

REQUEST FOR PROPOSALS  
FOR  
MASTER PLAN FOR TELECOMMUNICATION FACILITIES

**Overview**

The City of Rapid City requests proposals from qualified firms for planning services to prepare a Master Plan for the location of Telecommunication Facilities in Rapid City. It is the City's intention to select the most qualified respondent to deliver these services.

**Background**

The City of Rapid City is located in Pennington County, South Dakota, in the western half of the state. It borders the eastern edge of the Black Hills and is roughly 42.25 square miles in size. The City has a current population of approximately 60,000 and a mix of land uses.

Currently, the City allows telecommunication towers as a Use on Review in the General Agriculture, General Commercial, Park Forest, Public and Light Industrial Districts. The City Council is currently reviewing a Draft Ordinance Amendment to allow Microcell Cellular Communication Facilities (a characteristically small cellular communications facility providing communication coverage to a geographically limited and specifically defined area) as a Permitted Use in the Central Business, General Commercial, General Agriculture, Hotel-Motel, Civic Center, Public and Business Park Districts.

To date, the City of Rapid City has not adopted a Telecommunication Tower Ordinance setting forth the various requirements under which an application for a Use On Review for a wireless communication tower must be reviewed. The Planning Department staff has presented a Draft Ordinance for Telecommunication Facilities to the Planning Commission. The draft ordinance addresses construction standards including size, height, signage and lighting restrictions, collocation, removal of abandoned or unused towers and impacts upon neighboring properties.

**PROJECT DESCRIPTION**

The Master Plan for the Telecommunication Facilities will identify the location of existing telecommunication facilities and areas for new telecommunications facilities in order to provide sectorized coverage. The Master Plan will be developed to guide the orderly construction of communication towers in Rapid City in order to minimize the number of towers necessary to serve the area's wireless communication needs. In addition, the Master Plan for Telecommunication Facilities must be viable to reflect technological and industry standard changes.

**SCOPE OF SERVICES REQUESTED****A. PRELIMINARY PHASE**

- a. Review existing ordinances and proposed Draft Ordinances related to telecommunication facilities for currency



Final payment and retainage will not be made to the consultant until the Final Report is accepted by the City of Rapid City.

## **GENERAL INSTRUCTIONS**

### INQUIRIES

Please direct questions to:

Vicki Fisher, Senior Planner  
Rapid City Planning Department  
300 Sixth Street  
Rapid City, SD 57701  
(605) 394-4120

### SIGNATURE REQUIREMENTS

Proposals must be signed by a duly authorized official of the proposer. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

### MINIMUM SERVICES OF THE CONSULTANT

The following shall be the basic services and products provided by the consultant.

- A. The consultant agrees to attend and conduct a minimum of one public meeting with industry representatives from the area. The consultant shall be responsible for all public hearing notices, graphics, slides, and handouts, including executive summaries for distribution to the general public, the Rapid City Planning Commission and the Rapid City City Council
- B. The consultant agrees to attend and make presentations at the following meetings:

Presentations of the draft and final Master Plan for Telecommunication Facilities to the Rapid City Planning Commission and the Rapid City Council at dates and times to be determined.

### PROPOSAL SUBMISSION

The City of Rapid City must receive your proposal no later than 4:00 p.m. MST, October 24, 2001. The background information, experience and descriptive examples of the proposers work must be submitted with information to accompany the proposal at the required time of submittal. Eight (8) copies of each proposal must be submitted to the City of Rapid City. Submissions will be directed to:

Planning Department  
Rapid City Planning Department  
300 Sixth Street  
Rapid City, SD 57701

## ADDENDA AND SUPPLEMENTS TO RFP

In the event that it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the proposer to make adequate interpretation of the provisions of this Request for Proposal, a supplement to the RFP will be provided to each proposer.

## REJECTION RIGHTS

The City of Rapid City retains the right to reject all proposals and to re-solicit if deemed to be in their best interests.

Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposer.

## COST OF PROPOSAL PREPARATION

No reimbursement will be made by the City of Rapid City or any other party to this agreement for any costs incurred prior to a formal notice to proceed under a contract.

## PROPOSALS TO BE IN EFFECT

Each proposal shall state it is valid for a period of not less than ninety (90) days from the date of receipt.

## PROHIBITED INTEREST

No member, officer, employee of the City or member of its governing body or of a local public body having jurisdiction within the City's service area, during his or her tenure or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

## TAXES

The contract amount submitted by the consultant should take into consideration the fact that all sponsoring entities associated with the proposed project are exempt from all state taxation, including state sales tax.

## SELECTION PROCESS

A study team will review responses to this Request for Proposal that meet the requirements enumerated and are received prior to the designated closing date.

Upon review of qualified proposers, the committee will designate the most qualified firms as finalists based on professional qualifications, costs and financial data. The selected finalists will appear for an oral presentation and evaluation by the committee which then will select a firm. The selected consultant will be notified and contract negotiations will commence.

## PROJECT APPROACH

The proposer should identify the study process utilized on other significant projects of similar scope and magnitude as well as the process envisioned for this project. The specific procedures and methods proposed for comprising the Master Plan for Telecommunication Facilities and shall be detailed in the proposal.

#### QUALIFICATIONS, COSTS AND FINANCIAL DATA

Those firms submitting proposals will be evaluated according to the qualification of the firm in terms of experience, the ability to perform and manage the work, the ability to work within a schedule, and within a fixed budget. The firm is asked to submit a description of prior work that is related to the scope of work previously described. Particular emphasis will be placed on the qualifications of the firm's key staff, such as the project manager and all staff involved in the project.

The contract for the scope of work will be based on a fee schedule with a not-to-exceed amount. Project fee and cost estimates are not considered binding evaluation criteria. Each firm submitting a proposal must provide a time and cost estimate for each phase of the study based on the services enumerated and the assumed project time frame.

#### SPECIALIZED EXPERIENCE

The following criteria will be weighted equally in evaluating the qualifications of each consultant.

##### *Capacity/Capability*

- (a) Key personnel and individual relevant experience and capability, and outside consultants.
- (b) Diversity of skills – long range planning, land use, and familiarity with Federal regulations governing the telecommunication process.
- (c) Total number of firm employees in project technical disciplines and current workload of personnel.

##### *Technical Ability and Understanding of Requirements*

- (a) Technical approach proposed for meeting tasks.
- (b) Understanding and experience in meeting tasks.
- (c) Understanding and experience in addressing cellular tower and service.
- (d) Project schedule.
- (e) Personnel assigned to tasks.
- (f) Quality of examples of previous work.

##### *Project Organization and Management*

- (a) Project team.

- (b) Management Procedure - work reports.
- (c) Quality Control.

Past Record of Performance

Completion time - quality - efficiency

Volume of Work Previously Awarded

Familiarity with and Proximity to the City of Rapid City

Knowledge of Cellular Tower and Service Issues

GENERAL EXPERTISE REQUIRED

The services envisioned within this Request for Proposal includes all of the transportation planning, civil engineering and traffic engineering disciplines necessary for the completion of the project desired.

MISCELLANEOUS

All previously mentioned information will be made available to the selected consultant, as well as any other maps or documents pertinent to the development of this document.

The City of Rapid City retains the right to amend the contract with the successful proposer to include other possible areas of concern with this project.

NON-DISCRIMINATION/AMERICANS WITH DISABILITIES ACT

The successful consultant shall comply with the requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful Consultant shall provide services in compliance with the Americans with Disabilities Act of 1990.

CONTRACT PROVISIONS AND ASSURANCES

The contract must be in compliance with state and local requirements applicable to such contracts.

**SUMMARY**

All plans, calculations, maps, digital files, reports, correspondence, minutes of meetings, and related data generated for the study will be included in the final documents submitted to the City of Rapid City.