



OFFICE OF WILL COUNTY EXECUTIVE
JENNIFER BERTINO-TARRANT

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

Kevin Lynn
Purchasing Director

Phone (815) 740-4712
Fax (815) 740-4604
klynn@willcountyillinois.com

December 20, 2021

To Whom It May Concern:

You are invited to submit your proposal for Consulting Services for the Will County Paratransit Integration and Efficiency Study (PIES).

Responses to this solicitation will be received by the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, **NOT LATER THAN 2:00 PM, on Monday, January 31, 2022.**

Responses to this Request for Proposal (RFP) will be reviewed by the RFP Review Team who reserves the right to accept or reject any or all responses received as a result of this solicitation.

Should you have any questions regarding this RFP, please submit them in writing to Kevin Lynn, Purchasing Director, at klynn@willcountyillinois.com.

We welcome your response.

Sincerely,

Kevin Lynn

**REQUEST FOR PROPOSAL (RFP) FOR CONSULTING SERVICES FOR THE WILL COUNTY
PARATRANSIT INTEGRATION AND EFFICIENCY STUDY.**

RESPONSES TO THIS REQUEST FOR PROPOSAL (RFP) FOR CONSULTING SERVICES FOR THE WILL COUNTY PARATRANSIT INTEGRATION AND EFFICIENCY STUDY WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST. JOLIET, IL 60432, UNTIL THE HOUR OF 2:00 PM, ON MONDAY, JANUARY 31, 2022.

RESPONSES TO THIS RFP WILL BE REVIEWED BY THE COUNTY EXECUTIVE OR HER REPRESENTATIVE TEAM WHO RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

THIS RFP IS AVAILABLE IN ELECTRONIC FORMAT AT www.willcountyillinois.com, AND www.demandstar.com, AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4712 OR BY EMAIL purchasing@willcountyillinois.com.

RESPONSES TO THIS RFP SHALL BE CONSTRUED AS ACCEPTANCE OF THE TERMS AND CONDITIONS INCLUDED WITHIN THIS SOLICITATION. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT.

**INSTRUCTIONS TO RESPONDENTS
REQUEST FOR PROPOSAL (RFP) FOR CONSULTING SERVICES FOR THE WILL COUNTY
PARATRANSIT INTEGRATION AND EFFICIENCY STUDY.**

You are invited to submit your proposal for Consulting Services for the Will County Paratransit Integration and Efficiency Study.

A. SEALED RESPONSES:

Sealed responses will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL, 60432, **not later than 2:00 PM, Monday, January 31, 2022.** **RESPONSES RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Responses must be made in accordance with the instructions contained herein.

Responses to this RFP must contain one (1) clearly marked original plus four (4) copies and one (1) electronic copy on an electronic storage device. The **RESPONSES WHICH FAIL TO INCLUDE ONE (1) CLEARLY MARKED ORIGINAL, FOUR (4) COPIES AND ONE (1) ELECTRONIC COPY ON AN ELECTRONIC STORAGE DEVICE WILL BE REJECTED, WILL BE NON-CONFORMING, AND WILL NOT BE ACCEPTED.**

Responses shall be submitted in the format prescribed by the County of Will in a sealed package, plainly marked, with the Respondent's name, address, and the notation:

**REQUEST FOR PROPOSAL (RFP) FOR CONSULTING SERVICES FOR THE WILL COUNTY
PARATRANSIT INTEGRATION AND EFFICIENCY STUDY.**

RESPONSES DUE: MONDAY, JANUARY 31, 2022 - 2:00 PM

Responses shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432.

B. SIGNATURES:

The **signature on all documents must** be that of an authorized representative of the Respondent. An officer or agent of the offering respondent who is empowered to bind the firm in a contract shall sign all documents and any clarifications therein.

Each respondent represents that he has read and understands the RFP Submittal Requirements. **Responses not containing said signed documents shall be deemed non-conforming and will be rejected.**

C. PRIME CONTRACTOR CERTIFICATION:

Included in this RFP is a prime Contractor certification form. This form must be filled out and returned with your sealed response or it **will not be accepted and shall be deemed non-conforming.**

D. SUBMITTAL REQUIREMENTS:

The information submitted for review shall include:

1. Cover Letter, signed by firm's principal, describing project team and approach.
2. Business organization including the date established, number of employees, and brief history of the firm
3. Statement of qualifications including a description of the approach the Consultant will employ in carrying out the work described in the Scope of Services
4. At least three (3) references of past clients with similar Scope of Services conducted and the period that was involved to complete the client's projects. Include company name, address, contact name, and phone number
5. Completion of Prime Contractor Certification.
6. Completion of Bid Form.
7. Completion of Receipt of Addenda Form (if addenda are issued).

E. TAX EXEMPTION:

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

F. REJECTION OF RESPONSES:

The respondent acknowledges the right of the County of Will to accept and/or reject any and all responses received as a result of this solicitation.

G. NON-DISCRIMINATION:

The successful respondent shall observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to 775 ILCS 10/1.

H. EQUAL EMPLOYMENT OPPORTUNITY:

The successful respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750

I. 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.

J. HOLD HARMLESS CLAUSE:

The successful 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 successful respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the successful respondent, or a sub-consultant of the successful respondent, or their employees, or otherwise. The successful 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 RFP.

K. TERMINATION:

The County 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.

The successful respondent may only terminate the contract for cause. In the event of a breach by the County, the successful respondent shall give written notice to the County and the County shall have thirty (30) days to cure such breach. If within the thirty (30) days to cure the breach, the County serves written notice to the successful respondent that County disputes the breach, the Parties shall negotiate in good faith to resolve the dispute. If after thirty (30) days the parties are unable to resolve the dispute suit may be filed in the Twelfth Judicial Circuit of Will County, Illinois.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the successful respondent 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.

L. COMPLIANCE WITH APPLICABLE LAW:

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

M. CHOICE OF LAW

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

N. VENUE

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

O. 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.

Request for Proposals

Will County Paratransit Integration and Efficiency Study (PIES or Study)

Background

Will County Illinois is home to over 690,000 residents, an increase of 1.9% based on Census Bureau estimates. The County is one of a handful of Illinois counties that grew between 2010 and 2019. However, 43.7% is either below 18 or over 65 and it is estimated that 6.5% of the population live in poverty. It is estimated that 5.7% of people under the age of 65 are disabled. Based on these statistics, it is clear paratransit and demand response transit services are of critical importance to keep disadvantaged connected to critical human services and basic living needs. According the Coordinated Public Transit Human Services Transportation Plan (HST), Draft Report conducted by the RTA, Will County has a patchwork of services that include 13 municipally sponsored programs co-sponsored by PACE. There are another six municipal transportation programs unaffiliated with PACE and 15 human service agency transportation programs serving various parts of the County. Many of the services are limited to certain segments of the general public including persons with disabilities, older adults and those considered low-income. Some are limited to certain purposes including work and hospital access.

One of the recommendations in the RTA Draft HST was for each of the Northeastern Illinois region counties to develop a mobility management structure to better coordinate ADA paratransit and on-demand services, fill geographic, destination and hours of operation service gaps, and make the system more efficient.

To further understand existing service, identify gaps and future needs and evaluate various alternatives for coordination of services, Will County is seeking proposals from firms or a team of firms experienced in paratransit and demand response transportation analysis, policy and planning coordination to perform the Will County Paratransit Integration and Efficiency Study. The County anticipates that the scope of work will be completed within 15 months and include robust community involvement and stakeholder engagement.

More detail on the scope of work can be found in Appendix A.

Appendix A: Detailed Scope of Work

Task 1: Project Management

The selected firm will prepare a project management plan that outlines communications protocols, schedule and detailed work plan and provide a draft one week before the project kick off meeting. Key project contacts will be clearly identified.

At the kick off meeting, project management and administration details will be confirmed. The scope and deliverables will be finalized and incorporated into a revised project management plan.

Deliverables

- Draft project management plan
- Kick off meeting agenda and notes
- Revised project management plan

Task 2: Public Involvement and Stakeholder Engagement

Paratransit and demand response service coordination is contingent upon the cooperation of the region's transit operators, local operators and the regional transit governance agencies. The success of the Study will depend heavily on coalition building and the participation of affected stakeholders. Affected stakeholder include, but are not limited to, the RTA, Pace, IDOT Division of Intermodal Implementation, municipal and township level on-demand service providers and human service transportation providers.

The selected firm will identify additional stakeholders during the data gathering phase of the project and include those in the list of stakeholders.

A public involvement and stakeholder engagement plan will be developed that provides detail on outreach strategies and media, a list of stakeholders, a schedule of public involvement and stakeholder engagement activities, key messages, templates and objectives of the proposed activities.

At a minimum, public involvement and stakeholder engagement will include a user survey for gauging the demand for non-traditional transit services in Will County, stakeholder information meeting, stakeholder meeting to validate the results of Tasks 3 – 5 and to provide input into final recommendations. A project webpage will be developed by the consultant team and hosted on the County's website.

Deliverables

- Draft Public involvement and stakeholder engagement plan
- Revised Public involvement and stakeholder engagement plan
- List of stakeholders

Task 3: Paratransit and Demand Response Service Inventory

Building on the work done in the RTA Coordinated Public Transit Human Services Transportation Plan, the selected vendor will inventory paratransit and demand response service providers in Will County. The inventory will include at a minimum:

- Service area
- Hours of service
- Limits on ridership
- Limits on destination
- Annual and monthly ridership
- Cost of service
- Fare schedule
- Funding

- Existing facility and vehicle capacity
- Trip reservation and scheduling
- Eligibility determination procedures and practices
- Dispatching
- Service performance
- Operator data collection and reporting procedures

Deliverables

- Technical memo with service profiles

Task 4: Assessment and Analysis of Existing Conditions

Using data and information gathered in Tasks 2 and 3, the existing demand response landscape will be assessed to determine the feasibility of future coordination efforts. The assessment will address both strengths and shortcomings of the system and will analyze opportunities for economies of scale in demand response service delivery, operations and management. The assessment will identify service gaps including geographic, hours of operation and destinations. The assessment should include:

- Operatory policy and technology discrepancies;
- Spatial constraints of the service area including overlaps or gaps;
- Regional or state impediments to demand response coordination;
- Gaps in hours of operation;
- Cost drivers

Task 4 combined with Task 5 will set the groundwork for demand response coordination recommendations and will assess the characteristics of demand response services that are necessary pre-conditions for coordination.

Deliverables

- Technical memo outlining methodologies and results.

Task 5: Projection of Future Needs

A projection of future demand will be developed using currently available data and consistent with the Chicago Metropolitan Agency on Planning (CMAP's) OnTo 2050 Long Range Plan. The projection will include a sensitivity analysis for population and economic changes using a baseline, optimistic and pessimistic scenario. Based on future projections of demand service dependent populations, additional service gaps will be incorporated into the final recommendations. The future needs projection will include an assessment of emerging technologies, shared use mobility trends and the potential impacts of those changes on future paratransit and demand response needs.

Deliverables

- Technical memo outlining methodologies and the results of the analysis

Task 6: Best Practices for Coordination

Based on the results of Tasks 2 – 5, relevant best practices for paratransit and demand response coordination will be identified. Best practices will include scalable coordination and brokerage models from around the U.S. The best practice models in the plan will identify the services provided in comparable areas and will outline the technical, regulatory and institutional frameworks as context. Best practices research will identify strengths and weaknesses of coordination models and their potential applicability to Will County.

Deliverables

- Survey of Best Practices
- Best practices matrix and applicability to Will County

Task 7: Financial Analysis and Funding Alternatives

Using information gathered in the service inventory, the consultant will evaluate the operational financial condition of coordination and/or brokerage options. This includes:

- Conceptual budgets using all pertinent cost factors;
- Impacts of each alternative approach on all permanent and one-time revenue sources used for capital and operating expenses anticipated for each option;
- Project five-year, ten-year fiscal impacts and benefits for each option based on current gaps and future projected needs;
- A benefit cost analysis of the recommended alternative(s) consistent with USDOT guidance;
- Summary of financial implications and forecast for each alternative based on current and proposed levels of service;
- Compare each alternative to the status quo.

The final report will include a funding matrix for annual operations that identify currently available funding sources. The matrix will include the source of funds, matching requirements, administrative requirements, formula (e) where applicable and other pertinent information. A separate funding matrix will be provided for capital budget needs to fund facilities, infrastructure and rolling stock.

Deliverables

- Technical memo
- Benefit Cost Analyses
- Operations Funding Matrix
- Capital Budget Funding Matrix

Task 8: Recommendations

The consultant will develop countywide service options and prepare a matrix of potential opportunities for integration, coordination and improved efficiency. Recommendations for a paratransit/demand response coordination model including governance responsibilities and key organizational roles. Recommendations should include:

- Sample unified policies for adoption by each service provider;
- Recommendation for timeline and phasing coordination of services;
- Implementation considerations;
- Documentation clearly outlining the benefits of coordination;
- Vetting by key stakeholders.

Deliverables

- Draft recommendations for consideration by key stakeholders
- Technical memo on final recommendations
- Final Study

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: Dec 20, 2021
Due: Jan 31, 2022, 2:00 P.M.

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

PIES Consulting
Services
#2022-63

COMPANY NAME _____ FEIN # _____

ADDRESS _____

CITY _____ STATE _____
ZIP _____

CONTACT _____

PHONE _____ FAX _____ EMAIL _____

THIS IS NOT AN ORDER

Agency Name and Will County Office Building
Delivery Address: 302 North Chicago Street, Joliet, IL 60432

For additional
information contact: Kevin Lynn, Purchasing Director klynn@willcountyillinois.com

DESCRIPTION	
Estimated Total Cost	\$

TOTAL CONTRACT AMOUNT WRITTEN IN, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

Signed by: _____

Title: _____
Authorized Representative of Company

Date Released: Dec 20, 2021
Due: Jan 31, 2022, 2:00 P.M.

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

**PIES Consulting
Services
#2022-63**

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 _____

LATE RESPONSES CANNOT BE ACCEPTED!

<u>Respondents Return Address:</u>	
<u>RFP #:</u>	2022-63 PIES Consulting Services
<u>DUE DATE:</u>	1/31/22
<u>DUE:</u>	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!