



OFFICE OF THE WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Will County Office Building – 302 N Chicago Street – Joliet, Illinois 60432

Rita Weiss
Purchasing Director

(815) 740-4605
Fax (815) 740-4604
rweiss@willcountyillinois.com

August 12, 2016

To Whom It May Concern:

Will County is requesting proposals from qualified practitioners to assist in the development of the **Will County Community Friendly Freight Mobility Plan**. Will County, at their discretion, may award to one or multiple vendors. Respondents must be prequalified with the Illinois Department of Transportation to conduct transportation studies.

Responses to this RFQ will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 2:00 p.m., “as so indicated by the time stamp clock of Will County”, Thursday, September 1, 2016.**

The respondent acknowledges the right of the County of Will to reject any or all responses and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact Rita Weiss, Purchasing Director, at rweiss@willcountyillinois.com.

We welcome your response to this solicitation.

Sincerely,

Rita Weiss

Rita Weiss
Purchasing Director

**ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS (RFQ):
WILL COUNTY COMMUNITY FRIENDLY FREIGHT MOBILITY PLAN
JOLIET, ILLINOIS**

WILL COUNTY IS REQUESTING PROPOSALS FROM QUALIFIED PRACTITIONERS TO ASSIST IN THE DEVELOPMENT OF THE **WILL COUNTY COMMUNITY FRIENDLY FREIGHT MOBILITY PLAN**. WILL COUNTY, AT THEIR DISCRETION, MAY AWARD TO ONE OR MULTIPLE VENDORS. RESPONDENTS MUST BE PREQUALIFIED WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION TO CONDUCT TRANSPORTATION STUDIES. RESPONSES WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF **2:00 P.M., THURSDAY, SEPTEMBER 1, 2016**.

THE TERMS AND CONDITIONS OF THE RFQ ARE AVAILABLE AT www.demandstar.com OR www.willcountyillinois.com OR FROM THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, AND purchasing@willcountyillinois.com.

THE TENDERING OF A RESPONSE TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE STATED TERMS AND CONDITIONS. THE RESPONDENT ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY OR ALL RESPONSES AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY RFQ RESPONSE RECEIVED IN WHOLE OR IN PART, AS SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

INSTRUCTIONS TO RESPONDENTS

GENERAL REQUIREMENTS:

Will County is requesting proposals from qualified practitioners to assist in the development of the **Will County Community Friendly Freight Mobility Plan**. Will County, at its discretion, may award to one or multiple vendors. Respondents must be prequalified with the Illinois Department of Transportation to conduct transportation studies.

RESPONSES:

Sealed statements of qualifications will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than Thursday, September 1, 2016, at 2:00 PM "as so indicated by the time stamp clock of Will County"**. **STATEMENTS OF QUALIFICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed statements of qualifications must be made in accordance with the instructions contained herein. All terms and conditions as attached hereto shall be included in the contract for the work to be performed.

Statements of qualifications shall be submitted to the County of Will in a sealed package marked with the respondent's name and address and the notation:

SEALED RFQ: 2016-60 RFQ – FREIGHT MOBILITY PLAN

RESPONSES DUE: Thursday, September 1, 2016 - 2:00 P.M.

Sealed statements of qualifications shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

Please affix the label included on the outermost package of your sealed response to help ensure proper delivery!

SIGNATURE OF AUTHORIZED PERSONNEL:

The signature on statement of qualifications documents shall be that of an authorized representative of the firm. An officer or agent of the business entity who is empowered to bind the firm in a contract shall sign the statements of qualifications and any clarifications thereto.

Each respondent, by producing and signing a statement of qualifications, represents that he/she has read and understands the solicitation documents. **Any statement of qualifications not containing said signed documents shall be non-conforming and shall be rejected.**

PROCEDURES:

1. The Statement of Qualifications must be prepared as indicated in the "Submittal Requirements" section. One (1) original, Twelve (12) paper copies (plainly marked) and one (1) PDF copy on CD or USB must be included in the sealed response package.
2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and date for receipt of RFQ indicated in the Advertisement for RFQ or prior to any extension thereof issued by the County of Will.
3. Each respondent shall carefully examine all documents and all addenda thereto; and, shall thoroughly familiarize itself with the detailed requirements thereof prior to submitting a statement of qualifications. Should a respondent find discrepancies, ambiguities or omissions in documents; or, be in doubt as to meaning, shall at once, and in any event not later than seven (7) days prior to RFQ due date, notify the County of Will. If necessary, the County of Will shall issue a written addendum to all respondents. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Rita Weiss in writing at: rweiss@willcountyillinois.com.
4. Changes or corrections may be made in the documents after they have been issued and before responses are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all parties recorded as having received the documents and will be available for inspection wherever issued. The County of Will shall issue a written addendum to all recorded parties via email and post on www.demandstar.com and www.willcountyillinois.com. Such addendum shall take precedence over that portion of the documents concerned and any conflicting provisions, and shall become part of the documents. Unless impracticable, such an addendum will be issued to reach the respondents at least five (5) days prior to date established for receipt of bids.

REJECTION OF RESPONSES:

The respondent acknowledges the right of the County of Will to reject any or all statements of qualifications, to waive any non-material informality or irregularity in any statements of qualifications received, and to accept the statements of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the respondent recognizes the right of the County of Will to reject a statement of qualifications if it is in any way incomplete or irregular.

CONTRACT COMMENCEMENT:

The contract is expected to commence on or after September 15, 2016, upon approval by Will County Board.

PRIME CONTRACTOR CERTIFICATION:

Included in this packet is a prime contractor certification form. This form **must** be filled out, signed and returned with your proposal or it will not be considered.

NON-DISCRIMINATION:

The respondent shall at all times observe and comply with any applicable laws, statutes, regulations or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful respondent, the County of Will may procure the services from other sources and may deduct from the unpaid balance due the successful respondent any of its costs resulting from the default, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

HOLD HARMLESS CLAUSE:

The respondent will save and hold harmless the County of Will from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the respondent, or a sub-consultant of the respondent, or their employees, or otherwise. The respondent will defend at its own expense any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. All obligations arising from this clause shall survive termination of the agreement resulting from award of a contract derived from this RFQ.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

TERMINATION:

Either party hereto may, at any time during the term hereof, terminate the contract, with or without cause, upon thirty (30) days written notice to the other party of such termination. At the end of said thirty (30) days notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and Will County will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this proposal.

COMPLIANCE WITH APPLICABLE LAW:

In all aspects relative to the performance of their respective obligations under this contract, the respondent and County of Will shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

CHOICE OF LAW

Responses to this RFQ and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

VENUE

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be filed with the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Responses will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your response that we treat certain information as exempt. We will not honor requests to exempt entire responses. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the response with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your response is accepted by the County of Will and a contract between the respondent and County of Will results for subsequent negotiations, all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to the respondent, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that County of Will's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please also be advised that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA (5 ILCS 140/7(2)). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the respondent shall provide to the County of Will at no cost and within the timeframes of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, the respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment.

TENTATIVE TIMELINE:

August 12, 2016	RFQ Released/Available
August 25, 2016	Deadline for Submittal of Questions
September 1, 2016	RFQ due in Purchasing Department by 2:00 P.M.(CST)
Sept. 13 and/or 14, 2016	Tentative Interviews
September 15, 2016	County Board Meeting – final approval of award
March 31, 2017	Completion of final report draft

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the time mentioned herein in order that the bid will be considered:

1. One (1) Complete original, twelve (12) paper copies (plainly marked) and one (1) electronic copy (CD or Flash Drive) of all submitted materials
2. **Signed** Copy of Prime Contractor Certification
3. **Signed** Copy of RFQ Form
4. **Signed** Copy of Addenda Form

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____
Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Authorized Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

Date Released: Aug 12, 2016
Due: Sept 1, 2016 2:00 P.M.

RFQ FORM
SUBMIT TO:
WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET
JOLIET, IL 60432

#2016-60 RFQ
FREIGHT MOBILITY
PLAN

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOC. SEC # or FEIN: _____

CONTACT: _____

PHONE: _____ FAX: _____

EMAIL: _____

Agency Name and Delivery Address:	WILL COUNTY BOARD 302 N. CHICAGO STREET, JOLIET, IL 60432
For Additional information contact:	RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com

Signed By: _____ Title: _____
Authorized Representative of Company

RFQ FORM

SUBMIT TO:

WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET
JOLIET, IL 60432

Date Released: Aug 12, 2016
Due: Sept 1, 2016 2:00 P.M.

#2016-60 RFQ
FREIGHT MOBILITY
PLAN

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SOC. SEC. or F.E.I.N. # _____

CONTACT _____

PHONE _____ FAX _____ EMAIL _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

LATE RESPONSES CANNOT BE ACCEPTED!

Respondents Return Address:

RFQ #: 2016-60 FREIGHT MOBILITY PLAN RFQ

DUE DATE: 09/01/2016

DUE: 2:00 P.M.

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

PLEASE
CUT OUT AND AFFIX THIS LABEL (ABOVE) TO
THE OUTERMOST PACKAGE OF YOUR SEALED RESPONSE
TO HELP ENSURE PROPER DELIVERY!

LATE RESPONSES CANNOT BE ACCEPTED!

WILL COUNTY COMMUNITY FRIENDLY FREIGHT MOBILITY PLAN RFQ



Prepared for: Will County Center for Economic Development

Prepared by: Ann L. Schneider and Associates

Prepared: July 18, 2016

Request for Proposals

Will County is requesting proposals from qualified practitioners to assist in the development of the Will County Community Friendly Freight Mobility Plan. Will County, at their discretion, may award to one or multiple vendors. Respondents must be prequalified with the Illinois Department of Transportation to conduct transportation studies.

Proposals should clearly demonstrate the Respondent's qualifications to perform the needed services. Proposals should include detailed resumes or curricula vitae for the principals performing the services. Copies of the solicitation and related information are available from Will County.

Table 1. Anticipated Proposal Timetable	
RFQ Release	Aug 12, 2016
Deadline for Submitting Questions	Aug 25, 2016
Proposal Submission	Sept 1, 2016
Tentative Interviews	Sept 13th, and or 14 th 2016
Notification	Sept 15, 2016 (tentative)
Completion of final report draft	March 31, 2017

SUBMISSION AND CONTACT

All respondents shall submit one (1) original and twelve (12) paper copies (clearly marked) and one (1) PDF copy on CD or USB of their proposal to:

Rita Weiss
Will County Purchasing
302 N Chicago Street
Joliet, IL 60432

Proposals must be received by no later than 2:00 p.m., Thursday, September 1, 2016. The RFQ number shall be on the outside of all submissions. Proposals may not be submitted through email, fax, or any other electronic methods.

LATE PROPOSALS

Any proposal received at the office designated in this RFQ after the exact time specified for receipt, will not be considered, and will be returned, unopened, to the sender, unless it is the only proposal received. Any modifications to a proposal will be subject to these same conditions. Proposals may be withdrawn by written notice at any time prior to award.

BACKGROUND

Will County Illinois is home to dynamic and growing freight oriented developments, which are also driving significant population growth in the region. The Will County region had previously experienced economic challenges as many former manufacturing facilities shuttered shop and moved out of the area or closed down completely. The relatively new focus on freight oriented development is the result of Will County's location and its multimodal transportation assets. These assets include the following:

1. A mature interstate and arterial highway system;
2. Six of the seven Class I railroads with an operating presence; and,
3. Three navigable waterways.

Population in Will County has exploded over the last 25 years making it the 4th largest County in Illinois behind Cook, DuPage and Lake and the 89th largest county in the nation. The population has increased over 90 percent since 1990 and 36 percent since 2000, and it now represents over 5.3% of Illinois' population, up from 3.1 percent in 1990. The growth in population has been driven in part by the growing demand for a highly qualified workforce in the transportation, distribution and logistics sector of the economy.

Mirroring the growth in population, job growth in Will County totaled 76.5 percent between 1985 and 2011. According to the Bureau of Labor Statistics, transportation and logistics employment in Northeastern Illinois represents 8.1 percent of total employment in the region compared to a national average of 6.8 percent, emphasizing the fact that the region's growth depends heavily on its multimodal transportation assets and its growing transportation, distribution and logistics based economy.

The growth in freight oriented development must be balanced with the need to sustain existing and build additional livable communities. Community level planning involving the public and private sectors along with educators, is important to ensure that the economic opportunities created by freight oriented development is coupled with livability principles. This coordinated effort will ensure that transportation investments are made in congruence with smart growth ideals, such as providing access to good jobs, affordable housing, quality schools, and safer roads while preserving open spaces and the environment.

OBJECTIVES

The Will County Community Friendly Freight Mobility Plan will achieve the following high-level objectives:

1. Leverage Will County's Long Range Transportation Plan.
2. Leverage the Will County Freight Advisory Council.
3. Integrated transit and freight transportation needs and plans.
4. Create a *common voice* across stakeholders.
5. Create a *common needs measurement* system.
6. Create a *project ranking mechanism* across freight and transit infrastructure, workforce, land use, and community to inform funding decisions.
7. ROI amplification through an integrated prioritization across freight, transit, land use, education, etc... *leveraging interrelations*.
8. Incorporate *lessons learned* from the past.
9. Reduce the need for truck freight movement onto neighborhood streets.



SCOPE OF WORK

Will County is tasked with creating a freight mobility plan for the County. The plan will ensure that proper planning and collaboration will provide the necessary transportation infrastructure to support a Community Friendly Freight Mobility Plan (Plan) by reducing the need for truck freight movements to divert onto neighborhood streets, improving the flow of freight through the County and supporting the growing freight oriented economy. A detailed scope is included in Attachment A. The Plan will include the following chapters:

- 1) Define and enhance the *current state Will County Multimodal Freight Profile*.
- 2) Develop a *future state Will County Freight Profile* across all modes.
- 3) Develop a *freight oriented workforce development plan*.
- 4) Develop a *performance measures methodology* that will be used to analyze the freight network, identify and prioritize infrastructure improvement projects and policies to enhance freight mobility.
- 5) Develop a *web-based technology solution* to support Chapters 1 through 4. (to be procured independently)

Will County will separately retain a Project Manager (PM) to oversee and guide the selected vendor in the development of the Plan.

DELIVERABLES

The Vendor is responsible for the following deliverables at a minimum:

- 1) Interim Progress Reports
- 2) Draft chapters
- 3) Final Plan
- 4) Education and Training Matrix
- 5) Performance Metrics Report/Matrix
- 6) Freight Infrastructure Improvement Program and methodology
- 7) Support for web-based applications and solutions developed pursuant that will be procured separately
- 8) Any other deliverables agreed to between the Will County and the selected vendor

All materials, reports, web based applications and data generated in preparation of this report will become the property of the Will County for its use and may be used to develop marketing and outreach materials.

PROPOSAL DOCUMENT ORGANIZATION

Proposals should demonstrate the Respondent's qualifications to provide the scope of services, should be prepared simply and economically, and include the following arranged and identified by section. Please note that failure to submit all requirements may deem a proposal "nonresponsive."

- a) **Title Page and Executive Summary** - Briefly describe the key elements of your proposal. Describe how your company best meets Will County requirements and highlight any major features, functions or other areas that clearly differentiate your network service offerings from your competitors. The summary must be signed and dated by a principal and include the name and address of your firm and primary contact's name, phone number, and email address. Please limit your response to two (2) pages.
- b) **Technical Response** - Service Providers shall be able to demonstrate that they have adequate resources and expertise to provide the services contained in this RFQ. Include any assumptions made.
- c) **Qualifications / Resume** - Provide an organizational chart describing all key personnel and for each person, provide their name, email, phone number and a brief bio including any special skills or experience that may enhance your ability to provide service to Will County. Identify any DBE subcontractors on the organizational chart.
- d) **References** - Within this section, all providers must provide a minimum of three (3) references. Acceptable references are defined as any State, County or Local Government or other organizations similar in size and impact to Will County that the vendor has provided services to within the last three years. References should not only contain contact information, but also a brief overview of the services provided and any other noteworthy considerations.
- e) Certificate of Insurance
- f) **SEFC** - Prime vendor applicants must provide a copy of their State of Experience and Financial Condition.

SELECTION AND EVALUATION

Will County in its sole discretion shall select the proposal which is most advantageous to Will County and the project stakeholders. In rendering this decision, the following evaluation criteria and process will be utilized as a general guideline:

Stage 1: Proposals will be reviewed for completeness and conformity to all Will County requirements. Proposals not substantially in compliance with such requirements will be identified and, at the sole discretion of Will County, may be eliminated from further consideration.

Stage 2: Proposals will be evaluated in detail and preliminarily ranked based on the evaluation criteria identified below. Proposals determined not to be responsive or qualified will be identified and, at the sole discretion of Will County, may be eliminated from further consideration. The evaluators may find it necessary to request additional information from the Proposers. All requests and responses shall be in writing. Will County may release a list of all selected finalist Proposers.

The proposals will be evaluated and ranked by a Selection Committee based on the evaluation factors in the chart below, with points awarded up to the maximum shown

Evaluation Factors	Points
Technical Approach and Understanding of the Project	45
Technical Expertise - Qualifications, Credentials and Availability of the Key Personnel	55
Total Points	100

Stage 3: Will County may require that one or more selected Proposers conduct an onsite briefing and product demonstration for representatives of Will County and/or their agents for further evaluation. Proposers should be prepared to discuss their approach to the project, proposed data sources and analytical tools and any other information related to project delivery.

Will County will contact each short-listed Proposer to schedule a date, time, and location for the briefing. The tentative dates are provided in Table 1. All pertinent information obtained from written proposals, clarifications, interviews, and on-site visits, along with references from past and current clients, will be considered.

The Proposer offering, in the opinion of Will County, the best evaluated proposal will be selected for negotiation of all necessary contract documents. Should such negotiations not be completed successfully within a reasonable time period, at the sole discretion of Will County, the County may undertake contract negotiations with one or more other Proposers. Will County reserves the right at any time to reject any and all proposals.

Once a mutually satisfactory contract has been negotiated with such Proposer finalist (or the next most highly ranked Proposer in the event a mutually agreeable contract cannot be negotiated with the initial Proposer finalist), Will County staff will prepare a recommendation for award of the necessary contract(s) to the preferred Proposer for

consideration and approval by Will County in accordance with applicable laws. Should the County determine, at its sole discretion, to request further information from the Proposers via the selection committee regarding one or more of the proposals received, or to undertake additional evaluation activities or negotiations with respect to the preferred Proposer or any other respondent to the RFQ, such activities will be undertaken and a modified recommendation presented to Will County in accordance with such direction. The Board has the right to reject any and all proposals.

DISADVANTAGED BUSINESS ENTERPRISE

Will County, in accordance with Title VI of the Civil Rights Act of 1964, 42 USC 2000d - 2000d4, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the department of Transportation issued pursuant to such Act, hereby notifies all vendors that the Department will affirmatively ensure that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged business enterprises will be afforded the full opportunity to submit statements of interest in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award.

Will County encourages small, minority, women, and service-disabled veteran owned businesses to compete for contracts, both as "Vendor" and as subcontractors. Will County, their vendors, suppliers and consultants should take all necessary and reasonable steps to ensure that small, minority, women, and service-disabled veteran owned businesses have the opportunity to compete for and perform contract work for Will County in a nondiscriminatory environment.

The Disadvantaged Business Enterprise ("DBE") participation shall be an integral component of the consultant selection procedure for this RFQ. Offerors shall submit with their proposals a DBE Participation Plan that identifies any DBE (defined in 49 CFR Part 26) that shall be participating in the Project. The plan shall include the name and address of the firm, a copy of the firm's current DBE Certification from any federal, state, or local government agency that certifies DBE ownership (See Appendix B). The DBE goal for this Project is 10%.

TYPE OF CONTRACT AND PERIOD OF PERFORMANCE

Will County intends to award a fixed price contract for each Chapter Item under **Section III Scope of Work**. Period of performance shall commence as of the date of a fully executed contract. The Scope of Work is expected to be completed by March 31, 2017.

APPENDIX A – DETAILED SCOPE

As part of each Chapter, the vendor must develop and conduct a comprehensive public education strategy that includes identifying people and organizations that present risks to plan implementation and creating risk mitigation strategies that include opportunities for public involvement and input. Stakeholders in freight-related industries will be engaged through the WCFAC and the Will County Center for Economic Development. There will be interim reports required to the WCFAC and Will County to keep them apprised of progress and to solicit input at critical stages in the planning process.

Chapter 1 – Current State

1. The vendor will develop Current State understanding for freight mobility that will include legislative, regulatory and policies affecting the mobility of freight and livability in Will County. The components of this Chapter should include:
 - a) Defining the Current State Will County Multimodal Freight Profile. Understanding how goods and commodities are moved into, out of, and through Will County today sheds light on transportation network fluidity and infrastructure issues that could be impediments to the reliable and cost-efficient movement of freight today and in the future.
 - b) The vendor team will develop the Will County multimodal freight profile as it currently exists. The vendor will review and report previous work efforts that define modal freight movements in Will County including highway, rail, river, canals, intermodal and air cargo/parcel.
 - c) The vendor will conduct focus group discussions, in-depth interviews and surveys with shippers, haulers, 3PLs, manufacturers, distributors and other key stakeholders in consultation with Will County, the Will County Freight Advisory Committee and the study steering committee. Based on the information gathered, the vendor will provide an analysis of the users of the Will County multimodal freight system and the demands currently placed on each freight modal element. System performance issues that are critical from users' perspective should be identified, cataloged and reported in the Current State Chapter.
 - d) The vendor will identify the County's major industries and their uses and needs of the County's multimodal freight transportation network.
 - e) The vendor will identify key elements of shipper supply chains and the issues shippers encounter when moving raw materials and components to manufacturing and processing facilities and finished goods to markets.
 - f) The vendor will identify and map geographic freight activity centers in the County using a data driven methodology.
 - g) The vendor will define, identify and map freight corridors including first and last mile connectors that connect the freight activity centers to the freight transportation system based on the results of the stakeholders focus group discussions, in-depth interviews and surveys. This should include an analysis of regional freight movements, patterns, origins and destinations.
 - h) The vendor will support recommendations for corridors, including first and last mile connectors, for MPO and State consideration as Critical Urban Freight Corridors as defined in the Fixing America's Surface Transportation (FAST) Act and FHWA guidance documents.
 - i) The vendor will prepare an analysis of the regional freight infrastructure including freight corridors, first and last mile connectors and terminal areas. Based on this analysis and additional quantitative

and qualitative methods, the vendor will identify, develop and prepare a freight needs analysis that includes current freight facility deficiencies and infrastructure gaps. The freight needs analysis must complement and support potential P3 financing and federal /State funding opportunities, such as programs available through the FAST Act.

- j) The vendor will identify and develop a comparison of Will County to peer regions using employment, population, freight based measures and other vital data.
- k) The vendor will catalog all local jurisdiction land use maps, analyze the maps using current market data and determine impacts of freight on existing land use.
- l) The vendor will conduct an economic impact study to describe the economic benefits derived from the freight based economy to the general public who share transportation assets.

- 2. The Vendor will contribute data from items above as input for the Technology provider's web-based freight route map that will include any route restrictions, weight/size limitations, closed grade crossings and geometric challenges. *(Note: The Technology development effort will be separately procured)*

Chapter 2 – Future State

Develop a Future State Will County Freight Profile across all modes. The components of this Chapter should include:

- 1. The vendor will develop a Strategic Plan for freight mobility that will include legislative, regulatory and policy recommendations to improve the mobility of freight and enhance livability in Will County. The components of the Community Friendly Freight Mobility Strategic Plan should include:
 - a) A guiding vision for Will County's freight oriented development and economy developed in consultation with Will County and the Will County Freight Advisory Committee;
 - b) An action plan that can be implemented to achieve the guiding vision;
 - c) An analysis of future freight mobility conditions and trends that identifies issues and recommends strategies to strengthen the system, improve freight fluidity and community livability and mitigate concerns.
 - d) Recommendations to improve the contribution of the freight transportation system to economic efficiency, productivity, and competitiveness of the region based on stakeholder and public input.
 - e) Recommendations to improve freight safety and security.
 - f) Recommendations to reduce negative environmental and community impacts of freight movement.
- 2. The vendor will identify multimodal infrastructure improvement projects critical to regional and national freight mobility based on the needs analysis in Chapter 1. The vendor will develop a data-driven methodology for prioritizing and scheduling identified infrastructure improvement projects in consultation with the Steering Committee and the WCFAC. The prioritization methodology will incorporate measures consistent with smart growth principles and should address community livability needs. The vendor will also prepare a funding and financing matrix that includes options for completing each identified project. At a minimum this includes:
 - a) Identifying freight projects that can reasonably be funded and will offer improved freight connectivity and access throughout the region.
 - b) Identifying Public Sector funding and financing sources (Federal, State), innovative project funding/financing opportunities and potential public private partnerships.
 - c) Promoting consistency and continuity between freight transportation investments, evaluating long term impacts to prevent conflicts and mitigate the risk of unintended consequences/impacts.

- d) Consideration should be given to railway-highway grade separations, grade crossing consolidation/closures, improvements to interchanges, truck parking facilities, improvements to freight intermodal connectors, relocation/consolidation of ports of entry, and improvements to truck bottlenecks.
3. The Vendor will develop a turn-key multi-year multimodal Freight Infrastructure Improvement Program (FIIP). The FIIP will include a 1 year, 5 year and 10 year program. The plan will include:
- a) Quick action freight projects/policies that can immediately improve freight movement.
 - b) Develop and maintain portfolio management framework that will propose a methodology for plan updates, a process for adding, changing or deleting projects and a methodology for measuring and reporting performance.
 - c) Develop a requirements management plan that defines requirements for project inclusion and a data driven approach to updating project requirements.
 - d) Identify and make suggestions on innovative technologies and operational strategies, including intelligent transportation systems (ITS), that improve the safety and efficiency of freight movement in Will County.
 - e) Identify and make suggestions on solutions that separate day-to-day commuting traffic from freight movements including an evaluation of truck only lanes.
 - f) Identify and make suggestions to isolate freight movements from school zones, residential areas, parks and commercial/retail activity.
4. Vendor will contribute data from 1, 2, and 3 above as input for the Technology provider's web based map that will provide an interactive interface into projects, performance measures and other relevant project data. *(Note: The Technology development effort will be procured separately)*

Chapter 3 – Performance Measurement

1. The vendor will develop a performance measures methodology that will be used to analyze the freight network, identify and prioritize infrastructure improvement projects and policies to enhance freight mobility. Community friendly performance measures will be developed in conjunction with freight performance measures for use in project and policy identification, prioritization and reporting. In developing performance measures, the vendor must ensure consistency with federal rules and Notice of Proposed rulemakings to ensure consistency with federal requirements. The vendor will collaborate with Will County and the WCFAC in the development of performance measures to be used to update the FIIP, report on system performance and measure effectiveness of the Plan

Chapter 4 - Workforce Development

1. The vendor will work with Will County and the WCFAC steering committee to create a Freight Oriented Workforce Development Plan
 - a) The vendor will analyze the current freight oriented workforce and determine future workforce needs through focus group meetings, in-depth interviews and surveys. Employee categories should include managerial employees, technical employees, laborers and other transportation/distribution/logistics related employees.
 - b) The vendor will identify gaps in the workforce and in training for future needs. Based on the gaps identified the vendor will engage Will County education providers to develop training programs, curriculum and other education opportunities to fill the gaps. The vendor will work with secondary education, vocational education, community college and university stakeholders in plan development. The vendor will provide an education/training matrix in the final report.
 - c) The vendor will recommend performance metrics that can be updated regularly to measure the performance and progress of the Freight Workforce Development Plan.

Chapter 5 – Technology Solution (to be procured separately)

1. The Technology Vendor will collaborate with the Vendor providing Chapters 1, 2, and 3 to develop a technology solution, which will:
 - a) The vendor will develop an interactive web-based map that will provide an interactive interface into projects, performance measures and other relevant project data.
 - b) The vendor will develop an interactive web-based freight route map that includes any route restrictions, weight/size limitations, closed grade crossings and geometric challenges.

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 #	