transportation improvement program that can be updated regularly to reflect changing needs and priorities.

Additionally, the study should include an assessment of funding and financing opportunities to address the projects identified. The results of the study should position the County, its municipalities, and private sector partners to compete for state and federal grant opportunities as appropriate for the projects identified. Workforce mobility will be a key consideration requiring a review of transit services and multiuse facilities to identify gaps and opportunities. System resiliency and sustainability are to be incorporated into the transportation improvement program at a project level.

Study Area

The study area includes the entire area of the County inclusive of Morris, Channahon, Mazon, Diamond, Minooka, Dwight, Seneca and Coal City. Additionally, traffic and industrial activity in neighboring counties should be considered in the analysis of current and projected transportation gaps and needs. Many of the communities in the County straddle county lines and the study area should include the entire corporate boundaries of those communities.

Study Purpose

The purpose of preparing the Transportation Master Plan is to identify the transportation needs for the current level of commerce and population in the area and for the future buildout potential identified in coordination with area stakeholders. The goal is to integrate transportation investments to produce ongoing economic benefit, improve the safety of the transportation system and create a more efficient flow of goods in the area while providing transportation alternatives for residents.

The proposed approach in developing this Transportation Master Plan is to build on stakeholder input and guidance throughout the development of the plan. The following are the tasks required by this study.

Task 1: Project Management

The consultant will develop a Project Management Plan (PMP). A draft PMP will be delivered to the County Engineer one week before the Project kick-off meeting and the final plan will be submitted two weeks after the kick-off meeting. The PMP serves as a single convenient reference document for matters governing the administration and conduct of the plan from start to finish. It is intended as a

useful resource for both County, steering committee and consultant staff. The plan is a living document and may be subject to revision as the plan proceeds. The plan is to include the following:

- Communication protocols including:
 - Conference calls / web meetings with the appropriate information;
 - Monthly progress calls;
 - In-person or virtual meetings, as directed by the County, that will include the kick-off meeting, 3 stakeholder meetings, one public open house and others as requested by the County;
 - E-mail communication protocols;
 - Meeting minutes or summaries: These will be circulated to keep everyone informed of key issues, decisions and other necessary information.
- Key project contact information for the project manager and key project team members
- A quality management plan that outlines a quality assurance and quality control plan
- Detailed work plan and deliverables
- Project schedule
- Invoicing protocols
- Project closeout and implementation plan

Deliverable(s)

- Project Management Plan
- Project Schedule

Task 2: Stakeholder and Public Engagement Plan

The consultant team will develop a public engagement plan with a draft to be delivered with the PMP one week before the kick-off meeting with a final due two weeks after the kick-off meeting. Stakeholder input is critical to the successful implementation of the Multimodal Transportation Plan and to achieve the desired outcomes that underlie the purpose of the study. At a minimum, the stakeholders that should be invited to participate include major businesses, local agencies, railroads, agriculture organizations, IDOT and the Federal Highway Administration.

The Stakeholder and Public Engagement Plan should include the following:

- Clearly stated goal of stakeholder and public engagement;
- Approach to be used (focus group meetings, presentations, virtual meetings, plan website, etc.)
- Outreach Strategies
- Stakeholder and public engagement schedule including timing and purpose of the meetings
- Key messages that will guide communications
- Plan results / evaluation process on how input will be vetted with the client and incorporated into the final study

Deliverable(s)

- Stakeholder and Public Engagement Plan

Task 3: Identify Transportation Needs

The consultant team will identify transportation needs through plan review, stakeholder interviews, data review and analysis, traffic counts, accident reviews, safety and geometric analysis and other information as deemed necessary in consultation with the client.

The subtasks involved in identifying transportation needs include:

- Desk review of previously completed plans and studies involving the project area including environmental documents, long-range transportation plans, the GEDC Grundy County Priorities study, the State Bike Plan and other relevant studies;
- Stakeholder interviews to ascertain potential for added activity in the study area in addition to any privately funded improvements impacting the transportation system;
- Existing congestion and speed data from readily available national sources including ATRI, INRIX or other recognized source;
- IDOT safety data including a review of crash reports and Federal Railroad Administration grade crossing incident reports;
- System condition data from readily available sources including IDOT;
- Traffic counts at key locations identified in consultation with the client;
- Safety and geometric assessment of key locations identified in consultation with the client;
- Identification of existing truck routes and proposed truck routes based on future development scenarios;
- Identification of potential for increased access to interstates and possible locations for future study; and,
- Final output of the travel demand model identified in Task 4.

Deliverable(s)

- Technical memo outlining the data collected, results and analysis
- List of needed improvements
- GIS map of needed improvements

Task 4: Unified Impacts Modeling and Evaluation Platform

The consultant will prepare a travel demand model (TDM) with data collected for this study. The TDM will be used to establish a future year baseline scenario that will undergo a sensitivity analysis using up to 2 alternate planning scenarios. The alternatives will be developed from a review of prior planning efforts, stakeholder input and updated forecast data in consultation with the County. The TDM task will include a complete review of the roadway network within the study area, making necessary adjustments to ensure that the network accurately reflects actual conditions. The base network should include major arterials and local streets. The results of the future baseline and alternative scenarios should be used to analyze the projects in the Transportation Improvement Program identified in Task 5. The subtasks included with Task 4 are:

- Network and TIP/LRTP review
- Calibration
- Future Year Validation
- Baseline future travel demand forecast and validation

- Alternatives Analyses (includes analysis of 2 alternatives)
- Evaluation of TIP

Deliverable(s)

- Technical memo describing the travel demand model including data inputs, calibration approach, results of the alternatives analysis and evaluation of the TIP

Task 5: Transportation Improvement Program for the Study Area

Based on the information generated in Tasks 2 – 4, the consultant will develop a multi-modal transportation improvement program for the study area. The goal of the transportation improvement program is to help the local government agencies prioritize the use of limited transportation resources based on a data supported, performance measures approach grounded in stakeholders' expectations.

In developing the TIP, the consultant shall consider elements and information needed to compete for state and federal competitive grant funding opportunities, including innovations, safety upgrades, performance metrics, etc. The projects should be evaluated based on resiliency and sustainability.

The study area TIP should include the following elements:

- Scope, cost, next steps and schedule status;
- Project sequencing;
- Funding Strategy Matrix;
- Stakeholder validation;
- An updateable TIP with a database housing project information, status and next steps.

Deliverable(s)

- TIP
- Updatable TIP documentation
- Funding strategy matrix

Task 6: Innovative and Emerging Technologies

A whole range of innovative and emerging technologies may be available to enhance more traditional road and intersection improvements to provide added value toward enhancing mobility and improving efficiency of the transportation network within the study area. This task will examine those technologies in the context of the study area and identify potential projects for further study.

The consultant will identify and describe the benefits of advanced technologies that have the potential to improve mobility within the study area. These technologies will include but not be limited to traffic signal coordination, adaptive traffic signal control, driver information systems, sensor networks, truck platooning, electric mobility (i.e., EVs, electric bikes, eScooters), micro transit and dynamic message signs. Technological advances in personal mobility should also be considered (e.g., shared mobility platforms, ebikes, scooters, etc.) The consultant will also research and describe new technological advancements that will lower operating and maintenance costs, reduce environmental impacts of the built system and enhance safety. This includes innovative materials and construction methods.

The consultant will identify up to 5 projects that would benefit from the advanced technologies identified through lower cost of construction, lower on-going operations and maintenance, enhanced safety and/or improved environmental impacts.

Deliverable(s)

- A 3–5-page summary.
- Guidance and implementation memo that will include a one-page fact sheet for each of the 5 projects identified that will provide a general description of the project and expected benefits, planning level cost, and maps/drawings/images to help explain the technology.

Task 7: Final Report and Documentation

This task includes production of the final plan documents. These will summarize the data collected and analyses performed and present the plan recommendations. Analytical tools developed as part of the project will also be documented.

Deliverable(s)

- Final plan and executive summary
- A 6 to 8-page planning document written and formatted in a technical report style. This document will summarize the stakeholder engagement, model development, existing and future needs and policy recommendations.
- Project Summaries, including a map of project, for projects identified in the TIP in a format agreed upon with the client.
- Five (5) individual 1-page project fact sheets. Each fact sheet will contain a description of the capital improvement, a list of associated safety and mobility benefits, expected project costs, right-of-way requirements, jurisdictions, and other information that can be used for briefing elected officials, initiation of grant applications and County/City programming exercises. These fact sheets are to be separate and apart from the technological innovation fact sheets.

III. SUBMITTAL REQUIREMENTS

1. **Format.** Submissions must be prepared on standard 8 ½ x 11 letter size paper and have a 20 page limit.
2. **Cover Letter.** A statement must be signed by an authorized representative of the firm committing to provide the services within the proposed schedule. Also, provide the contact person for this RFQ, their phone number and email address.
3. **Executive summary.** A brief narrative must delineate the general understanding of the scope and expected duties and the approach/methodology Respondent is proposing to complete the required Services. Respondent must submit information that addresses the Evaluation Criteria set forth in Section IV. Please include information detailing relevant past projects of comparable size, scope and magnitude where the proposed approach/methodology were successfully implemented by the Respondent.
4. **Key Personnel & Organizational Chart.** Identify the project manager and key personnel committed to provide the Services within the proposed schedule, state their role and areas of responsibility/activities on **Attachment 1**. Provide an organizational chart of team firms that will be performing on this Project. Include involvement by DBE firms. Include resumes and qualifications of key personnel that respondent proposes for performance of the services.
5. **Provide a Flash Drive with a Redacted Copy of the Entire Submission In .Pdf Format for Posting on the County's Website.** Respondent is responsible for properly and adequately redacting any Data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a Flash Drive with a redacted copy may result in the posting of a un- redacted copy.

IV. EVALUATION CRITERIA

Grundy County Highway Department will use the following criterion to set the evaluation factors for each project.

The selection of professional consultants will not be based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to additional criteria established in this Advertisement.

Evaluation Factors	Points
Technical Approach and Understanding of the Project	45
Technical Expertise- Qualification, Credentials and Availability	45
Proximity of firm to project location	0-10
Proposed DBE use	
Total=	100

Review

V. SELECTION PROCESS

The Request for Qualifications will be reviewed by representative(s) (Evaluation Committee) from the Grundy County Highway Department and/or other designated representatives. The County may choose to conduct interviews, oral presentations and/or seek clarification from selected Respondents.

Once the Evaluation Committee has determined which firm(s) is the most highly qualified for the project, the committee will seek the County Engineer's concurrence. The County will then commence with negotiations with the most highly qualified Respondent for the project. If the County is unable to negotiate a satisfactory contract with such Respondent, the County shall terminate such negotiations and undertake negotiations with the next most qualified Respondent, continuing the process until an agreement is reached.

The County reserves the right to terminate this procurement at any stage if the County Engineer or the County Board Chairman determines it to be in the best interest of the County. In no event will the County be liable to Respondents for any cost or damages incurred by Respondents or other interested parties in connection with the procurement process, including but not limited to any and all costs of preparing the RFQ and participation in any conferences, oral presentation or negotiations.

VI. TRANSPARENCY WEBSITE, TRADE SECRETS

Consistent with the County's practice of making available all information submitted in response to a public procurement, all responses to RFQs, any information and documentation contained therein, any additional information or documentation submitted to the County as part of this solicitation, and any information or documentation presented to County as part of negotiation of a contract or other agreement may be made publicly available through the County's website.

However, Respondents may designate those portions of its response which contain trade secrets or other proprietary data ("Data") which Respondent desires remain confidential.

To designate portions of a response as confidential, Respondent must:

- A. Mark the cover page as follows: "This response includes trade secrets or other proprietary data."
- B. Mark each sheet or Data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this bid."
- C. Provide a Flash Drive with a redacted copy of the entire submission in .pdf format for posting on the City's website. Respondent is responsible for properly and adequately redacting any Data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide Flash Drive with a redacted copy may result in the posting of an un-redacted copy.

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

All responses submitted to the County are subject to the Freedom of Information Act. The County will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information act or valid subpoena. Respondent agrees not to pursue any cause of action against the County with regard to disclosure of information.

VII. SUBMISSION DUE DATE AND TIME

Submissions must be received by the County Engineer at the address shown in the RFQ up to the date and time shown here. It is the Respondent's sole responsibility to see that the Submission is received as stipulated. The County Engineer may leave unopened any Submission received after the date and time set up for receipt of Submission. The time for the deadline of the Submission will be determined solely by the clock located at the Grundy County Highway Department. Any such unopened Submissions will be returned to the Respondent at the Respondent's expense. Respondents are responsible for the timely delivery of the submittal documents. Failure by a messenger delivery service or printing service to meet the deadline does not relieve the Respondent of the deadline for submittal of the Submission. Submission packages must be complete and contain the number of copies shown in the RFQ document. The County Engineer reserves the right to reject any Submission that deviates from the Submittal Requirements. No additional or missing documents will be accepted after the due date and time.

RESPONDENT MUST SUBMIT ONE (1) HARDCOPY ORIGINAL, FIVE (5) DUPLICATE HARDCOPIES, ONE (1) ELECTRONIC COPY IN .PDF FORMAT ON A FLASH DRIVE, AND ONE (1) REDACTED COPY OF YOUR SUBMITTAL ON THE FLASH DRIVE OF THE PROPOSAL

ALL OF THE REPSONSES MUST BE ADDRESSED AND RETURNED TO:

ERIC GIBSON, COUNTY ENGINEER
GRUNDY COUNTY HIGHWAY DEPARTMENT
245 N. ILLINOIS ROUTE 47
MORRIS, ILLINOIS 60450

**RESPONSES MUST BE RECEIVED BY 10:00 AM CENTRAL TIME ON
November 10, 2022**

RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPE(S) OR PACKAGE(S). THE OUTSIDE OF THE PACKAGE OR ENVELOPE MUST CLEARLY INDICATE THE PROJECT DESCRIPTION, **REQUEST FOR QUALIFICAITONS ("RFQ") FOR PROFESSIONAL PLANNING SERVICES FOR MULTIMODAL TRANSPORTATION MASTER PLAN**, THE SECTION NUMBER AND THE TIME AND THE DATE SPECIFIED FOR RECEIPT. THE NAME AND ADDRESS OF THE RESPONDENT MUST ALSO BE CLEARLY PRINTED ON THE OUTSIDE OF THE ENVELOPE(S) OR PACKAGE(S)

(NOTE: 1 of 6 must contain original authorized signatures and be marked **ORIGINAL**)

ATTACHMENT 1:

Outline of Full-Time Personnel, Experience, and Availability

Key Team Personnel Proposed

PROPOSED ROLE	NAME OF INDIVIDUAL/ FIRM	REFERENCED PAST PROJECTS AND ROLE	LOCAL (L) OR NON-LOCAL (NL) AT PRESENT	DATE (MO/YR) AVAILABLE FULL TIME
OTHER				
OTHER				
OTHER				

Review Only

**ATTACHEMENT 2:
FIRM PROPOSING AS PRIME CONSULTANT**

	REFERENCED PREVIOUS PROJECTS OF SIZE SIMILAR TO PROPOSED PROJECT	REFERENCED PREVIOUS PROJECTS WITH GRUNDY COUNTY OR IDOT AS CLIENT
RIDGE ROAD WIDENING		
FIRM'S NUMBER OF LOCAL ENGINEERS (i.e. presently located within Grundy County commuting area)		
FIRM'S NUMBER OF NON-LOCAL ENGINEERS		

**Review
Only**

APPENDIX B - SAMPLE DBE PARTICIPATION PLAN

DBE SUBCONTRACTOR		PERCENTAGE OF CONTRACT
Subcontractor:		
Address:		
Certifying State:	DBE Certification #	
Subcontractor:		
Address:		
Certifying State:	DBE Certification #	
Subcontractor:		
Address:		
Certifying State:	DBE Certification #	

Review
Only