

2009 QBS
Request for Statement of Qualifications and Performance Data (SQPD)
and Statement of Interest (SOI) for the
Transit Component
of the Kane County Long Range Comprehensive Plan

Kane County is in need of professional services from a qualified firm to provide consultant services for the transit component of Kane County's Long Range Comprehensive Plan.

The attached *Preliminary Scope of Services* provides background, objectives and products that will be required of the consultant.

At this time it is anticipated that work will be started June 2009 with an anticipated completion date of June 2010.

The Statement of Qualifications and Performance Data (SQPD) and Statement of Interest (SOI) shall be **submitted VIA EMAIL no later than 4:00 P.M. on Thursday, April 30, 2009** and should be addressed to Heidi Files, AICP, Senior Planner. Heidi Files' email address is filesheidi@co.kane.il.us. *If a firm has previously submitted a SQPD, an additional submittal is not required.*

Statements of Qualifications and Performance Data (SQPD) and Statements of Interest (SOI) received will be used by County staff to develop a short-list of at least three (3) firms. The County will then submit a Request for Proposal (RFP) and schedule interviews with the short-listed firms.

For more information regarding the content and format of the SQPD and SOI, please reference our QBS document found at <http://www.co.kane.il.us/dot/qbs/csp.pdf>.

If you plan to enter into a joint venture with another firm for this project please note this on your Statement of Interest (SOI), including the name of the firm you are entering into a joint venture with for this project. A Statement of Qualifications and Performance Data (SQPD) must be submitted or already be on file for each firm entering into a joint venture, and all sub-consultants.

Short-listed firms will be posted on our website at www.co.kane.il.us/dot. Click on the link labeled "Request for Consultant Services", then click on the link labeled "Summary Table".

A Statement of Qualifications and Performance Data (SQPD) and Statement of Interest (SOI) received after the above-noted deadline will not be considered during our consultant selection process.

Transit Component Of Kane County's Comprehensive Long Range Plan

Preliminary Scope of Services

Project Background Information

The proposed project will address the transit component of Kane County's Long Range Comprehensive Plan (LRCP). It will also update the Kane County Transit Opportunity Assessment Study which was completed in October 2002. The transit component is important to the long range planning efforts of the public transit system because it specifically addresses the different needs of the urban, suburban, and rural areas in Kane County.

Kane County consists of 30 municipalities and sits on the western edge of the Chicago Metropolitan Region. The County experienced rapid growth over the last few decades, with a population exceeding 500,000 in 2007. Additionally, the population of Kane County is aging and becoming more diverse. The urban areas of the County, located primarily along the Fox River corridor, currently support more traditional transit due to the higher densities and connective street systems. The suburban areas located in the areas immediately west of Randall Road have lower densities and more sporadic street design impeding the success of traditional transit systems. The rural areas are more isolated and require even further modified transit options. While some transit enhancements have occurred since the preparation of the Kane County 2030 Plan, there is still a significant opportunity to provide more transit in the automobile-dominated environment in Kane County. Specifically, the transit component of the Long Range Plan will help foster improved Metra and Pace services, the establishment of new Transportation Demand Management (TDM) and Transportation System Management (TSM) strategies, additional commuter rail stations, park and ride facilities, and other transit connections such as incremental implementation of BRT along Randall Road.

Based upon an assessment of the transit market characteristics and existing and future land use planning, the transit component will provide 5-, 10- and 30-year implementation recommendations, and will include the identification of appropriate funding sources. This study will also inform and react with the other ongoing Kane County 2040 transportation planning activities, the ongoing Pace Route 529 study, and the Kane County Randall Road Bus Rapid Transit initiative.

The Transit Committee of the Kane/Kendall Council of Mayors will be re-established, and will act as a project steering committee, to provide municipal and agency input and review of the plan at various stages of the study. Members of the Committee will also include Kane County staff, Pace, Metra, RTA and CMAP and may include Kane County elected officials.

Proposed Schedule

The anticipated completion date of the study is June 2010.

Spring/Summer 2009: Select Consultant
Summer 2009: Begin Long Range Plan Process/Develop Vision
Fall 2009-Spring 2010: Complete Draft Study
June 2010: Release Draft Transit Plan for Public Comment

Scope of Services

Task 1. Inventory Existing Services

This task will identify and assess existing transit service and transit-related facilities and provide the current service levels for the Kane County area. The consultant will work with the service providers (Pace and Metra) to obtain ridership statistics and facility inventory. It will include fixed and feeder routes, paratransit inventory including Ride in Kane and ADA services and other relevant programs in Kane County such as Van Pools and subscription bus. It will include type of service provided, routes and coverage areas, ridership levels, boardings and alightings, parking inventory of Metra/Pace facilities and off site park-n-ride lots, customer base (i.e. special user groups, general public, clients only, etc), budget and service hours by day of week. An inventory of transit supportive infrastructure such as bus stops, shelters and sidewalks between transit facilities and nearby land uses including Pace transportation center and Pace bus garages (e.g., Elgin, Aurora) and passenger waiting locations (Pace, Metra and business) along fixed route transit services will be provided.

Deliverable(s)*:

- Matrix/report identifying all collected data/Existing Conditions Report
- Maps and support graphics identifying existing transit network, stations, facilities
- Maps and support graphics identifying transit supportive infrastructure inventory

*The deliverable/report will be distributed to the Transit Committee (the project steering committee) for review and comment but will remain in draft form and not revised until final draft version.

Task 2. Data Collection and Market Study

Travel Data:

Update transportation and traveler data and use the information to provide updated market information. This will include origin/destination data by traffic analysis zone (CMAP), parking demand, *by trip purpose data* (census), and major employer data on employee origins (including start/end times and work shifts), surveys (business, municipal and residents). The consultant will also coordinate with the consultant team for the *Transportation Component* of Kane County's Long Range Comprehensive Plan for AADT and VMT projections.

Labor Data:

The most recent Census data (including special census data where available), the US Department of Labor (DOL) and the Illinois Department of Employment Security (IDES) will be used for determining labor force inventory. The consultant will conduct an inventory of the existing labor force and demographics, define jobs in the County (by NAICS, the North American Industry Classification System, location, etc.), and will develop forecasts of employment supply and demand.

The consultant will hold a public outreach event to hear from other stakeholders and employers to understand labor and transportation issues/needs in the County. The consultant will also attend a Kane County Paratransit Coordinating Council meeting and interview the committee members about their constituents' labor and transportation needs.

Additional Market Information:

This task will identify un-served and under-served markets, both spatially and categorically (rural areas, seniors, low income, persons with disabilities etc.). High volume generators such as community colleges, county and municipal facilities, recreation facilities, shopping centers and major employment hubs including special training facilities such as AID's center, and major hubs outside of Kane County (such as the Schaumburg/Woodfield Mall area, O'Hare airport and downtown Chicago) will be identified. The consultant will also identify areas within the County with low income families and TANF recipients.

The consultant will seek comments from municipalities in Kane County, through the Transit Committee of the Kane/Kendall Council of Mayors, regarding concerns, needs and desires for improved or new transit services, and to review and consider relative upcoming development projects, and how those projects will affect the transit market.

This information will update and build upon the current Transit Opportunity Assessment Study.

Deliverable(s)*:

- Travel data report
- Labor data report
- Underserved market report plus corresponding map(s)/graphics
- Graphics identifying employment and entertainment hubs of Kane County and outside Kane County
- Survey results
- Interview results and list of concerns, needs, recommendations

*The deliverable/report will be distributed to the Transit Committee (the project steering committee) for review and comment but will remain in draft form and not revised until final draft version.

Task 3. Gaps Analysis

The Gaps Analysis will review the existing services (from Task 1) and the underserved transit markets (from Task 2) in this task and provide a detailed assessment of the transit opportunities across the County. This task will provide the information needed for Task 4, where transit system improvement recommendations will address the gaps in the system.

Deliverable(s)*:

- Detailed assessment report plus corresponding maps/graphics

*The deliverable/report will be distributed to the Transit Committee (the project steering committee) for review and comment but will remain in draft form and not revised until final draft version.

Task 4. Public Transportation System Improvement Recommendations

The consultant will make 5-, 10- and 30-year recommendations for innovative transit supportive programs and transit supportive land uses. This task will make recommendations for service additions or improvements to underserved transit markets across the County. Recommendations will be based on matching service types to markets identified in task 2. Recommendations may include bus and rail transit service, including fixed-route service (regional, bus rapid transit (BRT), community circulators, feeders, shuttles), demand actuated (route deviation, dial-a-ride), ride share (car and can pool), and Taxi and shared taxi. Infrastructure improvements such as passenger waiting facilities, park & ride locations, and TDM and TSM strategies will also be included for the roadway system.

This study will incorporate the recommendations from the Pace Route 529 study. It will also build upon the Kane County Bus Rapid Transit Study for Randall Road. A high-level overview of

general recommendations for the incremental implementation of BRT along Randall Road will be prepared. This will include sample zoning ordinance and comprehensive plan language for transit supportive infill and redevelopment and a list of short-term and long-term recommendations for the County and municipalities to consider. It may also include a sample land use overlay district for the consideration of municipal infill and redevelopment opportunities along Randall Road.

A cost-benefit analysis will also be prepared for the recommendations. Recommendations will be prioritized and a schedule for implementation will be outlined.

Deliverable(s)*:

- Short- and Long-Range Transit Supportive Recommendations, identifying transit program improvements, infrastructure/facility improvements, and TDM and TSM strategies

*The deliverable/report will be distributed to the Transit Committee (the project steering committee) for review and comment but will remain in draft form and not revised until final draft version.

Task 5. Funding Sources

A review of the plan's costs will be prepared and analyzed according to available funding. Outside funding sources (including private partnership with businesses that need services like feeders to Metra stations) will also be identified and recommendations for attaining outside funding for improvements will be made. The consultant will also make recommendations for continued funding options for the Ride in Kane program.

Deliverable(s)*:

- Funding strategy plan/program implementation strategies report

*The deliverable/report will be distributed to the Transit Committee (the project steering committee) for review and comment but will remain in draft form and not revised until final draft version.

Task 6: Meetings

Description: An important consideration in this study is to ensure the participation of the various municipalities and the general public in both the process and the implementation of the study's recommendations. Coordination with the regional transit agencies (Pace and Metra), the Regional Transportation Authority and CMAP and consideration of their regional plans will be essential for this study. The Transit Committee of the Kane/Kendall Council of Mayors will be re-established, and will act as a project steering committee, to provide municipal and agency input and review of the plan at various stages of the study. Members of the Committee will also include Kane County staff, Pace, Metra, RTA and CMAP and may include Kane County elected officials. The consultants will develop and implement a process for municipal and public endorsement of the plan, and will include presentations to the Council of Mayors and the County Board.

The consultant will anticipate a minimum of 7 Transit Committee (the project steering committee) meetings and 3 County Board meeting presentations (and will present findings upon completion of the final report), in addition to monthly coordination meetings with staff. The consultant will provide support to County staff in scheduling meetings, coordinating communication with stakeholders, preparing agendas and other meeting materials, writing meeting minutes, etc. Attend and develop 2 public outreach events to solicit stakeholder, employer and citizen comments on the labor and transportation needs, public feedback, including support to County staff in preparing advertisement / promotional materials for the event, securing meeting space, coordinating meeting logistics, preparing presentation materials (exhibits, PowerPoint, etc.), handouts (brochure), providing post-event summary reports, assisting with follow-up to public inquiries, and providing a mechanism for ongoing study updates to interested citizens. In

addition, the consultant will meet with the consultant team for the Randall Pace Route 529 study to incorporate their recommendations into this study.

Deliverable(s):

Meeting notices, agendas, supplemental materials, minutes, promotional materials, brochure, exhibits, PowerPoint presentations, post-public event summary report, documentation of public inquiries and responses.

Task 7. Final Plan

A final plan will be prepared from the previous tasks. The consultant will provide any data, maps exhibits and GIS files etc. to the consultant(s) who are working on the Transportation Component of Kane County's Long Range Comprehensive Plan (LRCP). The transit plan will inform the County's 2040 LRCP.

Deliverable(s):

Twenty (20) copies of a Draft Final Report for review and comments to the Transit Committee. Once comments are provided to the selected consultant, the Final Report will be made available in two (2) weeks and presented to the Transit Committee for final approval. Once approved by the Transit Committee, the final report will be presented to the County Board for adoption.

The ultimate product is the development of fifty (50) copies of each of the following:

1. Final Report (bound)
2. Executive Summary with an attached compact disc of the entire Final Report

Fifty (50) compact discs with Final Report, Executive Summary and all related study information electronically (example: maps, power point presentations, meeting minutes etc.)

Reference Materials Provided to Selected Firm

The following information is available for review at the Kane County Web Site (www.co.kane.il.us/dot):

- Kane County 2030 Transportation Plan (<http://www.co.kane.il.us/dot/planning.asp>)
- Kane County Paratransit Coordination Study (<http://www.co.kane.il.us/dot/planning.asp>)
- Kane County Bicycle and Pedestrian Plan (<http://www.co.kane.il.us/dot/planning.asp>)
- Kane County Transit Opportunity Assessment Study (<http://www.co.kane.il.us/dot/planning.asp>)
- Kane County 2030 Land Resource Management Plan (<http://www.countyofkane.org/Pages/2030LRMP.aspx>)

Contacts

Any questions regarding the project may be directed to Heidi Files, AICP, Senior Transportation Planner, at 630-406-7308 or via email at filesheidi@co.kane.il.us.