

LEGAL NOTICE - MUST RUN IN  
SOUTHTOWNSTAR  
THURSDAY APRIL 19, 2012

LEGAL NOTICE

VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR QUALIFICATIONS

**STRATEGIC TRANSPORTATION PLAN**

The Village of Orland Park is requesting a Letter of Intent along with qualifications and experience from consulting firms with transportation experience for a Strategic Transportation Plan. Statement of Qualifications must be submitted no later than **11:00 A.M., local time, on Friday, May 25, 2012.** Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made.

The specifications are on file and available for inspection and copies will be available at the Office of the Village Clerk and online on the Village's website [www.orland-park.il.us](http://www.orland-park.il.us).

No proposal shall be withdrawn after the opening of the proposals without the consent of the Village for a period of sixty (60) days after the scheduled time of opening and reading proposals.

The President and Board of Trustees reserve the right to reject any and all proposals or parts thereof and to waive any informalities, technicalities and irregularities in proposing and to disregard all non-conforming, conditional or counter proposals.

The successful proposer shall be required to comply with the provisions of all State of Illinois and federal laws as well as the State of Illinois Human Rights Act and the regulations of the Illinois Human Rights Commission.

By order of the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois.

PRESIDENT AND BOARD OF TRUSTEES  
VILLAGE OF ORLAND PARK, ILLINOIS

BY: DAVID P. MAHER  
VILLAGE CLERK



# **VILLAGE OF ORLAND PARK, ILLINOIS**

## **REQUEST FOR QUALIFICATIONS**

*From*

Consulting Firms with Transportation Planning Experience

*For*

A Strategic Transportation Plan

**ISSUED**

Thursday, April 19, 2012

**DUE**

Friday, May 25, 2012  
11:00A.M.

**Village of Orland Park  
Strategic Transportation Plan  
Request for Qualifications**

**OVERVIEW**

The Village of Orland Park is requesting a Letter of Intent along with qualifications and experience from consulting firms with transportation planning experience for a Strategic Transportation Plan. The transmittal letter shall state the respondent's desire to perform the required services and clear understanding of the assignment.

Statement of Qualifications must be submitted no later than **11:00a.m., local time, on Friday, May 25, 2012.** No consideration will be given to documents received after the above stated date and time. Proposers must submit **five (5)** complete, bound copies of the proposal labeled: **Village of Orland Park – Transportation Plan 2012 - RFQ** and addressed to:

Village of Orland Park  
Village Clerk's Office  
14700 S. Ravinia Avenue  
Orland Park, Illinois 60462

All proposals submitted must include all information and documents as requested in this Request for Qualifications. No oral or electronic proposals, including those sent by facsimile or via e-mail, will be accepted or considered. All proposals received after the submittal time will be rejected and returned unopened. Failure to follow these instructions may result in rejection of the proposal.

**THE VILLAGE RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY IRREGULARITIES.**

QUESTIONS REGARDING THIS REQUEST FOR QUALIFICATIONS SHOULD BE IN WRITING AND DIRECTED TO:

Ms. Kimberly Flom  
Assistant Director Development Services  
Village of Orland Park  
14700 Ravinia Avenue  
Orland Park, IL 60462  
e-mail: [kflom@orland-park.il.us](mailto:kflom@orland-park.il.us)  
Phone: (708)403-6128

by the end of business on Friday, May 18, 2012. No oral comments will be made to any Proposer as to the meaning of the RFQ and Specifications or other contract documents. Answers will be provided in writing to all potential proposers. Proposers will not be relieved of obligations due to failure to examine or receive documents, visit the site or become familiar with conditions or facts of which the

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Proposer should have been aware and the Village will reject all claims related thereto.

Information (other than in the form of a written Addendum issued by the Village) from any officer, agent, or employee of the Village or any other person shall not affect the risks or obligations assumed by the proposer or relieve him/her from fulfilling any of the conditions and obligations set forth in the proposal and other contract documents. Before the proposals are opened, all modification or additions to the proposal documents will be made in the form of a written Addendum issued by the Village. The Village will send copies of any such Addendum to those persons who have received proposal packages and provided sufficient contact information. In the event of conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

**The proposer shall be required to acknowledge receipt of the formal Addendum by signing the Addendum and including it with the proposal quotation.** Failure of a proposer to include a signed formal Addendum in its proposal quotation shall deem its quotation non-responsive; provided, however, that the Village may waive this requirement if in its best interest.

Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made.

# **Village of Orland Park Strategic Transportation Plan Request for Qualifications**

## **REQUIREMENTS OF RFQ**

This document is to solicit qualifications & experience from qualified consultants to facilitate the preparation of *A Strategic Transportation Plan for the Village of Orland Park*.

### **Location & Size**

The Village of Orland Park is located 25 miles southwest of Chicago. Orland Park is located primarily in Cook County, with a small portion of land in Will County. Orland Park was originally settled as a small farm village more than one hundred years ago and has grown into a dynamic community of 57,767 residents. While recent growth in the residential sector has slowed, the commercial sector continues to be strong. Full build-out population is expected to peak at 75,000 residents. Orland Park is considered the regional commercial shopping center of the southwest suburbs, encompassing over 11 million square feet of commercial space. Orland Park is consistently ranked as one of the Chicago region's premier communities to live in.

### **Community Overview – Transportation**

Orland Park is situated in the center of a transportation system that rivals most. East-west Interstate 80, connecting both coasts, is located at its southern border. Immediately west, is the recently completed I-355 tollway extension. Interstate tollway 294, connecting Illinois to nearby states, is located 10 minutes to the east, along with the I-57 connector to downtown Chicago. US route 45 (LaGrange Road), is the main thoroughfare through the heart of Orland Park, connecting to the Stevenson Expressway (I-55).

Orland Park is served by two airports. Chicago's Midway Airport is located 25 minutes away. O'Hare International Airport is 40 minutes away.

Orland Park is served by three train stations, via the Metra Southwest Service line. Additional trains on the Rock Island line are available in nearby Tinley Park and Mokena. Pace bus service operates four routes in Orland Park, two of which end at the Midway Airport, where they connect with CTA Southwest Orange Line trains to downtown Chicago.

Vehicles have traditionally dominated the Orland Park Transportation system, which also serves train and bus users, pedestrians and bicyclists. In some ways, transportation infrastructure improvements have not kept pace with the rate of development. Additionally, many of Orland Park's major thoroughfares are under state or county jurisdiction, which can complicate the coordination of improvements.

# **Village of Orland Park Strategic Transportation Plan Request for Qualifications**

Traffic and transportation issues remain at the forefront of constituents' concerns. Respondents of the Village's 2007 Economic Development and Marketing Survey listed transportation issues as the second biggest obstacle for the Village to overcome in the next 5-10 years. In the same survey, 62.4% of respondents identified transportation as the desired target for any additional tax revenue generated. According to results from the Village's 2010 Comprehensive Plan Survey, Orland Park residents are most concerned with traffic congestion, traffic flow, pedestrian and bicycle safety and access, connections, road maintenance, speeding, landscaping and appearance. Over one third of all survey respondents identified transportation as the top improvement needed for the Village.

Over the past few decades, the Village has increased transportation mobility and access by maintaining and improving existing roadways, building new roadways that provide access for all users, increasing vehicular cross access between existing developments, maintaining and improving existing bikeways and building new bikeways. Streets such as Ravinia Avenue, where the Village Hall is located, were designed and built to accommodate, vehicles, bicyclists and pedestrians. Over the next 10 to 20 years, the Village's goal is to develop a dynamic and interconnected transportation system that creates a unique community identity, continues to increase access for all modes of transportation, mitigates congestion, and promotes safety.

## **Project Purpose**

The purpose of this project is to create a Transportation Plan, based on the principles of the updated Orland Park Comprehensive Plan that will help prioritize and guide transportation improvement decisions into the future.

Orland Park is nearing completion of a revised Comprehensive Plan. It is anticipated that the Transportation Plan would be guided by the recommendations, vision and goals established by the Mobility Chapter of the Comprehensive Plan. The Transportation Plan should serve as an extension of the Village's Comprehensive Plan and set the future groundwork for mobility improvements throughout the Village.

Over the past five years, Orland Park has participated in a number of specific transportation projects including three corridor studies, the IDOT LaGrange Road widening project, and an internal review of the existing conditions of Orland Park's transportation network. The selected consultant should utilize these plans and information as part of their community assessment process. Some additional detailed research may be required as part of this analysis. Overall, the transportation plan should be a hands-on, implementation-based document that will guide future transportation policy decision-making for the next 10-20 years.

A key concept of the Comprehensive Plan is to view transportation as a network made up of interrelated parts that work together to create a unified whole. Viewing transportation as a network allows for transportation issues to be assessed in a broad

# **Village of Orland Park Strategic Transportation Plan Request for Qualifications**

and comprehensive manner, thus maximizing the benefit of public investment through an overall coordinated approach. Orland Park's transportation network should emphasize efficiency and safety while also visually contributing to a sense of place within the community.

## **Transportation Network Vision and Goals**

The 2030 vision is that Orland Park will have a safe, efficient, accessible transportation network for all users that creates a unique sense of place reflective of the community.

### **Goal 1 – Accommodate All Users**

Develop a connected transportation network that facilitates all users including vehicles, transit, pedestrians and bicyclists in an efficient and safe manner. Emphasize pedestrian, bicycle and transit as a true alternative to vehicular use.

### **Goal 2 – Congestion Mitigation**

Mitigate traffic congestion to maximize access opportunities in the Village. Identify points of significant congestion, consider parking strategies and support new technologies and designs that improve efficiency and effectiveness.

### **Goal 3 – Traffic Safety**

Increase and maintain high standard of safety for motorists, passengers, transit riders, bicyclists and pedestrians. Explore techniques to accommodate traffic volumes while minimizing speeding and vehicular/bicycle/pedestrian conflicts.

### **Goal 4 – Integrate the transportation network with the adjacent and future land uses.**

Utilize a 'Context Sensitive Solutions' design approach that is collaborative and interdisciplinary for all road projects. Coordinate transportation improvements to better integrate neighborhoods and provide identity to Orland Park.

### **Goal 5 – Merge functionality with aesthetic quality.**

Draw on best practices and a wide array of examples in identifying unique and functional features that add to the uniqueness of the community.

## **Project Scope**

The consultant will rely heavily on professional expertise, guidance from Village staff and existing plans, studies and data to create a transportation plan that will provide a detailed and prioritized guide to aid decision making as related to the transportation needs of the Village.

The Plan will:

1. Address Orland Park's future transportation capacity and operational needs and expenditures based on growth trends, projections and future land use.

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2. Guide decision-making with regard to policy, operations, short and long-term maintenance costs and capital improvement expenses.
3. Utilize existing information and conditions to develop a list of priority projects.
4. Provide projections and recommendations for future road infrastructure projects including but not limited to increased lanes and areas of right of way acquisition.
5. Provide design guidance for streets of different classifications in different areas of Orland Park that accommodates projected traffic volumes and bicycle/pedestrian and transit users.

Develop a prioritized improvement plan with local and regional recommendations for vehicle, transit, truck routes, freight routes, roadway extensions, connections, expansions and other improvements like roundabouts, boulevards, intersections, bridge improvements and signalization.

**Anticipated Project Tasks**

Task 1 – Kick-Off Meeting with Village Staff

Task 2 – Existing Conditions and Analysis  
Review Relevant Strategies, Studies and Plans  
Inventory Existing Conditions

**NOTE:** A significant part of this task has already been completed. All relevant data will be shared with the selected consultant.

Task 3 – Village Staff Review of Existing Conditions and Analysis

Task 4 – Meeting with Village Staff  
Existing Conditions and Analysis Comments provided to Consultant

Task 5 – Technical Memo submitted to Village  
Key Findings  
Report Outline  
Revisions to Existing Conditions and Analysis

Task 6 – Village Staff Review of Technical Memo  
Technical Memo Comments provided to Consultant

Task 7 – Draft Report submitted to the Village

Task 8 – Village Staff Review of Draft Report



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Task 9 – Meeting with Village Staff  
Draft Report Comments provided to Consultant

Task 10 – Report Revisions

Task 11 – Presentation to Village Board

Task 12 – Final Report submitted to the Village

## **Anticipated Deliverables**

The final product should be a document in report style with a plan or plans that utilize visual aids to clarify suggestions and recommendations and includes, at a minimum, the following components. The consultant should regularly communicate drafts and progress reports to key Village staff.

1. Existing Conditions Map(s) that indicates street classification (arterial, collector, local), street condition (lanes, right of way width, sidewalks, traffic counts, et al), and jurisdiction (IDOT, County, Village).
2. Analysis Map(s) showing proposed improvements, critical corridors and opportunities and constraints based on research and input from Village staff.
3. Map(s) of priority transportation projects for the next ten years including but not limited to existing road improvements, new road extensions, roundabout locations, bicycle/pedestrian facilities and transit route expansions. Include cost estimates and project phasing suggestions as a resource for capital planning purposes.
4. Map(s) and descriptions of important Character Districts that define the desired corridor character. Include flexible design principles that distinguish the District but unify the transportation system with the entire Orland Park network.
5. Street Sections and general design guidelines for collectors, arterials and local streets within different right of way widths and different Character Districts.
6. Specific recommendations for four top priority corridors (to be identified through the planning process) including lane capacities, pedestrian/bicycle facilities, transit options, speed limits, and intersection treatments.
7. Narrative describing the process and recommendations that includes supporting comparable images and sketches of similar projects.

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All final plans and documents should be in a format suitable for presentation to the Village Board. An electronic copy of the final approved study must be provided to the Village.

## **Specific Firm Solicited**

The candidate firm must be a consulting firm or team with proven expertise in transportation projects/plan, community planning, and complete streets. Emphasis will be given to firms that can demonstrate actual implementation and results of plans completed.

Major consideration will also be given to candidate firms exhibiting a willingness and ability to work closely with support staff in developing programs, schedules, budgets and reports.

## **Statements of Qualifications and Expertise**

At a minimum, all submittals should include the following information and documentation:

A transmittal letter which states the respondent's desire to perform the required services and clear understanding of the assignment;

A general informational statement which provides a brief description of the firm and consulting team, and their background, size, projects, scope and nature of service. Documentation of related experience/similar projects must be included, including implementation results;

The specific experience of the consultants who would be **assigned** to the project, including percentage of project assignment.

Summary of the general methodology or approach to be utilized to undertake the project;

A list of references, including names of individuals and phone numbers and other information as appropriate;

Estimated fees and expenses;

Estimated schedule for the project; which can be expressed in total elapsed time and capacity to proceed immediately and without delay;

Representation that the candidate firm or consulting team will, in all aspects, conform to and comply with all federal, state and local laws, ordinances, statutes, rules and regulations including but not limited to work performed in compliance with all

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requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that the candidate or firm and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in that Act and shall maintain a sexual harassment policy as the Act requires. See Section II for required certifications. Please include in proposal;

Representation that the candidate or firm will indemnify and hold harmless the Village, its officers and agents and execution of the contract by the Village will be contingent upon receipt of required Insurance Certificates; and

The assurance this agreement will not result in a conflict of interest.

## **Interview and Selection Process**

Submittals will be evaluated by a Consultant Selection Committee. The committee may include staff, elected officials or commission members.

Submittals will be reviewed and respondents will be evaluated according to the following criteria:

- Experience of key staff on similar projects, including implementation results;
- Demonstrated commitment of key staff to the project;
- Candidate firm's ability to accomplish proposed work in a timely manner;
- Project approach, organization and management; and
- Client recommendations/references

## **Budget**

The Village has budgeted \$50,000 for this transportation study.

## **Available Reference Documents**

Information known to be available which the consultant may review and utilize as appropriate includes:

- LaGrange Road Corridor Study
- 108<sup>th</sup> Avenue Improvement Plans from Cook County
- Harlem Avenue Corridor Study
- 159<sup>th</sup> Street Corridor Study
- Draft Mobility Chapter – Comprehensive Plan

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- Existing data and inventory counts from Illinois Department of Transportation (IDOT), Cook County, and the Village of Orland Park.
- Village Records and Data – GIS Mapping, Zoning Map, Infrastructure Information

**Contract**

The successful proposer will be required to enter into a standard form professional services contract with the Village of Orland Park and to submit all necessary insurance certificates within ten (10) business days of receiving notice that it has been awarded the contract (hereinafter referred to as the “Contract”). The contract(s) will be modified to incorporate the terms of this RFQ and any pertinent documents included with the selected consultant’s accepted and approved proposal. The Village reserves the right to terminate the relationship with the successful proposer if the required documents are not submitted to and approved by the Village within ten (10) business days of receiving notice of the award of the contract.

**Confidentiality**

After award of the contract, all responses, documents, and materials submitted by the proposer pertaining to this RFQ will be considered public information and will be made available for inspection, unless otherwise determined by the Village Manager. All data, documentation and innovations developed as a result of these contractual services shall become the property of the Village of Orland Park. Based upon the public nature of these RFQ’s, a proposer must inform the Village, in writing, of the exact materials in the offer which it claims are exempt from disclosure pursuant to the Illinois Freedom of Information Act.

THE VILLAGE OF ORLAND PARK IS NOT REQUESTING SEALED BID PROPOSALS, BUT IS SOLICITING LETTERS OF INTEREST AND STATEMENT OF QUALIFICATIONS AND EXPERIENCE. SUBMITTALS MUST BE RECEIVED PRIOR TO MAY 25, 2012; 11:00A.M. LATE SUBMITTALS WILL NOT BE CONSIDERED.