

VILLAGE OF  EST. 1892  
**LA GRANGE PARK**

**VILLAGE OF LA GRANGE PARK - REQUEST FOR PROPOSALS (RFP)**

**RFP Name:** Professional Planning and Design Services for  
The 31st Street Corridor Transportation Plan  
**Date Issued:** Thursday, April 24, 2025  
**Contact Person:** Derek Rockwell, Senior Planner/Project Coordinator  
**Email Address:** [drockwell@lagrangepark.org](mailto:drockwell@lagrangepark.org)  
**Phone Number:** (708) 354-0225, x206

**RFP Response (Proposal) Submission Deadline**

Your Proposal shall be placed in a sealed envelope, marked:

“PROFESSIONAL PLANNING AND DESIGN SERVICES FOR  
THE 31<sup>ST</sup> STREET CORRIDOR TRANSPORTATION PLAN”

and addressed to Derek Rockwell, Senior Planner/Project Coordinator and delivered to the Village at the below listed “DELIVERY/MAILING ADDRESS” prior to the acceptance deadline, **4:30 PM ON THURSDAY, MAY 22, 2025**. The required paper copies of the RFP Response Submittals and the electronic version (PDF format) of the RFP Response Submittals stored on a USB drive may be delivered to the Village by United States Mail, messenger delivery or personal delivery. The electronic version of the RFP Response Submittals may also be submitted via email to [drockwell@lagrangepark.org](mailto:drockwell@lagrangepark.org).

Please inform the Village of your intent to submit by **4:30 PM on Thursday, May 15, 2025** by delivering a Letter of Intent addressed to Derek Rockwell, Senior Planner/Project Coordinator at the below listed “DELIVERY/MAILING ADDRESS”. The Letter of Intent may be delivered to the Village by United States Mail, messenger delivery, personal delivery or emailed to [drockwell@lagrangepark.org](mailto:drockwell@lagrangepark.org).

**DELIVERY/MAILING ADDRESS**

Village of La Grange Park  
447 N. Catherine Avenue  
La Grange Park, IL 60526

Attention: Derek Rockwell,

Senior Planner/Project Coordinator

Please submit **three (3) paper copies** and **one (1) electronic version (PDF format)** of the RFP response documents. Electronic version should be submitted via USB drive or emailed to [drockwell@lagrangepark.org](mailto:drockwell@lagrangepark.org).

Location of RFP and Addenda: A copy of this RFP can be examined or obtained on the Village's website (<https://www.lagrangepark.org/177/Transparency-Portal>). You are encouraged to check the Village's website prior to submitting a Proposal to ensure that you are responding to the current version of the RFP and to any issued addenda.

### **I. Project Background**

The Village of La Grange Park (population 13,295), located in Cook County approximately 14 miles west of Chicago, is a vibrant residential community with a strong sense of place, excellent schools, and active commercial districts. The 31st Street corridor is a key east-west arterial serving multiple functions: it links residential neighborhoods, local businesses, and key intersections like La Grange Road and Maple Avenue, and serves as a gateway to the Village's Tax Increment Financing (TIF) and Business Development Districts along 31<sup>st</sup> Street.

The Village is developing a 31<sup>st</sup> Street Corridor Transportation Plan in order to improve the safety of pedestrians, cyclists, and motorists, to maximize the economic benefits the corridor can offer to the community, and to improve the overall image and identity of the Village. The Plan will be funded in part by \$180,000 in Statewide Planning and Research funds administered by the Illinois Department of Transportation (IDOT) - Agreement #25-1439-00002. The Plan will recommend specific transportation investments and streetscape improvements for 31<sup>st</sup> Street based on data analysis and community feedback.

### **II. Study Area**

The proposed study area includes the entire portion of 31<sup>st</sup> Street that is located within the Village of La Grange Park, from La Grange Road on the west to Maple Avenue on the east. The corridor is approximately 1.2 miles in length and serves as the Village's primary east-west thoroughfare. 31<sup>st</sup> Street includes a variety of retail, commercial, industrial, recreational, and residential uses, as well as the 31<sup>st</sup> Street/Barnsdale Tax Increment Financing (TIF) District and three Business Development Districts. The study area also includes the Barnsdale Road corridor from 31st Street on the south to just north of 26th Street. In addition to its proximity to neighborhood commercial and residential areas in La Grange Park, 31<sup>st</sup> Street is also a primary access route for the Brookfield Zoo and other regional destinations like the Salt Creek Trail and Des Plaines River Trail. The attached map illustrates the study area and offer a visual representation of the project scope.

### **III. Project Description**

The 31<sup>st</sup> Street Corridor Transportation Plan will summarize safety concerns, mitigation strategies, and safety improvements based on a review of existing crash reports, physical observations of the existing roadways and intersections, and stakeholder outreach. The Plan will highlight potential implementation strategies, including descriptions of actions that should be taken to advance the recommended safety improvements and potential

funding streams for those improvements. Local stakeholder outreach will be key to understanding community needs and perspectives, ensuring that the resulting plan is inclusive and reflective of local priorities.

The project will yield a comprehensive planning study to serve as a guiding document, consolidating findings from data collection and analysis, physical assessments, and stakeholder input. The Plan will outline a holistic set of recommendations aimed at improving safety and accessibility and enhancing the image/attractiveness of the corridor, as well as encouraging additional private investment on 31<sup>st</sup> Street and in the community at large. The Plan will also propose specific implementation strategies for priority projects, including actionable steps for advancing safety improvements, policy recommendations, and identification of potential funding sources.

The Plan will include engineering analyses for key intersections to determine feasibility of certain improvement types and concept illustrations, renderings, or other graphics as appropriate to depict proposed improvements to the corridor.

#### **IV. Key Objectives/Expected Outcomes**

The 31<sup>st</sup> Street Corridor Transportation Plan will be organized around the following outcomes:

- **Improve transportation infrastructure and safety** – Assess and analyze the condition of a major regional thoroughfare/state route and potential improvements to increase community safety through roadway, bicycle, and pedestrian enhancements for all users.
- **Enhance local and regional accessibility and connectivity** – Look for opportunities to improve connectivity between regional destinations, forest preserves, and neighboring municipalities, as well as local parks, neighborhoods, and other key corridor destinations. Enhance the accessibility of 31<sup>st</sup> Street by promoting alternative transportation options and fostering a safer and more vibrant urban environment.
- **Invest in walkability** – Recommend streetscape elements, such as signage, landscaping, lighting, seating/furnishings, public art, and other enhancements, to improve gateways and wayfinding and provide a more comfortable and pleasant environment for pedestrians, as well as to create a high-quality pedestrian environment through streetscape design. This portion of the Plan will require coordination with the Village-wide [Branding and Identity Plan](#), which was approved by the Village Board in March 2025.
- **Engage the community and key stakeholders** – Involve residents, business owners, and other community stakeholders in the planning process and integrate their feedback into the vision, concepts and recommendations, and prioritization of strategies. The Illinois Department of Transportation (IDOT) will also be engaged throughout this process to ensure that the Plan’s recommendations for 31<sup>st</sup> Street are feasible.
- **Provide a roadmap for implementation and funding** – Prioritize recommendations, identify clear implementation steps, and include potential

funding sources for the recommended improvements. The Plan should indicate which projects are eligible for TIF and Business District funding and also list relevant grant opportunities.

## **V. Scope of Services/Project Deliverables**

The expected project stages, activities, and deliverables include:

**A. Community Engagement.** Stakeholder outreach involves engaging with residents, local businesses, community organizations, and relevant authorities to gather insights, concerns, and suggestions. Consultants should include an outreach strategy in their proposal and are encouraged to propose innovative approaches to reach key stakeholders and the public. Consultants should specify engagement methods and the number of public events and meetings to be held during the planning process. At a minimum, there should be at least:

- One (1) project initiation meeting with Village staff.
- One (1) public kickoff meeting.
- One (1) community-wide survey.
- Two (2) focus group meetings with:
  - The Village's business community.
  - The Village's regional partners/stakeholders (e.g., Village of Brookfield, Forest Preserves of Cook County, IDOT, Indiana Harbor Belt Railroad, Pace, etc.).
- Two (2) coordination meetings with IDOT.
- One (1) public open house.

**B. Existing Conditions Analysis.** The consultant will analyze current conditions in the study area as they relate to the project's key objectives. The existing conditions analysis should include sufficient background and detail to justify and explain the recommendations that are made in the Plan. The project will commence with a site visit and thorough review of existing data to identify trends and hotspots. The existing conditions presentation should address issues and present relevant information regarding such topics as:

- On-the-ground physical observations related to roadway conditions, intersection designs, and ADA compliance.
- Land use, zoning, and recent and upcoming development projects.
- Traffic, parking, circulation, safety, roadway jurisdictions, and the overall transportation network and associated facilities and maintenance responsibilities, as applicable to the project.
- Pedestrian and bicyclist facilities and the atmosphere for walking and biking.
- Public infrastructure and recent and upcoming capital projects.
- Lighting, landscaping, and environmental issues.
- Community amenities, destinations/attractions, and character elements.
- Relevant Village, county, and state agency policies, plans, and programs.

*Deliverable: Existing conditions presentation (i.e. PowerPoint), including a summary of public engagement findings, descriptions of issues and opportunities, maps, data/charts, and other graphics to assist in understanding and assessing roadway and streetscape conditions and considering improvements.*

- C. Preliminary Recommendations and Vision.** Before preparing the draft Plan, the consultant will outline the vision statement and preliminary concepts for the Plan. The purpose of this deliverable is to provide the Village Board with a summary of key recommendations before developing them in detail; if there are significant concerns with any element of the Plan, they should surface at this point and be resolved. The deliverable will be provided to Village staff for review and comment.

*Deliverable: Key recommendations presentation (i.e. PowerPoint), including a vision statement and preliminary concepts based on community engagement and existing conditions analysis.*

- D. Draft Plan.** The consultant will develop a draft Plan based on the information and data gathered during the community engagement, existing conditions analysis, and feedback from the presentation of preliminary recommendations. The deliverable will be provided to Village staff for review and comment. It may be appropriate to schedule a presentation with the Village's Commercial Revitalization Committee. Recommendations should cover the following areas:

- Overall framework plan to illustrate all project recommendations.
- Site-specific roadway, infrastructure, and other right-of-way improvements.
- Opportunities to support walking and biking through intersection enhancements, traffic calming, and other streetscape elements.
- Minimum of three (3) initial engineering analysis for key intersections.
- Minimum of three (3) concept illustrations, renderings, or other graphics to depict proposed improvements.
- Implementation strategies and potential funding opportunities.
- Recommendations should align with the Village's approved Branding and Identity Plan, particularly in relation to signage, wayfinding, public art, and streetscape materials.

*Deliverable: Draft Plan, including text recommendations, overall framework plan, concept maps and renderings of key intersections and/or sub-areas, summary of all community engagement activities and data from surveys or polling, and other supporting maps, graphics, and images.*

- E. Final Plan.** The consultant will prepare a final plan document that incorporates review comments of the draft Plan. This document should address project definition, prioritization, phasing, and implementation, including next steps and projects that may be undertaken in the near-, mid-, and longer-term to achieve the overall vision. The deliverable will be provided to Village staff for review and comment and then presented to the Village Board.

*Deliverable: Final Plan, including text recommendations, overall framework plan, concept maps and renderings of key intersections and/or sub-areas, summary of all community engagement activities and data from surveys or polling, and other supporting maps, graphics, and images. The final plan should be ready for immediate use and public dissemination.*

**F. Implementation.** After the Plan is completed, the consultant will facilitate a workshop meeting with the Commercial Revitalization Committee and Village staff to prioritize the next steps for plan implementation.

## **VI. Procurement Details**

### **Selection Process & Tentative Schedule**

- **April 24, 2025:** Release Request for Proposals
- **May 8, 2025:** Pre-proposal meeting
- **May 15, 2025:** Notice of intent to submit due
- **May 22, 2025:** Proposals due
- **June 3-6, 2025:** Candidate interviews
- **June 2025:** Consultant selection and Village Board approval
- **July 2025:** Project kickoff

The Village may issue one or more addenda to the RFP and may extend the above time schedule to allow the consultants to prepare and submit supplemental materials in response to the addenda.

**Reserved Rights:** The Village reserves the right to seek clarification of information submitted by any consultant(s) in response to this RFP and/or to request additional information from the consultants during the evaluation process.

The Village reserves the right, at any time and for any reason, to cancel this consultant procurement process, to reject any or all proposals, to accept an alternative proposal or to waive any technical compliance issues with the proposals.

**Incurred Costs and Submitted Proposals:** The Village will not be liable in any way for any costs incurred by consultants in replying to this RFP or any part of the procurement process. The submitted Proposals shall become public records of the Village upon receipt by the Village and shall not be returned to the consultant.

### **Proposal Submittal Requirements**

1. Cover Letter
2. Statement of Qualifications
  - Description and qualifications of your firm and team.

- Resumes of key staff. Identify the project manager.
  - Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel for the subcontractor.
  - A detailed description of no less than three (3) similar projects successfully completed by the firm or consultant team in the past three to five years and a detailed description of the results of that work.
  - Three (3) references for which the consultant has completed similar projects, including the project title and the reference's name, email address, and phone number.
3. Project Understanding
- Provide a written description of your firm's understanding of the project services outlined in the scope.
4. Approach to Scope of Work
- Provide a description of how you will complete the work, identifying all major phases to the work and the sequence of tasks to be completed.
  - Indicate how your firm would schedule the work, including the relative timing of meetings and major milestones.
5. Project Cost
- Estimate lump sum total cost (not-to-exceed amount) for the scope of work, including any reimbursable expenses.
  - Specify the number of hours and hourly rates for key staff, and any other expenses in the estimation of cost.

*Evaluation Criteria*

- Approach and methodology aligned with the project goals.
- Relevant experience and qualifications.
- Demonstrated record of experience of the consultant firm, as well as identified staff, in providing the professional services identified in this scope of work.
- Quality of past work and references.
- Clarity and creativity in presentation.
- References.
- Cost of proposed services.

*Right to Reject Proposals*

The Village reserves the right to accept any Proposal, any part or parts thereof, or to reject any and all Proposals. The Village reserves the right to waive minor informalities or irregularities in the Proposals received, to accept any Proposal deemed advantageous to the Village, or to reject any and all Proposals submitted. A conditional Proposal may be considered non-responsive and may be rejected. The Village may make such investigations as it deems necessary to determine the ability of the proposer to perform the work in conformity with the proposer, and the proposer shall furnish to the Village all such information and data for this purpose as the Village may request.

*Negotiations*

The Village reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The Village may require the entire Proposal be made an integral part of the resulting professional services contract. This implies that all responses, supplemental, and other submissions provided by the proposer during the discussions or negotiations will be held by the Village as contractually binding on the successful proposer.

## **VII. Insurance Requirements**

Prior to entering into a professional services contract with the Village, the successful consultant must provide a Certificate of Insurance showing proof of insurance, which meets or exceeds requirements set forth below.

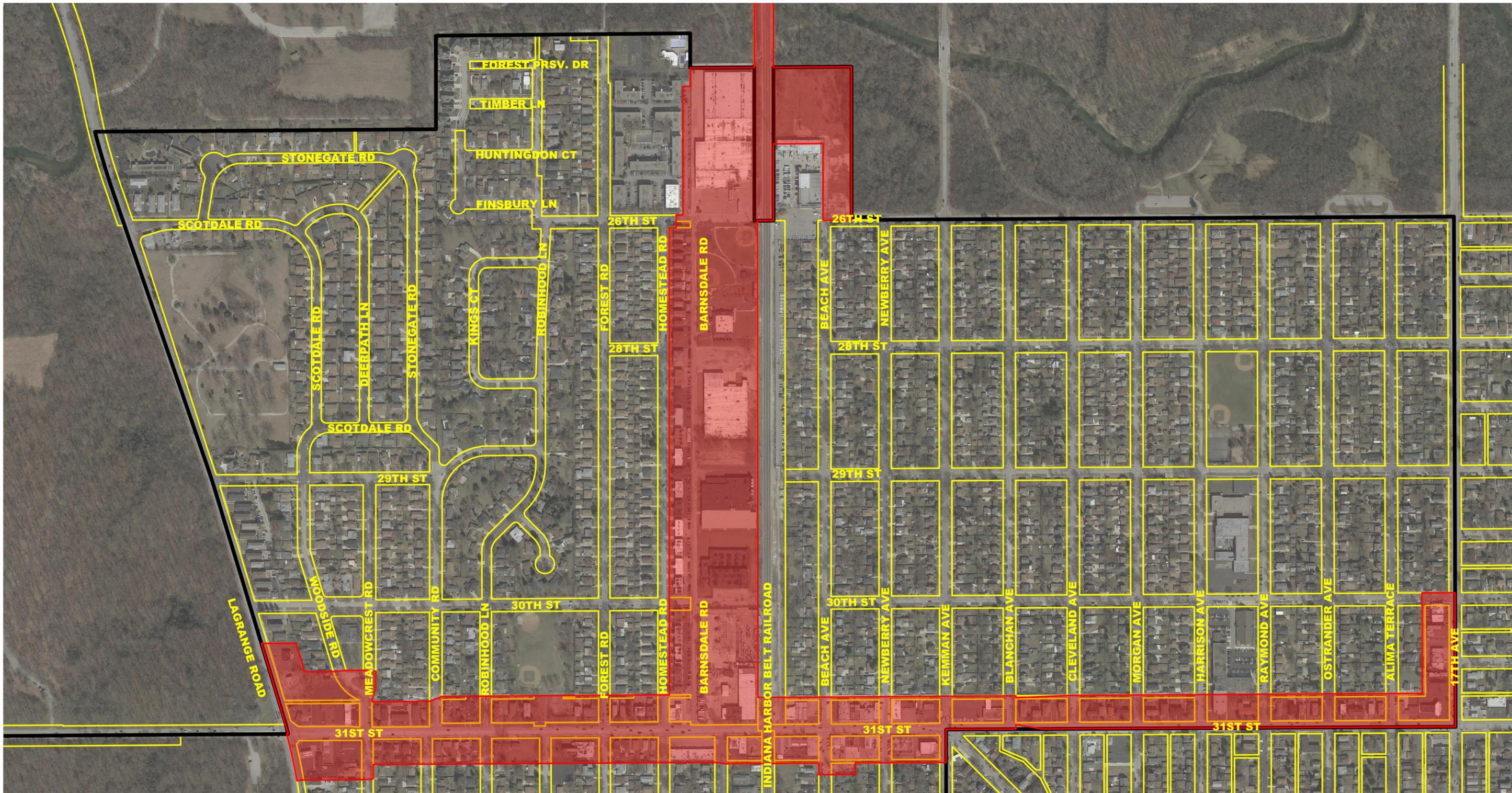
- A. During the term of the professional services contract, the contractor shall provide the following types of insurance in not less than the specified amounts:
  - a. Commercial General Liability - \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate;
  - b. Auto Liability - Combined Single Limit Amount of \$1,000,000.00 on any contractor owned, and/or hired, and/or non-owned motor vehicles engaged in operations within the scope of this contract;
  - c. Professional Liability - \$1,000,000.00;
  - d. Workers Compensation - Statutory; Employers Liability \$500,000.00 (the policy shall include a 'waiver of subrogation'); and
  - e. Umbrella Coverage - \$2,000,000.00
  
- B. The aforementioned insurance requirements shall be fulfilled by the contractor by maintaining insurance policies which name the Village, its officers, agents, employees, representatives, and assigns as additional insureds (except on policies for professional liability and workers compensation). Such insurance shall be primary and non-contributory with respect to any insurance or self-insurance programs covering the Village, its officers, agents, employees, representatives, and assigns. Contractor and its insurers will waive subrogation on workers compensation and general liability coverages. The contractor shall furnish to the Village satisfactory proof of coverage by a reliable company or companies, before commencing any work. Such proof shall consist of certificates executed by the respective insurance companies and filed with the Village together with executed copies of an Additional Insured Endorsement (Insurance Form CG2010 - 1985 version). Said certificates shall contain a clause to the effect that, for the duration of the contract, the insurance policy shall be canceled, expired, or changed so as to the amount of coverage only after written notification 30 days in advance has been given to the Village.
  
- C. The contractor shall require subcontractors, if any, not protected under the contractor's policies, to take out and maintain insurance of the same nature in amounts, and under the same terms, as required of the contractor.

**Attachment 1 – Study Area Map**

# 31st Street Corridor Transportation Plan Overview Exhibit



SCALE: 1" = 500'



Drawing file: C:\Temp\AcPublish\_15836\2024 IEP Exhibits.dwg Oct 16, 2024 4:26pm



**Attachment 2 - SPR Grant Award Summary**



# STATE PLANNING AND RESEARCH GRANTS

## Awarded August 2024

Organization	Project	Federal	State	Local	Total Cost
St. Louis Regional Freightway, Bi-State Development Agency of the Missouri-Illinois Metropolitan District	Southwestern Illinois Freight Railroad Network Analysis and Improvements Program	\$480,000.00	\$120,000.00	—	\$600,000.00
The Board of Trustees of the University of Illinois	METSI Metropolitan Transportation Support Initiative	\$2,500,000.00	—	\$625,000.00	\$3,125,000.00
Tri-County Regional Planning Commission	Peoria County Comprehensive and Multi-Modal Plan (Illinois 29 Corridor Study)	\$240,000.00	\$60,000.00	—	\$300,000.00
Village of Channahon	Regional Intergovernmental Transportation Coordination Study	\$320,000.00	—	\$80,000.00	\$400,000.00
Village of La Grange Park	31st Street Corridor Transportation Plan	\$180,000.00	—	\$45,000.00	\$225,000.00
<b>Totals:</b>		<b>\$7,485,976.99</b>	<b>\$630,494.25</b>	<b>\$1,366,000.00</b>	<b>\$9,482,471.24</b>