

**Request for Qualification (RFQ)**  
**Bi-State Regional Commission Freight Commodity Efficiency Study/Plan Data Analysis**  
**Addendum Covering**  
**Henry, Mercer and Rock Island Counties, Illinois and Muscatine and Scott Counties, Iowa**  
**February 2023**

**Proposal Submission Requirements**

Submission Deadline: March 16, 2023 no later than to 2:00 p.m. CDT

Submission Location/Contacts: Bi-State Regional Commission Regional Commission  
Denise Bulat AND Gena McCullough  
1504 Third Avenue  
Rock Island, IL 61201 OR  
[dbulat@bistateonline.org](mailto:dbulat@bistateonline.org) AND [gmccullough@bistateonline.org](mailto:gmccullough@bistateonline.org)

Submission Copies: One (1) electronic copy.

Question Deadline: March 9, 2023 no later than 4:30 p.m. CDT

Question Contact: Questions must be **submitted in writing** via e-mail to:  
Bi-State Regional Commission Regional Commission  
Denise Bulat AND Gena McCullough  
[dbulat@bistateonline.org](mailto:dbulat@bistateonline.org) AND [gmccullough@bistateonline.org](mailto:gmccullough@bistateonline.org)

Question Responses: All submitted questions, and the answers to those questions, will be posted and available to all firms at [www.bistateonline.org](http://www.bistateonline.org) from the homepage with the RFQ.

**Introduction to Project**

The purpose of this work is to prepare desktop data analysis as an addendum to the Bi-State Regional Commission Freight Plan found here <https://bistateonline.org/documents/transportation/2723-final-bsrc-final-report-pdf.html> including freight data, profiles, infrastructure, trends, and performance measure requirements of the USDOT and AASHTO. The five-county Bi-State Region is located on the Mississippi River and includes Muscatine and Scott Counties in Iowa and Rock Island, Henry, and Mercer Counties in Illinois. The total population of the Bi-State Region is 427,559, according to the 2020 Census. A freight plan was completed in 2015 for the Bi-State Region and there is a need to refresh the data in the plan. The Bi-State Regional Commission is the Metropolitan Planning Organization (MPO) for the Quad Cities, Iowa/Illinois and is currently defined as a Transportation Management Area with over 285,000 population.

Objectives and Deliverables include:

- Update base freight data that will support an on-going regional freight planning function.
- Support the freight data needs necessary for Bi-State Regional Commission to prepare the 2055 Quad City Area Long Range Transportation Plan projected to be adopted March 2026.
- Develop a final product for the Bi-State Regional Freight Study that will be the publication of a Regional Freight Plan Data-Related Addendum.
- The Addendum will include documentation of all multi-modal freight data collected.

**Process**

Bi-State Regional Commission staff will facilitate the project including financial administration, RFQ development, consultant procurement/selection, and consultant contract administration. Bi-State Regional Commission staff routinely provide grant administration services and special study oversight for state and federally funded projects.

Funding for the project is being provided by the Illinois and Iowa Departments of Transportation (DOT) and Bi-State Regional Commission and was federally funded and included in the Bi-State Regional Commission Transportation Planning Work Program. The project will begin upon execution of the contract between selected consultant/team and the Bi-State Regional Commission. Within the contract a payment process will be established. The Bi-State Regional Commission will request reimbursement from the Departments of Transportation through federal and state grant process; therefore, federal assurances and regulations will apply. There may be a Disadvantaged Business Enterprise or Targeted Small Business Goal for the contracted work. Proposals submitted to Bi-State Regional Commission may be subject to Illinois and Iowa open records laws.

### **Proposal Content Requirements**

Responses to this Request for Qualification should not include any pre-printed or promotional material. Proposals will be evaluated based on the criteria noted in this Request. Interviews may be conducted if deemed necessary by the selection committee. Potential consultants must be listed on the Illinois and Iowa DOT list of pre-qualified consultants. Firms not currently pre-qualified must complete the process of becoming pre-qualified prior to award of contract. Those consultants receiving this Request for Proposal directly through the mail are requested to respond in writing if they are not submitting a proposal.

Proposals shall include the following items:

A. Letter of Transmittal-

Provide a letter of transmittal briefly outlining the firm's understanding of the work, general information regarding the firm and individuals to be involved, as well as the name, address, telephone number, fax number and email address of the contact person for the submitted proposal.

B. Profile of Firm-

The proposal shall include general information about the firm including; official name, address, principal officers, and firm's area of expertise.

C. Proposal-

The proposal shall include the name of the anticipated project manager, his/her experience, and the names and experience of other key personnel who will be assigned to the project.

The proposal shall describe the work experience of the firm on similar projects within the past five years. Project references shall include the following:

- Project name
- Project location
- Project administrator, contact person and contact information
- Brief description of the project
- Key personnel assigned to project
- Initial project budget and the final project amount
- Date project was completed

The proposal must address the ability of the firm and each sub-consultant, if applicable, to integrate this project into their present workload and complete the project within the given timeframe as specified in the project schedule. The proposal shall describe the name, location, type and percentage of work to be performed by any and all subcontracting firms. Type and percentage of work needs to be broken down for each subcontracting firm.

D. Project Approach-

The proposal shall include a general description of the firm's approach in satisfying the following scope of services. (Note: the scope of services may be negotiated refined at the time of contract development.)

**Scope of Work**

**Task 1. Data Collection**

Inventory all existing freight data that is available including data sources which include free and readily available resources such as TRANSEARCH and FAF2 databases. Acquire any remaining freight data needed for the study within the budget.

Collection of baseline operational data to enable the Bi-State Regional Commission to develop a freight model section for the Quad City Area 2026 Long Range Transportation Plan.

Information needed if available will include:

- Tonnage by commodity
- Capacity by commodity and mode (lock size, truck size, train car capacity, air capacity, etc.)
- Average trip length and speed
- Number of current intermodal lifts
- Major areas of delay and length of delay/bottlenecks
- Carriers for all modes
- Average time to load/off-load at terminals

**Performance Measures**

Develop suggested performance measure metrics for each of the region's freight modes and:

- safety
- reliability
- environment impact (emissions reductions/air quality benefits)
- intermodal connectivity
- economic benefit
- fuel and time savings
- increase in number of railyard lifts
- tonnage transported
- estimated degree of regional impact
- estimated degree nuisance issues such as reductions in noise levels, visual obstructions, vibrations, etc.

**Existing and Future Commodity Flow Assessment**

Create an existing commodity flow database with the multi-modal network and capacity data acquired. Use the database to conduct an existing commodity flow assessment which will include a review of key modes, freight corridors, commodities, tonnage, value, and origins and destinations at the regional, state, and national level. The assessment will also provide characteristics and magnitude of current freight (vehicle volume counts by type and specific locations) activity within the Bi-State Region.

Assess and analyze existing freight "bottlenecks" and system deficiencies that impact freight movement. The analysis will include, but not be limited to, operational impediments, locations of recurring congestion, substandard infrastructure, inadequate level of service, lack of suitable access to freight facilities, and system gaps in the freight network.

Identify and analyze safety and security "hot spots" or locations with high freight-related crashes or emergency incidents in the region including high-crash and incident locations and rail-roadway at-grade crossing issues.

### Modal Freight Profiles Updates

Update the freight system profiles for each of the five modal systems; highway, rail, port, intermodal, and air cargo with any changes since the prior plan and the mode's role in the region's freight delivery system.

### Final Addendum Documentation

Provide a final regional freight plan addendum that updates technical details, as well as a concise Executive Summary for the addendum, and a project briefing PowerPoint based on the updates.

The **deliverables**:

- A completed current Regional Commodity Flows Profile
- A completed Regional Freight Network Bottleneck and Safety/Security Assessment Report
- Forecast methodology recommendations
- A completed Future Regional Commodity Flows Profile to the extent possible
- Analysis of the Profile and Report in the form of a technical memorandum as applicable
- Database files
- Performance measures and appropriate metrics
- Five updated modal Regional Freight Profiles

### COST PROPOSAL

See "Fees and Compensation" below. The proposed project budget is being provided in advance of the selection process for reference and should not be submitted as part of the proposal.

#### Proposed Project Budget

	Estimated Hours	Rate/Hr	Total Est. Cost
1. Direct Labor (List by position All professional personnel Participating in this project) <b>Total Direct Labor</b>			\$ _____
2. Overhead Cost (overhead percentage rate) x (total director labor) <b>Total Overhead</b>			\$ _____
3. Other Direct Costs (List other items and basis for computing cost for Each, Examples include; computer services, equipment, data Procurement etc.) <b>Total Other Direct Costs</b>			\$ _____
4. Subcontracts (NOT anticipated due to the scope of this project) (For each; list identity, purpose and rate) <b>Total Subcontracts</b>			\$ _____
5. Travel (NOT anticipated due to the scope of this project) a. Travel by private automobile within the Bi-State Region (List number of days x rate) <b>Total Travel</b>			\$ _____
6. Profit (Percentage rate x basis) <b>Total Profit</b>			\$ _____
<b>Total Estimated Cost and Profit</b>			\$ _____

## Proposed Project Budget – By Task

	Amount
Data Collection	_____
Suggested Performance Measures	_____
Existing & Future Commodity Flow Assessment	_____
Updated Modal Freight Profiles	_____
Final Addendum Document, PowerPoint Presentation and Executive Summary	_____
<b>Total</b>	<b>\$_____</b>

### **Project Schedule**

The proposal shall include a general project schedule and estimated completion date but no later than December 31, 2023. The draft schedule for the task completion is shown below but may be refined during contract negotiations. The Consultant will begin work immediately upon receiving written notice to proceed. All work by the Consultant will be completed within eight (8) months from the date of authorization but no later than December 31, 2023, at which time the final Bi-State Regional Freight Plan's Addendum will be provided in hard copy and electronically with a PowerPoint presentation made to the Bi-State Regional Commission Transportation Policy Committee.

Data Collection	Month 1-3
Suggested Performance Measure Updates	Month 1-3
Existing & Future Commodity Flow Assessment	Month 3-6
Updated Modal Freight Profiles	Month 3-6
Final Addendum Document, PowerPoint Presentation and Executive Summary Completed	Month 7-8

### **Existing Data**

A copy of all relevant existing information and records within or available to the offices of Bi-State Regional Commission will be furnished at no cost to the consultant. It is the consultant's responsibility to determine the information needed from that which is available as it may regard formulation of the proposal and to collect any additional data which may be required. All additional data or information needs shall be the responsibility of the consultant for determination and collection.

Bi-State Regional Commission does not guarantee the accuracy of available existing data and leaves to the consultant the responsibility for verification and applicability of the existing data. A data sharing agreement with the BSRC will be signed by all members of the consultant team restricting the use of any data files provided by BSRC for the exclusive use of this project.

### **Fees and Compensation**

Cost will not be considered in the selection process. Therefore, costs should not be submitted as part of this proposal. Costs for preparation of requested proposals shall be borne by those submitting proposals. Quotation of fees and compensation is an activity that will occur after the prime firm is selected. The estimate of costs and person hours per work item will be an exhibit in the consultant contract. Should interviews be necessary, they must include the major work task performers, project team leader(s) and the team member.

### **Consultant Evaluation/Contract Schedule**

Solicitation for Proposal	February, 2023
Proposals Due:	March 16, 2023
Conduct Interviews if Needed:	Between March 16-22, 2023
Consultant Selection:	By March 22, 2023
Award Contract to Selected Consultant:	Week of March 27, 2023

### **Consultant Evaluation Criteria**

All proposals will be evaluated and scored by Bi-State staff. Proposals will be ranked based on the qualifying categories and criteria outlined below with a maximum cumulative score of 100 points.

	Qualifying Categories	Possible Points	Points Awarded
1.	Proposal of Consultant Team: Training and proposal of project manager and key personnel; Experience in handling similar projects; Familiarity and extensive experience with freight multimodal plans	30	
2.	Project Understanding and Approach: Information requested in the RFP was completely addressed in the proposal; Demonstrated an understanding of services required and exhibited a well devised plan of how project work will be accomplished; Quality of project components; Thoroughness in addressing travel survey process and transportation network modeling; Development of alternative solutions to technical challenges and design obstacles; problem-solving ability; innovative ideas for making the project go quickly and smoothly	35	
4.	Availability: Capacity to integrate project into current workload; Ability to meet deadline requirements and adhere to the negotiated project schedule; Availability to keep sponsor and appropriate representatives informed on the progress of the project, attend meetings on short notice and resolve issues in a timely manner.	25	
5.	References on Similar Projects: Ability to communicate and cooperate with advisory committees; Ability to maintain budgets and deadlines; End product met client's requests and requirements; Overall quality of work.	10	