



HOMER GLEN

Request for Proposals

DEVELOPING AN UPDATED TRANSPORTATION PLAN FOR THE VILLAGE OF HOMER GLEN

Proposals are due by 3:00 pm on Friday, March 15th, 2024.

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Contents

Section I:	Overview
Section II:	Project Details
Section III:	Proposal Submission Requirements
Section IV:	General Terms and Conditions
Section V:	Evaluation and Selection Process
Section VI:	Submittal Checklist
Section VII:	Proposal Summary Sheet
Section VIII:	Certifications and Assurances
Section IX:	References
Section X:	Non-Collusion Certificate
Section XI:	Contract
Section XII:	Notice

Section I: Overview

The Village of Homer Glen is requesting proposals from qualified and experienced consultants to provide an update to the Village's existing transportation plan. The existing transportation plan for the Village of Homer Glen was adopted in December of 2007 and has not received a significant update or addendum since its adoption. Consultants shall collect data and provide updates to the existing transportation plan while maintaining the original intent of providing a coordinated, sustainable, safe and efficient system of roadways and pedestrian facilities that enhance and coincide with the rural character and environmental amenities of the Village.

All questions related to this proposal must be submitted in writing, no later than 12:00pm local time on **Wednesday, March 6th, 2024 (3/6/2024)** to:

Brett Westcott, PE
Village Engineer
Email: bwestcott@homerghenil.org

Prior to the submission deadline, the Village will publicize answers to questions or any modifications or additions to this RFP in the form of a written Addendum which will be posted on the Village website by **Friday, March 8th, 2024 (3/8/2024)**.

No verbal/oral comments will be made to any Proposer as to the meaning of the RFP, Specifications or other contract documents. Answers will be provided in writing to all potential Proposers. **Proposers are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the submission.**

Proposals must be submitted no later than 3:00pm, local time, on **Friday, March 15th, 2024 (3/15/2024)**. Proposals received after this date and time will not be accepted; all proposals received after the submittal deadline will be rejected and returned unopened. Proposals must include all information and documents as requested in this Request for Proposal. Failure to follow these instructions may result in rejection of the proposal.

The Village of Homer Glen reserves the right to reject any and all proposals and void any irregularities. Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made.

Section II: Project Details

Community Profile

Homer Glen, Illinois, is a home-rule community of 24,664 residents located in northeastern Will County, approximately 25 miles southwest of Chicago. The Village was incorporated on April 17, 2001 and is home to a unique blend of open space, residential developments and vibrant commercial corridors. Homer Glen is one of Will County's largest municipalities encompassing more than 22 square miles.

Background

The Village of Homer Glen contains a total of approximately 237.4 miles of roadway within its boundaries which is divided by nine (9) different entities depending on jurisdiction. The Village of Homer Glen is responsible for 135.3 miles of roadway, with the remaining mileage being split between roadways owned and maintained by the State, County, Township, private entities and adjacent communities.

The current transportation plan is divided into fourteen (14) sections as follows:

- 1) Background
- 2) Plan Coordination
- 3) Demographics and Travel Characteristics
- 4) Roadway System
- 5) State and County Planned Roadway Improvements
- 6) Traffic Analysis
- 7) Land Use and Transportation
- 8) Roadway Standards
- 9) Bicycle and Pedestrian System
- 10) Environment
- 11) Public Transportation
- 12) Public Finance
- 13) Community Engagement
- 14) Addenda

The current copy of the Village of Homer Glen Transportation Plan can be found on the Village website on the [Development Services Department](#) page. GIS maps and additional information regarding Village boundaries can also be found on the Village website at: www.homerglenil.org

Scope of Services

The proposed updates to the transportation plan shall address the following:

- 1) Background
 - a. Minor updates to reflect current Village population and appropriate dates for long term transportation plans. The primary goals and objectives of the transportation plan shall remain and be taken into consideration while updating the plan.

- 2) Plan Coordination
 - a. Provide updated narratives detailing the connections between the Village and other local, regional and state governmental agencies that affect the Homer Glen transportation system.
- 3) Demographics and Travel Characteristics
 - a. Provide updated information from more recent United States Census data and current Will County Transportation Plan projections. (Previous census data is from the year 2000).
- 4) Roadway System
 - a. Provide updated narratives and information for sections 4.1 – 4.7.
 - b. Update overall roadway system maps and tables addressing any changes in roadway jurisdiction or classification.
 - c. Perform a full pavement evaluation for Village maintained roadways. Provide updated exhibits/map for the pavement inspection. Pavement evaluation shall be a visual evaluation. Pavement condition shall be evaluated using the PASER system.
 - d. Provide updated exhibits using current average daily traffic data. (Previous ADT values were from 2004 & 2006).
 - e. Provide updated exhibit showing roadway jurisdiction, posted speed limits and average vehicle speeds.
 - f. The Village of Homer Glen recently has taken jurisdiction of Parker and Hadley Road within the Village limits, this will need to be included in the update.
- 5) State and County Planned Roadway Improvements
 - a. Provide updated narrative, tables and exhibits detailing what County or State projects have been completed since the previous transportation plan was compiled.
 - b. Provide updated narrative, tables and exhibits detailing what future County or State projects are anticipated to take place.
 - c. Update approximate/estimated costs for any upgraded streetscape improvements for upcoming or future County or State projects.
- 6) Traffic Analysis
 - a. Evaluate and update sections 6.1 – 6.4 of Traffic Analysis and compare to current traffic conditions and needs.
 - b. Evaluate and update section 6.5 Long Range Recommended Improvements.
 - c. Evaluate necessity of sections 6.6 and 6.7 of Traffic Analysis.
 - d. Provide updated figures and exhibits to coincide with current data.
- 7) Land Use and Transportation
 - a. Provide updates to sections 7.1 – 7.3 to reflect current Village Code.
 - b. Provide input, evaluate and update section 7.4 as needed.
- 8) Roadway Standards
 - a. Provide input, evaluate and update sections 8.1 – 8.8 to include updated standards and the most current specifications. Section 8.7 shall be updated to include Homer Glen Resolution 20-002 “Adopting a Complete Streets Policy in the Village of Homer Glen”.

- b. Coordinate with staff to update section 8.9 regarding Gateway Signage.
- c. Evaluate and update figures as needed.
- 9) Bicycle and Pedestrian System
 - a. Provide updated narratives for sections 9.1 – 9.6 reflecting current conditions within the Village and using current cost estimates.
 - b. Evaluate and update Figure 9-1 for Proposed Shared Use-Paths to reflect the current path plan of the Village.
 - c. Provide an exhibit and inventory of public sidewalks and ADA transitions throughout the Village. Identify ADA transitions that are non-compliant.
 - d. Provide recommendations for areas where public sidewalks would be beneficial and can be implemented to enhance pedestrian travel.
- 10) Environment and Historical Preservation
 - a. Evaluate and update narratives for sections 10.1 – 10.5
 - b. Coordinate with staff to provide an exhibit that identifies roadways/corridors within the Village that should be protected.
- 11) Public Transportation
 - a. Evaluate and update narratives for sections 11.1 – 11.3 to reflect current conditions. Update exhibit 11-1.
- 12) Public Finance
 - a. Provide updated narratives and figures for sections 12.1 – 12.4.
- 13) Community Engagement
 - a. Provide a narrative evaluating how development and expansion within Homer Glen has aligned with data gathered from previous community engagement from 2006 to 2024.
 - b. Hold a community engagement event to gather up to date insight and opinions regarding the Homer Glen Transportation Plan moving forward.
- 14) Addenda – Coordinate with staff, evaluate and update addenda A through M as needed.

The Proposers will be required to attend:

- Up to two (2) Parks & Recreation Committee meetings.
- Up to two (2) Village Board meetings.
- Per 13.b above, the Proposers will be required to hold one (1) community engagement event.

Section III: Proposal Submission Requirements

Proposers shall complete and submit the requested forms included in Sections VII – X. The Village will only accept proposals in bound hard copy format and does not accept proposals submitted via fax, email, or other electronic means.

Proposals are to be submitted in a sealed Package to:

Village of Homer Glen
Attn: Brett Westcott P.E., Village Engineer
14240 W. 151st Street
Homer Glen, IL 60491
(630) 740-2447
bwestcott@homerghenil.org

With the following on the outside of the envelope:

- Company Name
- RFP Title
- Due Date and Time

Package must include:

- One (1) Original Proposal, identified as “Original”
- Three (3) Copies of Proposal
- One Copy of Proposal on a Flash Drive – Include both original and public viewing versions, if applicable.

The final scope of work will be determined between the selected Proposer and the Village. All work shall be completed using the latest IDOT, Village of Homer Glen and Will County design and construction standards, guidelines, practices and procedures where applicable.

All material submitted regarding this RFP becomes the property of the Village of Homer Glen, unless otherwise noted in the RFP.

The Village reserves the right to cancel this RFP at any time, without penalty.

Once submitted, no proposal may be withdrawn without the Village’s consent.

Section IV: General Terms and Conditions

Award

Award of the contract is subject to Board Approval. The Village award will be made within ninety (90) days after the date of the proposal opening, or any mutually agreed extension thereof.

The following terms and conditions must be met in the Proposer's preparation and the Village's consideration of each submittal:

1. Compliance with Laws:

- a. All services of any qualifying Proposer shall comply with all Federal and State of Illinois laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
- b. A qualifying Proposer shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et. seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Opportunity Commission.
- c. A qualifying Proposer shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et. seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code {720 ILCS 5/33E-3, 33E-4}.
- d. A qualifying Proposer shall also certify that its workplace complies with the Drug Free Workplace Environment Act {30 ILCS 580/1, et. seq.}, and that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).
- e. A qualifying Proposer shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.
- f. A qualifying Proposer shall submit a completed and signed Certifications and Assurances form (Section VIII).

2. Insurance and Indemnification:

- a. A qualifying Proposer shall provide evidence of insurance coverage.
- b. To the fullest extent permitted by law, the qualifying Proposer shall, if awarded a contract with the Village, agree to indemnify and hold harmless the Village, its officers, employees, agents and volunteers from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the services to be provided; provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and including the loss of use resulting therefrom; and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the firm or anyone directly or indirectly employed by the Proposer or anyone for whose acts it may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. A qualifying Proposer shall similarly agree to protect, indemnify and hold and save harmless the Village, its officers, employees, agents and volunteers against and from any and all claims, costs, causes, actions, and expenses, including but not limited to legal fees incurred by reason of such Proposer's breach of any of its obligations under, or default of, any provision of any contract entered with the Village for such services.

c. Insurance Requirements

1) Commercial General and Umbrella Liability Insurance (CGL):

- A. \$1 million per occurrence
- B. \$2 million aggregate

2) Professional Liability Insurance

- A. \$1 million per occurrence
- B. \$1 million annual aggregate

3) Auto Liability

- A. \$1 million per occurrence Combined Single Limit or
- B. \$1 million bodily injury per occurrence
- C. \$500,000 property damage

All Certificates of Insurance shall include the Village of Homer Glen as additional named insured, as well as the Village's officers, agents, employees and volunteers.

- d. Worker's Compensation Insurance: Worker's compensation and employers' liability insurance shall be provided as statutorily required items.

Section V: Evaluation and Selection Process

All proposals submitted in response to this RFP will be evaluated by Village Staff representatives with final selections presented to the Village Board for approval. Total scores will be tabulated, and the proposal that is deemed to be the most advantageous to the Village will be selected. In preparing responses, firms should describe in detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to proposal information to assist the Village in selecting the most qualified firm for this contract. Evaluation criteria that will be used are as follows:

- Successful experience on projects of similar or larger scopes, value and quality. (30%)
- Successful past performance through reference of previous clients, including local governments. (20%)
- Organizational capacity and managerial capability to successfully execute and deliver projects of similar or larger scopes, value and quality. (20%)
- Credentials, experience and reputation of personnel identified to lead, execute, deliver and manage the project. (15%)
- Intuitive and cost-effective approach to gathering and implementing data as required in Section II. (15%)

Section VI: Submittal Checklist

Please submit the following items:

- A technical proposal as described in this RFP.
- Signed and completed required forms included in Sections VII - X.
- Three references.
- Insurance requirements.
- Acknowledgement of Addenda – Proposers are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the proposal submission.
- Proposal – Proposer must submit one (1) flash drive containing the full proposal electronically and four (4) complete signed, sealed and attested copies of the proposal. (1 Original, 3 Copies)
 - a. Proposals are to be submitted in a sealed Package to:
Village of Homer Glen
Attn: Brett Westcott P.E., Village Engineer
14240 W. 151st Street
Homer Glen, IL 60491
(708) 301-0632 Ext. 117
bwestcott@homerglenil.org
 - b. With the following on the outside of the envelope:
 - i. Company Name
 - ii. RFP Title
 - iii. Due Date and Time

Section VII: Proposal Summary Sheet

_____ (Name of Organization) proposes to provide services for the Village of Homer Glen’s Updated Transportation Plan, as outlined herein; for the total cost of \$_____. This includes all services, labor, material, equipment, supervision, and any other items considered a billable expense.

Signed:

Printed Name:

Title:

Address:

City/State/Zip:

Phone:

Email:

Dated:

Section VIII: Certifications and Assurances

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The attached proposal is a firm offer for a period of 90 days following receipt, and it may be accepted by the Village without further negotiation at any time within the 90-day period.
2. In preparing this proposal, I/we have not been assisted by any current or former employee of the Village whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
3. I understand that the Village will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the Village, and I/we claim no proprietary right to the ideas, writings, items, or samples.
4. I/we warrant that, in connection with this procurement:
 - a. The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
 - b. Unless otherwise required by law, the prices and/or cost data which have been submitted have not knowingly been disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor
 - c. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Company _____

Signature _____

Date _____

Title _____

Section IX: References

Organization: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contact Person: _____

Name of Project: _____

Date of Project: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contact Person: _____

Name of Project: _____

Date of Project: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contact Person: _____

Name of Project: _____

Date of Project: _____

Section X: Non-Collusion Certificate

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

(Printed Name of Firm)

Address

City

State

Zip Code

Signature of Authorized Representative

Title

Date

Section XI: Contract

The Village reserves the right to make an award without further discussion of the proposal submitted or to not make any award. The proposal must be submitted initially on the most favorable terms which the firm can propose. The firm shall enter into a written contract, which shall be submitted to the Corporate Authorities of the Village for approval. Final acceptance of the proposal shall only be complete under Corporate Authorities acceptance of a contract executed by the Proposer.

The Proposer should be prepared to accept a contract resulting from this RFP. It is understood that the proposal will become a part of the official file on this matter, without obligation to the Village.

This RFP does not obligate the Village to contract for services specified herein.

Section XII: Notice

1. This RFP is not a contract or offer of employment.
2. The cost of preparation of proposals shall be the sole obligation of the Proposer.
3. All submitted proposals, whether accepted or rejected, are the property of the Village of Homer Glen.
4. The firm selected to perform the work must enter into a standard Village of Homer Glen contract, as written by the Village in consultation with the successful firm.