

Kane County

Request for Proposals

Update of Kane County's Long Range Transportation Planning Efforts

Issued by:

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DISCLAIMER

This RFP is for information and planning purposes only. It does not bind Kane County to any agreement based upon the response submitted, or to pay for any proposals or for any information solicited or provided. Kane County reserves the right to reject and/or accept any and all proposals in whole or in part.

Proposal materials become property of Kane County and cannot be returned.

PROJECT DESCRIPTION

This study will address some of the components of updating the Kane County 2040 Long Range Transportation Plan, including updating the land use assumptions, modeling, roadway deficiencies and updating the Kane County Comprehensive Roadway Improvement Plan (CRIP) and accompanying documents.

In October 2014, the Chicago Metropolitan Agency for Planning (CMAP) updated the GO TO 2040 comprehensive regional plan in accordance with federal law. As part of the process, CMAP updated the socioeconomic forecast used for their transportation modeling. Kane County's current 2040 travel model forecast will be adjusted to reflect the overall updated 2040 socioeconomic assumptions generated by CMAP.

The 2040 travel forecasts will be assigned to the roadway system in order to locate potential deficiencies and update the Long Range Plan. Deficiencies will be determined by comparing future volumes to the available roadway capacity on County, State, and Federal facilities, and local arterials within Kane County. The updated modeling and travel forecasts will be used to assist in the update of the CRIP.

A set of roadway improvements would be selected that would generally incorporate capacity enhancements, safety improvements, access control provisions, new roadways, and realignment/connectivity of roadways. The consultant will consider the impact of other roadway improvements on system performance. The consultant should also examine procedures for prioritizing the proposed improvements and determining the best available fund source for implementation.

The consultant will also pay attention to Transportation Demand Management (TDM) and Transportation System Management (TSM), and Intelligent Transportation Systems (ITS) strategies. Sensitivity analyses will be utilized in expressing the impact of alternative strategies qualitatively on overall highway traffic demand.

An important consideration in this study is to ensure the participation of the various municipalities and the general public in both the process and the implementation of the study's recommendations. Kane County would like the selected consultant to pay particular attention to developing a public outreach strategy for this study. The consultants should be prepared to work closely with municipalities to prepare them for identifying and achieving regional goals. The consultant will need to develop and implement a process for municipal and public involvement and endorsement of the plan.

SCOPE OF SERVICES

- Public Outreach, Meetings and Coordination – The consultant will ensure regional coordination by providing technical data and projections to CMAP. Local coordination is also essential to a successful plan. The consultant will need to develop and implement a process for public coordination by engaging the local leaders, stakeholders and the public in the study process.

The Consultant will attend and document all meetings required for development of the revised Long Range Transportation modeling and CRIP update. It is anticipated that bi-weekly status meetings will be held with KDOT staff to share information, coordinate decisions, and ensure the project remains on schedule. Monthly reports will be made to the Transportation Committee, either in person or in writing. The Consultant will also take an active role in public meetings, preparing and making presentations, and drafting responses to questions and comments. The Consultant will assist KDOT in coordination of the program with Kane County municipalities, as well as other highway jurisdictions, as needed.

- Land Use Assumptions Update – The Consultant will develop land use assumptions by Traffic Analysis Zone for the years 2016, 2026 and 2040. This data will be verified through coordination with Kane County municipalities to ensure realistic projections. The Consultant will document the process of development of the land use assumptions, and will prepare exhibits and presentations for use at public meetings.
- Traffic Modeling and Analysis – The Consultant will update the network inventory developed by the previous consultant to reflect existing conditions, including intersections. Peak hour and daily traffic counts will be compiled from available sources and any gaps in information will need to be identified. The Consultant will update the Kane County Transportation Systems Planning Model to reflect base year (2016) conditions. The model will then be recalibrated to ensure its reliability for use in traffic projections. Utilizing the land use assumptions, the Consultant will develop alternative scenarios for road improvements needed to accommodate expected traffic growth from 2016 to 2026 and to 2040. Both intersection and link improvements will be considered, regardless of jurisdiction.
- Comprehensive Road Improvement Plan (CRIP) Update – The Consultant will update the CRIP to meet the minimum statutory requirements and reflect the road improvements needed between 2016 and 2026. The need for each project will be documented with detailed traffic analysis. Updated cost estimates will be developed and documented for each of the projects. The Consultant will also develop revised revenue projections for transportation funding sources, based on anticipated population and land use data and expected grant funding. In addition, the Consultant will prepare revised documentation for use by KDOT staff in administering the statutory requirements of an updated Impact Fee Ordinance this includes:
 - Fee Model and Calculations – Using the “Facilities-Driven” approach, the Consultant will develop a calculation model that incorporates the elements required in the enabling statute. Alternatives to be considered at this stage include policy decisions regarding which types of road improvements are to be eligible for impact fee funding and whether a sliding scale of fees should be continued to improve the program’s consistency with the County’s comprehensive plan.

- Ordinance Development – The Consultant will prepare a revised Impact Fee Ordinance that is consistent with the “Facilities-Driven” approach. Alternatives that will be presented to the advisory committee for consideration include, but are not limited to, exemptions for downtown redevelopment, exemptions for affordable housing and other policy considerations as directed by KDOT staff and in consultation with the County’s legal counsel.
- Guidance Documentation – The Consultant will prepare revised documentation for use by KDOT staff in administering the ordinance. This will include revised Technical Specifications and updated Internal and External Procedures Guides, as well as any necessary changes to forms.
- Technical Assistance – The Consultant will provide assistance in the administration of the ordinance and preparation of any technical reports needed to fairly assess developments for which there are no established fee schedules as requested by KDOT staff. These may include but not be limited to assessments of Improvement Credit Agreements, Impact fee Individual Assessments and applications for the Impact Fee Discount Program.
- The consultant will make a recommendation for the annual assessment of the construction cost index for potential adjustment of the impact fee schedule and CRIP project cost estimates. Other technical support, including but not limited to additional land use categories for the “Fee Schedule”, document and presentation preparation and meetings as requested by the Kane County Board and/or KDOT staff.

DELIVERABLES

The consultant will be expected to provide:

- A description of Kane County’s existing highway system, existing performance levels (Level of Service), and an estimate of all costs related to cure the existing deficiencies.
 - Exhibits showing existing 2015 LOS and projected 2026 LOS with proposed improvements.
- The existing and projected land use assumptions sorted by township
 - Population Growth
 - Employment Growth
 - New Residential Units
 - New Non-Residential Development
- A description of the proposed improvements to the Kane County highway system to serve new development, an estimate of all costs to complete these improvements, and a schedule of estimated dates to commence construction of these improvements.
- An examination of industry best practices and local agency procedures for prioritizing proposed improvements and determining the potential fund sources for implementation.

- An updated impact fee schedule
- An updated CRIP to be adopted by Kane County meeting the minimum statutory requirements of 605 ILCS 5/5-901 et. seq.
- A Draft and Final Technical Specifications Manual
- A Draft and Final Road Improvement Impact Fee Ordinance
- A new Impact Fee on-line application form
- A Draft and Final Procedure Manual with updated attachments
- A Draft and Final Impact Fee Discount Program application

PROPOSED SCHEDULE

The goal is to have the final CRIP and Ordinance in place for approval by the County Board by December 2016. The anticipated completion date of this contract is April 2017.

PROPOSAL FORMAT

The proposal shall be in PDF format viewable with the latest version of Adobe Reader and submitted, **VIA KDOT QBS**, no later than **5:00 pm on April 24, 2015**.

The completed Proposal shall include the following items, presented in the following order:

- Cover letter on the firm's letterhead transmitting the Proposal to the County. The cover letter shall describe the composition and proposal contents. Also the cover letter shall include the firm contact individual, including contact information, should questions arise from the submitted Proposal.
- Section 1: Listing of key staff, presented in a company organizational chart format, starting with individuals of a higher ranking or classification near the top of the chart that are proposed to provide the majority of services.
- Section 2: Key staff resumes. Resumes shall be limited to two pages.
- Section 3: List of other company support staff that are not anticipated to perform major items of work but that may be available should their assistance be required.
- Section 4: Proposed sub-consultants.
- Section 5: Ongoing or completed projects of similar scope and magnitude that demonstrate the firm has experience in performing work requested by the County.
- Section 6: Project Approach/Project Understanding

EVALUATION CRITERIA

The selection of the Consultant will be conducted by a review panel that will interview firms and rank each firm based on the qualifications of the proposed team and their understanding of the County's particular needs for the proposed project. The consultant chosen by the panel will be the presumptive Consultant for the final negotiations. The County will then conduct negotiations with the first choice firm. If the County is unable to execute a timely contract with the firm with the first choice, the County will then pursue

negotiations with the second choice firm who have met the basic qualifications, then the third, etc., until an acceptable contract is executed.

The selection of the consultant will be based on criteria similar to the following:

1. Key staff identified and available.
2. Relevancy of experience (based on both the scope of the project and the project magnitude).
3. Demonstration of understanding work needed.
4. Commitment to Public and County Responsiveness.
5. Consultant interview performance.
6. Quality of office support staff and subcontractors (if applicable).