



Announcement of a **Meeting** for the
DATS Policy Committee
Danville Area Transportation Study

DATE: Thursday, September 10, 2015
TIME: 10:30 AM
PLACE: Danville City Hall
Mayor Conference Room, 2nd Floor
17 W. Main St.
Danville, IL 61832

AGENDA

- I. Call to Order & Roll Call**
- II. Approval of Agenda**
- III. Approval of Minutes**
 - a. Approval of Minutes from July 16, 2015 meeting*
- IV. Public Comment Period**
- V. New Business**
 - a. Items of Information:*
 - i. Downtown Danville Parking Study*
 - ii. Wayfinding and Signage RFP*
 - iii. Technical Assistance Grant Submission- National Park Service*
 - iv. County GIS Mapping*
 - v. IDOT TIP Administrative Modification*
 - b. Discussion & Vote:*
 - i. TIP Amendments*
 - *VCCD- Kickapoo Rail Trail Project*
- VI. Old Business**
 - a. Agency Reports*
 - i. Vermilion County*
 - ii. Danville Township*
 - iii. IDOT*
 - iv. City of Danville*
 - v. Village of Westville*
- VII. Adjournment**

*If you are unable to attend this meeting please contact me.
Jaclyn Marganski, MPO Director (217) 431-2873.*

DATS POLICY COMMITTEE MINUTES

July 16, 2015

A meeting of the Danville Area Transportation Study (DATS) Policy Committee was held on Thursday, July 16, 2015 at Danville City Hall, 17 W. Main St., Danville, IL

DATS Policy Committee Chairman Eisenhower called the meeting to order at 10:30 AM

I. Roll Call:

MEMBERS IN ATTENDANCE: Mayor Scott Eisenhower, City of Danville
Mike Marron, County Board Chairman
Mayor Mike Weese, Village of Westville
Craig Emberton, IDOT District 5

MEMBERS NOT PRESENT: None

OTHERS IN ATTENDANCE: Jadyn Marganski, DATS Director
Lilla Bagby, DATS Planner
Doug Staske, Vermilion County Highway Department
Christina Foster, Public

II. Approval of Agenda

Motion to approve the agenda made by Mike Marron and seconded by Mayor Weese.

a. Voice vote: Yea 4 Nay 0 Absent 0 Abstain 0

III. Approval of Minutes from Technical Committee Meeting of June 11, 2015 made by Mayor Weese and seconded by Craig Emberton.

a. Voice vote: Yea 4 Nay 0 Absent 0 Abstain 0

IV. Public Comment Period

a. No public comments.

V. New Business

a. Items of information:

- i. Downtown Danville Parking Study- During the EPA Infill Development workshop in downtown Danville, parking emerged as an important issue which needs to be addressed. The MPO has created a mobile application which will allow staff to build a base field inventory of the existing parking in downtown Danville. This RFP will solicit proposals from consultants to address existing and anticipated future parking issues in Downtown Danville. This study will consider parking and mobility between modes- vehicles, pedestrians, transit, and bicycle.
 1. Areas to address: Fischer Theatre, Federal Courthouse, Bresee, and existing City parking garage.
 2. The consultant will lead the planning process, including public participation and community outreach.
- ii. National Park Service Grant Submission- MPO Staff have been working on developing a grant application to the National Park Service Rivers, Trails & Conservation Program. This grant is a technical assistance grant in which a NPS employee will lead the planning process, including exploring preferred alternatives and soliciting public input on providing a trail head in the City of Danville, to the Kickapoo Rail Trail.
 1. The MPO sees a huge need for the City of Danville to provide a connection to the Kickapoo Rail Trail. This connection will help enhance health and wellness opportunities, tourism, and the bicycle culture in Vermilion County.
 2. The MPO has requested letters of support from the Danville Area Convention and Visitor's Bureau, Cycle's Plus, Vermilion County Conservation District, and the Vermilion County Health Department.
 3. Applications are due August 1, 2015.

b. Discussion and Vote

i. 2040 Long Range Transportation Plan- Final Document Approval

1. After the June DATS Technical Committee meeting, MPO staff sat down with IDOT and FHWA to review the 2040 LRTP document and discuss desired updates and changes. The bulk of the changes made to the document are on pages 46 & 47, regarding the goals and performance measures. Performance measures are a component of MAP-21, and although there hasn't been any federal rulemaking established yet, the incorporation of performance measures in the planning process will definitely be an integral component.
 2. The MPO's performance measures focus around the 7 national priorities.
 3. Once federal rulemaking has been established, the MPO will have 120 days to bring their documents into compliance.
 4. This document was on 30-day public review at local public libraries in Danville, Catlin, Georgetown and Westville.
 5. A motion was made by Mike Marron to approve the 2040 Long Range Transportation Plan document, seconded by Mayor Weese and approved by all.
- Yea 4 No 0 Absent 0 Abstain 0

VI. Old Business

a. Agency Reports

i. Vermilion County

1. Still dealing with drainage issues. The county is currently working on finding flood mitigation grants and exploring new creative avenues to improve the storm water issues that have been plaguing the county.

ii. IDOT

1. The state's budget situation is still uncertain. That being said, contracts are still going forward, as well as they can due to the weather situation we've encountered this summer.

iii. Westville

1. The water tower is up and running. The village hasn't had any other water issues, yet, thankfully.

iv. City of Danville

1. The city is working with an engineering firm on creating a storm water master plan to help alleviate all of the flooding issues we've had as a result of our wet summer months. This plan has an 8-12 month planning timeline. It is currently estimated that approximately \$2.2-\$3 million worth of damages has resulted from the storm.

VII. Adjournment

- a. Motion to adjourn made by Craig Emberton and Seconded by Mike Marron.

DATS Policy Committee Chairman Mayor Eisenhower adjourned the meeting at 11:00 AM.

Greater Downtown Parking and Mobility Study



Request for Proposals

The Danville Area Transportation Study (DATS) in partnership with the City of Danville is requesting proposals to prepare a Comprehensive Parking Study for the greater downtown area in Danville, Illinois.

Danville Area Transportation
Study

1155 E. Voorhees Street

Phone: 217.431.2873

Fax: 217.431.3444

7/6/2015

Part I- General Instructions

A. INSTRUCTIONS:

The Danville Area Transportation Study (DATS) is soliciting proposals from qualified firms, groups of firms, or individuals to prepare a Comprehensive Parking Study for the greater downtown area in Danville, Illinois. **See Appendix A.**

B. PROPOSAL SUBMISSION:

To be considered by the city of Danville, 3 copies of the complete proposal must be received no later than **4:00 pm (CDT) August 14, 2015**. Submissions should be addressed to:

Jaclyn E. Marganski
Danville Area Transportation Study Director
1155 E. Voorhees St, Suite A
Danville, IL 61832

All submitting firms grant to the DATS a non-exclusive right to use, or cause others to use, the contents of the submission for any purpose.

C. LATE PROPOSALS:

Any proposal received by the city after the **4:00 pm (CDT) August 14, 2015** will not be considered.

D. WITHDRAWAL OF PROPOSALS:

Proposals may be withdrawn by written notice received at any time prior to award.

Proposals may be withdrawn in person by an officer, or his/her representative, provided that he/she signs a receipt for the proposal prior to award.

E. BACKGROUND INFORMATION:

The following data/information will be available to the selected consultant:

1. Aerial photography and general mapping data for the study area
2. Current traffic data.
3. Parking inventory
4. Any relevant planning reports
5. Other relevant data or information noted by the consultant in the consultant's submitted RFP if that data is available through the DATS.

F. PRIME CONSULTANT RESPONSIBILITIES:

The consultant selected will be required to assume responsibility for all services offered in the proposal, regardless of who produces them. The selected consultant shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

G. PROPOSAL PREPARATION COSTS:

All costs incurred for proposal preparation, presentation, or contract negotiation are the responsibility of the consulting firm. The city of Danville will not pay the cost of any information solicited or received.

H. ACCEPTANCE OF PROPOSAL CONTENTS:

The contents of the proposal of the selected consultant may become contractual obligations if a contract is issued. Failure of the successful consultant to accept these obligations may result in cancellation of the award.

Part II- Description of Services Requested

A. Introduction

Parking requirements are often seen as regulatory, which is likely the most visible consequence of them. The design and availability of parking has the potential to shape both the look and experience of a city, the quality of life of its citizens and visitors, and the potential for growth and redevelopment. The need to accommodate parking should be balanced with other goals such as livability, mobility, historic character, and economic development.

The Danville Area Transportation Study is requesting proposals from consultants to conduct an evaluation of Downtown Danville's current parking system, evaluate future parking needs, and make recommendations for development of a long-term parking strategy for the area. The objective is to support the development of a vibrant downtown that offers excellent vehicular, transit, bike and pedestrian options to our community of businesses, residents, customers, and visitors. We are looking for consultants who understand how parking and management can realize our vision of downtown as an attractive destination for shopping, working, living, recreating and entertainment, with efficient and safe options to all commuters.

Purpose

The Danville Area Transportation Study is seeking a comprehensive downtown parking strategy that maximizes use and efficiency of existing parking facilities, accommodates future parking demands through system expansion and improvement, and identifies best practices and approaches to fund system improvements and maintenance. This project must interlock parking, non-automobile modes and facilities, street design and the future structure of downtown, while providing a strategic and detailed plan for the provision of parking facilities and recommendations for improvements.

The overall vision of this study is to develop a plan for:

A system of parking and mobility that: supports both public and private uses; promotes the efficient use of parking for off-street, public and private structured parking and on-street parking; provides mobility options, promotes urban planning goals and business development, and enhances the quality of life.

Background

Downtown at a glance:

- Area: 0.15 square miles
- Residents: 280 people
- Ownership of housing units: 5.2%
- Affordable housing:
 - Welford Apartments- 100 senior units
 - New Holland Apartments- 46 family units
- Average Age: 45 years old
- Built structures: 80 businesses, (12 institutional, 3 industrial)
- Vacancy: 20 vacant structures (not considering upper levels), 10 vacant lots
- Points of Interest: City Hall, Vermilion County Courthouse, Danville Public Library, Vermilion County War Museum, David S. Palmer Arena, Fisher Theater, Temple Plaza, United States Post Office, Danville Mass Transit Transfer Zone, pocket parks, riverfront.

B. PROJECT SCOPE:

The Danville Area Transportation Study is looking for pro-active solutions to the current and future parking needs to ensure an economically resilient downtown. This study needs to be both specific to address parking constraints with immediate to near-term improvements and flexible to provide the City with a range of solutions. We expect strategies to develop a market-based parking management system, based on the quantification of existing parking utilization of all downtown stakeholders and anticipated future demand.

The **Greater Downtown Danville Parking and Mobility Study** (the Study) will review the greater downtown parking supply and utilization, and identify specific solutions to meet existing and future needs. The Study will establish a strategy and various tools to educate the public on downtown's parking and transportation assets and the importance of parking management on traffic circulation and accessibility, quality of life, and economic livelihood.

The study will also include recommendations regarding City parking policies and regulations, and explore ways by which the City can establish greater influence in the management and provision of parking assets. The study will identify parking revenue concepts and make recommendations for models and mechanisms that should be advanced.

Qualified consultants or teams must demonstrate competence and experience in all areas of expertise outlined in this scope of work. Respondents also must demonstrate competence and experience in public speaking and graphic presentations for the purpose of conveying project information to large and diverse groups of community stakeholders. Similarly, respondents should demonstrate the ability to build consensus among public and private interest groups related to the Project.

Project Elements: Outcomes

System-wide elements include:

1. A Strategic Parking Plan (An overall vision)
2. Review and Update of All Parking Regulations
3. An Implementation Plan that addresses:
 - a. Policies and regulations
 - b. Organization and Operations
 - c. Infrastructure
 - d. Mobility Options
 - e. Financing
4. Public-Private Partnership Models

Study Area

The study area includes the area bounded by Seminary and Main Streets (North and South boundaries) and Jackson and Franklin Streets (East and West boundaries). **Appendix A** shows the proposed study area.

C. Task 1- Study Start Up and Ongoing Maintenance

The study team will be comprised of the DATS MPO, City of Danville, and Consultant members. The study team will conduct necessary administrative tasks to initiate the Study and support ongoing activities.

1.1: Kick-Off Meeting A kick-off meeting will be held with the Study Team that includes the review of the project management plan, project schedule, and schedule of deliverables and data needs.

1.2: Progress Reports and Project Coordination Meetings A status report will be submitted to the Danville Area Transportation Study as necessary, to describe project activities completed to date.

1.3: Project Working Group Numerous public and private organizations in the Greater Downtown area have an interest and role in parking. A **Project Working Group** will be formed from those organizations with an active role in the downtown area.

D. Task 2- Data Collection

The City of Danville and Danville Area Transportation Study will provide the consultant with a downtown parking inventory. The data will be organized by characteristics such

as: public or private, metered, structure, commercial, residential, etc. The Consultant will conduct surveys and use other sources to determine demand by area, duration and time of day parking demands.

2.1: Role of Transit and Bicycle Facilities The Consultant will review and inventory the existing and future public transit services with the purpose of determining the role and affect that these services may have on parking demand and supply. Parking management strategies relating to the role and effect of pedestrians and bicycle facilities on parking supply and demand should be addressed.

2.2: Parking Demand Estimates from Existing and Future Land Use The Consultant will provide parking demand estimates and projections based on existing and future land use and development potential. The result would include recommendations for parking supply and changes in zoning standards which would improve the operations of the greater downtown area and support economic development.

E. Task 3- Parking Scenario Analysis and Evaluation

3.1 The Consultant will organize the results of the Parking Working Group strategic planning exercises to draft the foundation for a strategic plan.

3.2 The consultant will analyze and evaluate system-wide policies, organization, operations and regulations

3.3 Assess existing and future parking supply and demand based upon the current data, survey results, and projections of future land use needs

3.4 Assess potential locations and methods for expansion of parking capacity and related land use and zoning policies

3.5 Identify where new on-street parking is recommended, where new off-street facilities are needed and should be located and where off-street facilities could be better utilized through greater shared parking or new parking management arrangements

3.6 Utilizing the transit, bicycle and pedestrian information inventoried in **Task 2.1** the Consultant will:

- Develop alternatives that encourage or enable motorists to park once and then use alternative means of transportation to move around the downtown area (primarily walking)

- Explore the use of merchant promotion and other creative approaches should be assessed to increase the use of off-street facilities
- Work with the recommendations made by the Wayfinding and Signage Study and analyze the potential for wayfinding signage, ITS and Smartphone applications, and variable message signs.

3.7 From the results in the analyses performed in **Task 3.2**, determine a program of providing an adequate supply and managing parking in each Character Area.

- Identify where expansion or better utilization of on-street parking areas can be located
- Examine and recommend parking programs, regulations and enforcement in residential zones

3.8 Provide a summary of each Character Area's parking needs, regulations, management and operating recommendations.

3.9 Identify potential funding sources and revenue streams

3.10 Evaluate implementation of new revenue collection technology

3.11 Look at how a parking district could support downtown infrastructure improvements and operations

3.12 Identify procedures and strategies for managing and investing in the parking supply

F. **Task 4- Public Involvement and Stakeholder Outreach**

4.1 **Best practices for public outreach, education and marketing** of local parking initiatives to both policy makers and the general public will be identified and evaluated for use in this study

4.2 **Outreach Tools and Activities** The DATS and the Consultant will partner to provide public outreach support by utilizing the following tools and activities:

- Project Advisory Committee
- Stakeholder Group Meetings
- Community organization meetings and presentations
- Public Workshop Meetings
- DATS Technical and Policy Committee Meetings

- G. **Task 5- Strategic Plan and Implementation Plan** The Consultant will prepare a Strategic Plan and Implementation Plan that will include tasks, responsible parties, and estimated timeframe. An action plan and recommendations should also be components of the implementation plan. The recommendations should be grouped in short-range, medium-range, and long-range implementation action items.

5.1 **Prepare the Strategic Plan and Implementation Plan** The Consultant will prepare a draft and final Strategic Plan and Implementation Plan. The Final report will combine both plans for the Comprehensive Downtown Danville Parking Plan

H. PROJECT SCHEDULE AND FUNDING:

The MPO will require all work associated with this study to be completed within a 6 month timeframe (February 2016). Proposers must discuss their ability to deliver the requested products within this timeframe.

Part III- Evaluation of Proposals

A. GENERAL:

NO LATE PROPOSALS WILL BE CONSIDERED.

All proposals received shall be subject to evaluation by the city of Danville.

Authorization for execution of a contract will be approved by the Danville Area Transportation Study (DATS) Policy Committee, after they have had an opportunity to review the recommendations of the DATS Technical Committee. The city of Danville has the right to accept or reject all proposals for any reason deemed appropriate.

B. CRITERIA FOR PROPOSAL EVALUATION:

A proposal committee will be established by the DATS Director for the purpose of proposal review and evaluation. The proposal committee will evaluate all complete proposals submitted pursuant to this solicitation. The review and selection is for a professional service and will not be reviewed on a cost basis. Criteria used in evaluating proposals will include:

1. The consultant's demonstrated understanding of the project's purpose and intended outcomes
2. The consultant's proposed work plan and the degree to which it meets the requirements of this RFP;
3. The qualifications of the firm and assigned personnel relating to this project; and
4. Experience with similar projects.

The DATS reserves the right to accept any proposal or any part thereof, or to reject any and all proposals. All proposers must agree that any rejection shall be without liability on the part of the DATS or the city of Danville.

C. CONSULTANT INTERVIEWS:

Interviews will be conducted with the top three selections of the proposal committee. If interviews involving travel are required, the DATS is under no obligation to reimburse a consultant or consultants for these costs.

D. COMPLIANCE WITH ILLINOIS DEPARTMENT OF TRANSPORTATION AGREEMENT FOR STATEWIDE PLANNING AND RESEARCH (SPR) FUNDS

The consultant shall comply with all applicable provisions of state and federal constitutions, laws, regulations and judicial orders pertaining to nondiscrimination and equal employment opportunity including but not limited to:

- a) The Illinois Human Rights Act, as now or hereafter amended (775 ILCS 5/1-101 et.Seq.);
- b) Article VI of the regulations of the Illinois Department of Human Rights (56 Ill. Admin. Code 2520, Subpart f), which clause is hereby incorporated by reference;
- c) "AN ACT to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability, or national origin in employment under contracts for public buildings or public works." (775 ILCS 10/1 et. Seq.).

The consultant shall comply with Title VI of the Civil Rights Act of 1964, and Title 49, Code of Federal Regulations, part 21.

The consultant shall provide certification regarding debarment, suspension, and other responsibility matters.

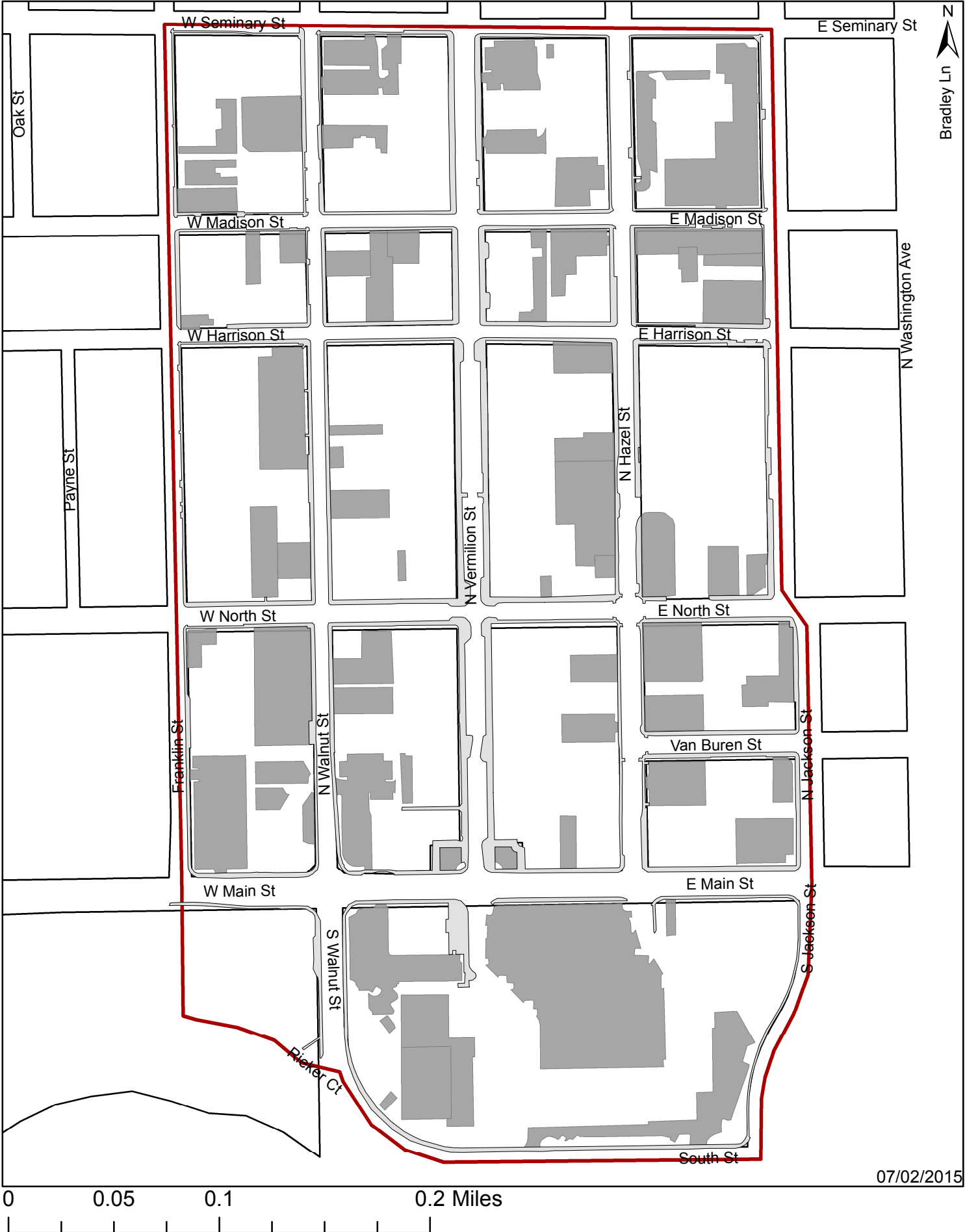
The consultant shall certify compliance with all provisions of the Drug Free Work Place Act (30 ILCS 580/1 et. Seq.).

The consultant shall certify compliance with Section 319 of Public Law 101-102 covering government-wide restrictions on lobbying.

The consultant shall certify that it has written a sexual harassment policy as required by 775 ILCS 5/2-105(A)(4).

The consultant shall certify that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

Appendix A: Downtown Limits



2015

Request for Proposal

Wayfinding and Signage Study

The Danville Area Transportation Study is seeking proposals for the creation of a City-wide, multi-modal wayfinding system that communicates our community brand and provides wayfinding for pedestrians, cyclists & vehicles.



Jaclyn Marganski & Liila Bagby
Danville Area Transportation Study
8/18/2015



I. General Instructions

INSTRUCTIONS:

The Danville Area Transportation Study (DATS) is soliciting proposals from qualified firms, groups of firms, or individuals to prepare a City-wide, multi-modal wayfinding system for the City of Danville, Illinois.

PROPOSAL SUBMISSION:

To be considered by the city of Danville, 3 copies of the complete proposal must be received no later than **4:00 pm (CDT) September 18, 2015**. Submissions should be addressed to:

Lila Bagby
Danville Area Transportation Study
1155 E. Voorhees St, Suite A
Danville, IL 61832

All submitting firms grant to the DATS a non-exclusive right to use, or cause others to use, the contents of the submission for any purpose.

QUESTIONS & INQUIRIES

All questions & inquiries should be directed to:

Lila Bagby
217 431-3453
lbagby@cityofdanville.org

LATE PROPOSALS:

Any proposal received by the city after the **4:00 pm (CDT) September 18, 2015** will not be considered.

WITHDRAWAL OF PROPOSALS:

Proposals may be withdrawn by written notice received at any time prior to award. Proposals may be withdrawn in person by an officer, or his/her representative, provided that he/she signs a receipt for the proposal prior to award.

PRIME CONSULTANT RESPONSIBILITIES:

The consultant selected will be required to assume responsibility for all services offered in the proposal, regardless of who produces them. The selected consultant shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

PROPOSAL PREPARATION COSTS:

All costs incurred for proposal preparation, presentation, or contract negotiation are the responsibility of the consulting firm. The city of Danville will not pay the cost of any information solicited or received.

ACCEPTANCE OF PROPOSAL CONTENTS:

The contents of the proposal of the selected consultant may become contractual obligations if a contract is issued. Failure of the successful consultant to accept these obligations may result in cancellation of the award.

II. Background:

Wayfinding is a means by which people can identify where they are relative to other sites, districts or facilities. It is a system of easily recognizable identifiers that connect people to their surroundings and integrates different geographic areas by letting people know where they are, where the path(s) ahead will lead them, what that path will take them to, and how they can get there. It promotes opportunities for people to go different places and see and do different things.

The Danville Area Transportation Study is requesting proposals from consultants to conduct an evaluation of Danville's current signage and wayfinding system and to make recommendations that establish and communicate our community's brand to pedestrians, cyclists & vehicles. This system will be designed to project a consistent image (the cities brand), guide visitors, and be sustainable as well as expandable.

This Scope of Work does not include fabrication, installation, or construction administration.

III. Objective:

The direct goal of this study is to create a wayfinding plan to efficiently direct travelers (vehicular, bicyclist, and pedestrians) to their desired destinations within the City of Danville. Through the implementation of this plan we aim to:

1. Improve visitor experience;
2. Increase awareness of commercial areas;
3. Create a sense of arrival and place;
4. Increase connectivity between community assets.

IV. Scope of Work:

The successful respondent will design a comprehensive city-wide wayfinding system that addresses the needs of users of all modes of transportation. The focus of this RFP is the assessment of existing conditions, stakeholder engagement, design development, and cost estimation.

Existing Conditions

- Identify user groups, their specific needs and potential wayfinding difficulties
- Perform an assessment of existing wayfinding signage within the MPO. Document and analyze signage location, design, content and effectiveness.
- Examine primary traffic flows to assist in determining priorities

Stakeholder Engagement

- Gather input from local businesses and consultants to assure adequate community feedback

- Gather input and coordinate with the Illinois Department of Transportation to ensure compliance and compatibility with MUTCD and engineering/safety standards

Design Development

- Develop recommendations for a comprehensive wayfinding system that addresses: gateway signs; directional signs for pedestrians, bicyclists, and vehicular traffic; Identification and arrival signs; and other informational signage (maps, kiosks, etc.)
- Analyze the City of Danville's architectural/historic style to develop an appropriate design aesthetic for the system.

Cost Estimation

- Develop a phasing plan for implementation based on priorities identified.
- Create a statement of probable costs

Resources:

IDOT Roadway AADT

OUTCOMES

1. A Strategic Wayfinding & Signage Plan (An overall vision) that includes:
 - a. Phased implementation based on priorities identified
 - b. Cost Estimations
 - c. Design Standards

TASKS

Task 1- Study Start Up and Ongoing Maintenance

- 1.1 Kick-off Meeting with the study team that includes the review of the project management plan, project schedule, and schedule of deliverables and data needs
- 1.2 Progress Reports and Project Coordination Meetings- A status report will be submitted to the Danville Area Transportation Study as necessary, to describe project activities completed to date
- 1.3 Project Working Group-Numerous public and private organizations have an interest and role in wayfinding. A Project Working Group will be formed from those organizations.

Task 2-Data Collection

2.1 Existing wayfinding and signage inventory- For all modes of transportation pedestrians, vehicles and bicyclists

2.2 Gather all traffic data

2.2 Identification of regional and local points of Interest- Identify points of interest and their users wayfinding difficulties

2.3 Identification of Architectural styles- Identify areas of the city and its historic architecture

Task 3- Wayfinding & Signage Analysis and Evaluation

3.1 Review inventory to ensure compliance and compatibility with MUTCD and engineering/safety standards

3.2 Review traffic data to help identify points of interest and priorities

3.3 Develop design standards from cities historic/architectural styles

3.4 Identification of Improvements- Develop recommendations, Identify gaps, connections to community assets, possible replacement of existing signage, current and ongoing projects and how those will fit into the system once complete.

Task 4- Public Involvement and Stakeholder Outreach

4.1 Conduct at least one on-site stakeholder meeting comprised of DATS MPO, City of Danville and the working group to discuss guiding principles, expectations, schedule, and shared information for the plan.

4.2 Conduct one open public informational meeting where the broader stakeholder community is invited to provide their input regarding appropriate location of signage, concept designs and language on proposed signs

Task 5- Strategic Plan

5.1 The Consultant will prepare a draft and Final Strategic Plan. The Final report will be a City-wide, multi-modal wayfinding system that communicates our community brand and provides wayfinding for pedestrians, cyclists & vehicles. It will include a phased implementation plan, design standards and cost estimation.

SCHEDULE

The MPO will require all work associated with this study to be completed within a 7 month timeframe (**May 2016**). Proposers must discuss their ability to deliver the requested products within this timeframe.

V. Proposals

Proposals should be sent to:

Liila Bagby
Danville Area Transportation Study
1155 E. Voorhees Street, Suite A
Danville, Illinois 61832

INTRODUCTORY LETTER:

The introductory letter should introduce the Consultant's submittal, identify the Project Manager and supply their contact information, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet DATS's quality and schedule expectations. Also, list each subconsultant, their work tasks, and a contact name and telephone number.

SUBMITTAL CONTENT:

It is essential that the consultant provide an adequate team of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under this request for proposals. The specific individuals or subconsultants listed in the proposal, including Project Manager, should be assigned to the key positions and shall not be removed or replaced without the prior written approval of the DATS MPO. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal.

DBE PARTICIPATION:

The Consultant will not be required to meet a specific DBE utilization for this project. However, the Consultant is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project.

GENERAL TERMS:

This Request for Proposals does not commit DATS MPO to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

RESERVATION OF RIGHTS BY DATS MPO:

The issuance of this RFP does not constitute an assurance by the DATS MPO that any contract will be entered into by DATS MPO and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Proposals
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this proposal, each respondent agrees that any finding by DATS MPO of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

EVALUATION CRITERIA

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received in accordance with the published evaluation criteria. It is the responsibility of the Consultant to ensure that it complies with this RFP and provides the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score of the RFP or disqualification of the RFP.

RESPONSES DUE by 4:00 p.m. CDT September 18, 2015

Fiscal Year 2016 Annual Element

PROJECT NUMBER	PROJECT ROUTE	DESCRIPTION OF PROPOSED IMPROVEMENT	LOCATION		FUND TYPE	Agency Cost (in 1,000's)	Partner Agency Cost (in 1,000's)	State Cost Share (in 1,000's)	Federal Cost Share (in 1,000's)	TOTAL PROJECT COST (in 1,000's)	NOTES
			BEGINNING	END							
VERMILION COUNTY CONSERVATION DISTRICT											
VCCD-16-01	Kickapoo Rail Trail	Trail Construction	Oakw ood Ave	Kickapo o Park	ITEP/IDNR	117.74	0.00	656.42	2,171.46	2,945.62	
TOTAL (In 1,000's)						117.74	0.00	656.42	2,171.46	2,945.62	
					ITEP	\$ 171,412.32					
						\$ 6,468.82					
						\$ 1,529,087.81					
						\$ 41,521.12					
						\$ 7,762.58					
						\$ 415,211.20					
					TOTAL	\$ 2,171,463.85					
					IDNR	\$ 42,853.08					
						\$ 613,566.19		\$ 2,945,624.05			
					TOTAL	\$ 656,419.27					
					LOCAL	\$ 1,617.20					
						\$ 10,380.28					
						\$ 1,940.65					
						\$ 103,802.80					
					TOTAL	\$ 117,740.93					