



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

DATE: Thursday, September 3, 2015
TIME: 10:30 AM
PLACE: Robert E. Jones Municipal Building (Danville City Hall)
2nd Floor Mayor's Conference Room
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 9, 2015 meeting*
- IV. Public Comment Period**
- V. New Business**
 - a. Items of Information:*
 - i. Downtown Danville Parking Study RFP*
 - ii. Wayfinding and Signage RFP*
 - iii. Technical Assistance Grant Submission- National Park Service Rivers, Trails and Conservation Program*
 - iv. County GIS Mapping*
 - v. IDOT TIP Administrative Modification*
 - b. Discussion & Vote:*
 - i. TIP Amendment*
 - VCCD- Kickapoo Rail Trail Project
 - ii. FY 16- UPWP Budget Amendment*
- VI. Old Business**
 - a. Agency Reports*
 - i. Danville Mass Transit*
 - ii. City of Danville*
 - iii. Vermilion County*
 - iv. Townships (Danville, Newell, Georgetown, Catlin)*
 - v. Towns (Tilton, Georgetown, Westville, Catlin, Belgium)*
 - vi. CRIS*
 - vii. Vermilion Regional Airport*
 - viii. IDOT*
 - ix. FHWA/FTA*
- VII. Adjournment**

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

DATS TECHNICAL COMMITTEE MINUTES

July 09, 2015

A meeting of the Danville Area Transportation Study (DATS) Technical Committee was held on Thursday, July 09, 2015 at Danville City Hall, 17 W. Main St., Danville, IL.

DATS Technical Committee Chairman Doug Staske called the meeting to order at 10:30 AM.

I. Roll Call:

MEMBERS IN ATTENDANCE: Doug Staske, Vermilion County Highway
Robert Nelson, IDOT District 5
Jim Wilson, Newell Township
David Schnelle, City of Danville
Lisa Beith, DMT
Amy Marchant, CRIS

MEMBERS NOT PRESENT: Janet Payonk, Vermilion County Highway
Vermilion Regional Airport Representative
Villages Representative

OTHERS IN ATTENDANCE: Jaclyn Marganski, DATS Director
Brian Trygg, IDOT District 5
Liila Bagby, Planner
Tom Kelso, IDOT OP &P

II. Approval of Agenda with an addition of an Item of Information – VCCD TIP Amendment for Kickapoo Rail Trail Construction

Motion to approve the modified agenda made by Jim Wilson and seconded by Lisa Beith.

a. Voice vote: Yea 6 Nay 0 Absent 3 Abstain 0

III. Approval of Minutes from Technical Committee Meeting of June 4, 2015. Motion to approve the meeting minutes made by Amy Marchant and seconded by Jim Wilson.

a. Voice vote: Yea 6 Nay 0 Absent 3 Abstain 0

IV. Public Comment Period

No public comments.

V. New Business

a. Items of information:

- i. Greater Downtown Danville Parking and Mobility Study- Parking in downtown Danville was discussed in length, as a part of the recent EPA Sustainable Infill Development Workshop. Due to the interest in downtown parking, the MPO has drafted an RFP for Downtown Parking, and aims to have the project be consultant led, which would mean the FY16 UPWP document will have to be amended (it was originally supposed to be a special study completed in house).

1. This study will inventory existing parking, parking demand, provide options for consolidation and/or expansion, and include the role of transit, bicycle and pedestrian travel.
2. Amy requested CRIS' parking lot be included in the study area. The Technical Committee agreed to allow this inclusion, as the CRIS parking lot is directly adjacent to the study borders.
- ii. National Park Service- Technical Assistance Grant Opportunity
 1. MPO staff is currently working on completing a National Park Service- Rivers, Trails and Conservation Assistance Program application, to plan the connection between the City of Danville and the Kickapoo Rail Trail.
 2. This grant would provide technical assistance to the MPO, to perform the planning process (expertise, public participation, alternatives, and funding identification).
 3. The MPO is partnering with VCHD, DACVB, VCCD, and Cycles Plus.
 4. Applications are due August 1.
- b. Discussion and Vote:
 - i. LRTP 2040- Document Final Approval and Adoption
 1. Director Marganski and DATS Staff submitted the Final 2040 LRTP document to the Technical Committee for review and approval. DATS Staff noted a few changes that have been made- primarily around the performance measures table on pages 46 & 47.
 2. Amy Marchant requested the MPO provide her data on the Urbanized Area, this data will be a big help in discussions regarding CRIS' specific needs, and being able to demonstrate why those needs exist.
 3. Motion to approve and adopt the 2040 LRTP was made by Robert Nelson and seconded by Jim Wilson.
 4. Voice Vote: Yea 6 Nay 0 Absent 3
Abstain 0

VI. Old Business

a. Agency Reports

i. Danville Mass Transit

1. Documentation for the Transfer Zone has been submitted to IDOT. DMT has heard that their project still ranks high, even with the current status of the State's budget. They have a signed agreement, and have invested nearly \$200,000 into the project so far in architectural and engineering studies.

ii. City of Danville

1. Bowman Avenue is nearing completion, when the area dries out, the will be able to finish the landscaping.
2. The City is currently working on developing a Storm Water master plan, as a result of major water damages sustained to the community in recent storm events.
3. The City has a resolution for the execution of Poland Road (resurfacing).
4. The City has received preliminary cross-sections for sidewalks and bike lanes on Denmark Road.

iii. Vermilion County

1. Similar to the City, the County is chasing damages sustained from the recent storms. The rain has delayed several construction projects.
2. Due to the State's budget impasse, after June, the county may not have access to MFT funding.
- iv. Townships (Danville, Newell, Georgetown, Catlin) – No report
- v. Towns (Tilton, Georgetown, Westville, Catlin, Belgium)- No report
- vi. CRIS
 1. CRIS has a signed contract with IDOT for planning of a new transit facility and 5 passenger buses. The contract utilizes both state and federal funding.
 2. CRIS has a wonderful new entrance, designed by City Engineer, David Schnelle. It provides convenient access for the aging population which CRIS serves.
- vii. IDOT
 1. The bridge deck waterproofing on US 136 (between Danville and Oakwood) is 70% complete.
 2. The resurfacing of I-74 between US Route 49 and Danville is 12% complete.
 3. IDOT has made an agreement with CUUATS and the U of I to develop a web app that will track bicycle usage. The idea is for the app to be available for use to all MPOs in the state.
- viii. Airport
 1. No report

VII. Adjournment

- a. Motion to adjourn made by Jim Wilson and seconded by David Schnelle.
- b. Meeting adjourned by DATS Technical Committee Chairman Doug Staske at 11:15 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.

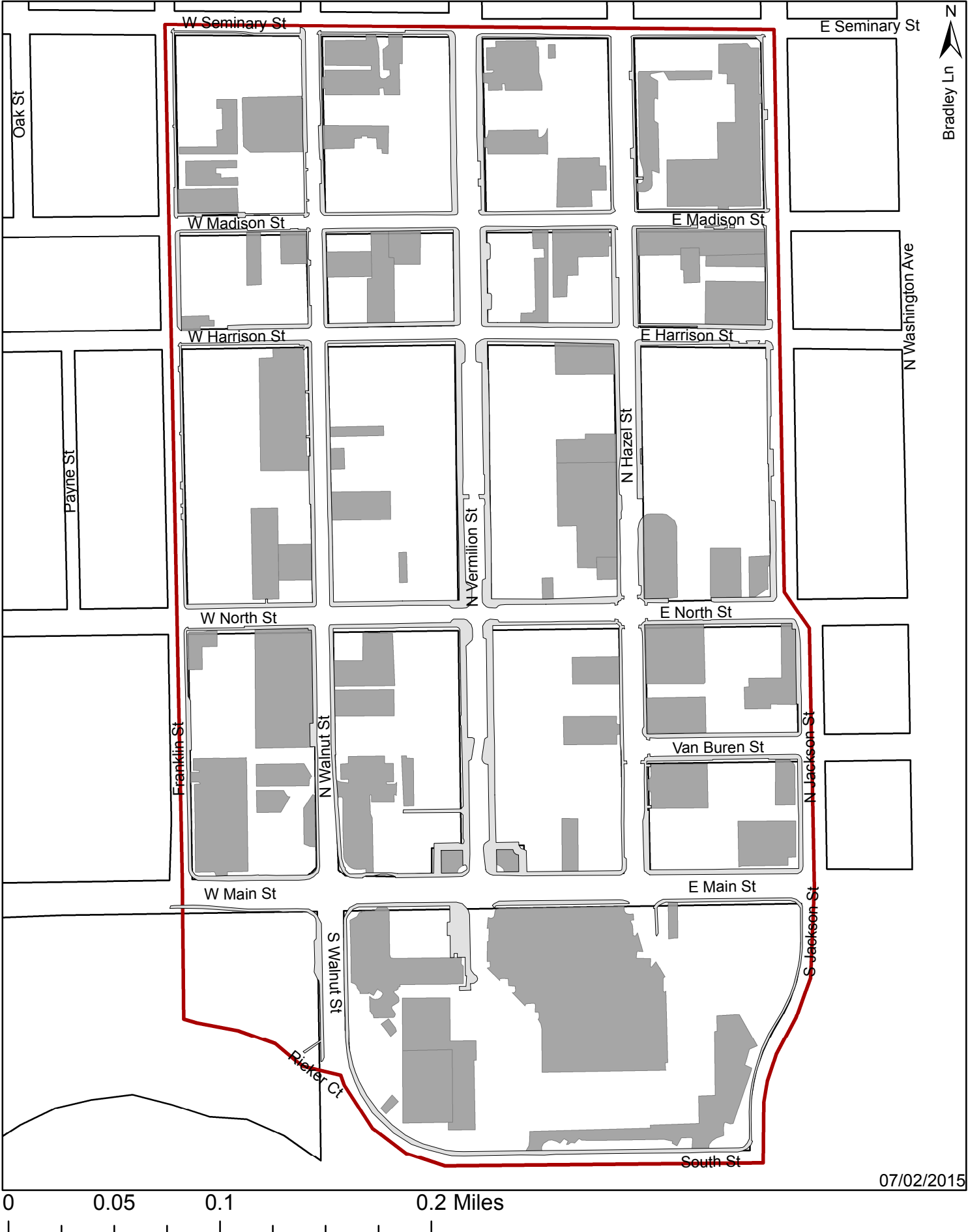
The consultant shall certify compliance with all provisions of the Drug Free Work Place Act (30 ILCS 580/1 et. Seq.).

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:

Lilla 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:

Lilla 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

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							
JURISDICTION _____ IDOT _____											
C029	US 136 (Main Street)	Resurfacing (SMART)	East of Lick Creek in Danville	Indiana State Line	NHPP-State / State Match			184.00	736.00	920.00	
C037	US 150 / IL 1	Resurfacing (SMART) / Pedestrian Ramps - ADA	South City Limits of Georgetown	North City Limits of Ridge Farm	NHPP-State / State Match			260.00	1,040.00	1,300.00	
A105	I-74	Patching / Microsurfacing Joint Repair	West of I-57 at Champaign	Indiana State Line	State Only			500.00		500.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
TOTAL (In 1,000's)						0.00	0.00	944.00	1,776.00	2,720.00	

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							
JURISDICTION _____ IDOT _____											
C029	US 136 (Main Street)	Resurfacing (SMART)	East of Lick Creek in Danville	Indiana State Line	NHPP-State / State Match			184.00	736.00	920.00	
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A105	I-74	Patching / Microsurfacing Joint Repair	West of I-57 at Champaign	Indiana State Line	State Only			500.00		500.00	
										0.00	
										0.00	
										0.00	
										0.00	
										0.00	
TOTAL (In 1,000's)						0.00	0.00	944.00	1,776.00	2,720.00	

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	2,827.88	0.00	2,945.62	
TOTAL (In 1,000's)						117.74	0.00	2,827.88	0.00	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					

EXHIBIT III: Line-Item Budget**A. Revenues:**

FUND AMOUNT	FUND SOURCE		<i>Total Budget</i>
\$149,372	PL		\$208,610
\$17,516	FTA		
\$41,722	STATE METRO		
\$0	LOCAL		
\$208,610	TOTAL		

B. Expenses

PERSONNEL	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
MPO Staff	\$134,835	PL	\$90,350	\$22,587.50	STATE METRO / LOCAL
Director (80%)	\$52,692	FTA	\$17,516	\$4,379	STATE METRO / LOCAL
Planner 1 (55%)	\$32,236				
Support Staff	\$49,907				
Oversight	\$20,052	Personnel amounts reflect direct and non-direct expenses.			
GIS (25%)	\$17,302				
Financial (10%)	\$5,015				
Professional Intern(s)	\$7,538				
CONTRACTUAL	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
Advertising	\$400	PL	\$320	\$80	STATE METRO / LOCAL
Professional Services	\$51,000	PL	\$40,800	\$10,200	STATE METRO / LOCAL
Dues	\$500	PL	\$400	\$100	STATE METRO / LOCAL
Training	\$2,500	PL	\$2,000	\$500	STATE METRO / LOCAL
Computer Services & Support	\$11,500	PL	\$9,200	\$2,300	STATE METRO / LOCAL
Postage	\$275	PL	\$220	\$55	STATE METRO / LOCAL
Other Contractual	\$1,000	PL	\$800	\$200	STATE METRO / LOCAL
COMMODITIES	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
Publications	\$100	PL	\$80	\$20	STATE METRO / LOCAL
Office Supplies	\$1,000	PL	\$800	\$200	STATE METRO / LOCAL
Telephone	\$500	PL	\$400	\$100	STATE METRO / LOCAL
CAPITAL OUTLAYS	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
Technology Upgrades	\$5,000	PL	\$4,000	\$1,000	STATE METRO / LOCAL

EXHIBIT III: Line-Item Budget**A. Revenues:**

FUND AMOUNT	FUND SOURCE		<i>Total Budget</i>
\$149,372	PL		\$222,490
\$28,620	FTA		
\$44,498	STATE METRO		
\$0	LOCAL		
\$222,490	TOTAL		

B. Expenses

PERSONNEL	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
MPO Staff	\$148,470	PL	\$89,888	\$22,471.88	STATE METRO / LOCAL
Director (80%)	\$65,865	FTA	\$28,620	\$7,155	STATE METRO / LOCAL
Planner 1 (55%)	\$32,236				
Support Staff	\$50,369				
Oversight	\$20,052	Personnel amounts reflect direct and non-direct expenses.			
GIS (25%)	\$17,302				
Financial (10%)	\$5,015				
Professional Intern(s)	\$8,000				
CONTRACTUAL	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
Advertising	\$400	PL	\$320	\$80	STATE METRO / LOCAL
Professional Services	\$51,000	PL	\$40,800	\$10,200	STATE METRO / LOCAL
Dues	\$500	PL	\$400	\$100	STATE METRO / LOCAL
Training	\$2,500	PL	\$2,000	\$500	STATE METRO / LOCAL
Computer Services & Support	\$11,500	PL	\$9,200	\$2,300	STATE METRO / LOCAL
Postage	\$275	PL	\$220	\$55	STATE METRO / LOCAL
Other Contractual	\$1,000	PL	\$800	\$200	STATE METRO / LOCAL
COMMODITIES	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
Publications	\$100	PL	\$80	\$20	STATE METRO / LOCAL
Office Supplies	\$1,000	PL	\$800	\$200	STATE METRO / LOCAL
Other Commodities	\$100	PL	\$80	\$20	STATE METRO / LOCAL
CAPITAL OUTLAYS	TOTAL COST	FUND SOURCE	AMOUNT	REQUIRED MATCH	MATCH SOURCE
Technology Upgrades	\$5,000	PL	\$4,000	\$1,000	STATE METRO / LOCAL