



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

300 Sixth Street

Patsy Horton, Transportation Planning Coordinator
Transportation Planning Division
City web: www.rcgov.com

Phone: 605-394-4120
Fax: 605-394-6636
e-mail: patsy.horton@rcgov.com

MEMORANDUM

To: Legal and Finance Committee

From: Patsy Horton, Transportation Planning Coordinator

Date: July 25, 2002

Re: Eglin Street (SD Highway 230) Corridor Analysis Request for Proposals

Staff is requesting authorization to advertise a Request for Proposals for the preparation of a Corridor Analysis for Eglin Street (SD Highway 230). This corridor analysis and street network study will address Eglin Street transportation issues and the proposed reconstruction of Exits 60 and 61. Based on the anticipated development expansion in the area surrounding this transportation corridor, staff recommends careful study of transportation and other infrastructure issues. This process will prepare the City for the infrastructure demands of development and allow better coordination with developers.

The Executive Policy Committee of the Metropolitan Planning Organization unanimously approved the Request for Proposals at its July 24, 2002 meeting. Funding for this project is provided by 80% Federal highway planning funds and 20% local match. The local match is available from funds within the Transportation Planning Division Budget (706).

REQUEST FOR PROPOSALS**EGLIN STREET (SD HIGHWAY 230)
CORRIDOR ANALYSIS**

The City of Rapid City in conjunction with the Rapid City Area Metropolitan Planning Organization (MPO) and the South Dakota Department of Transportation (SDDOT) is soliciting proposals from qualified consultants to prepare a transportation study for Eglin Street (SD Highway 230) in northeastern Rapid City. This project will include that portion of Eglin Street extending west of US16B (I-90 Business Loop/East North Street) to LaCrosse Street and extending east of Elk Vale Road (SD437). The study boundary is identified on the attached map.

BACKGROUND

The Eglin Street Corridor in northeastern Rapid City lies just south of Interstate 90, the eastern entrance into Rapid City and the Black Hills. Eglin Street also lies adjacent to the Dakota, Minnesota and Eastern Railroad. In 2005, the South Dakota Department of Transportation anticipates reconstructing Exit 60, providing both eastbound and westbound access to I-90. A recently completed corridor and utility study north of I-90 identifies water and sewer extensions and the extension of Mall Drive as a principal arterial. The reconstruction of Elk Vale Road, a part of the Heartland Expressway, also impacts the Eglin Street Corridor. Additionally, with the interchange reconstruction projects, the potential exists to realign Eglin Street either north or south of the railroad tracks based on the outcome of the corridor analysis.

PROJECT DESCRIPTION

This study is a corridor analysis and street network study of the surrounding existing and proposed roads within the Eglin Street Corridor Analysis boundary. A north/south connection to the area north of Interstate 90 at Exit 60 could change the existing character of Eglin Street. The anticipated extension of East Anamosa Street near Menards both northwest to WalMart and southeast from Menards to Elk Vale Road could significantly increase the traffic through the study area. The consultant is required to develop recommendations regarding proposed treatments for Eglin Street, including number of lanes, intersection locations at LaCrosse Street, E. North Street (US16B), and Elk Vale Road (SD437); types of intersection treatments recommended (full access, right in/right out, etc.); and the need for traffic signal installation/modification including phasing, timing recommendations, and required coordination with other existing signals. The consultant shall also include recommendations regarding potential changes to the existing location of the interchange alignment, and address potential weaving movements created from any proposed changes to the Eglin Street alignment.

SCOPE OF SERVICES REQUESTED***Task 100 Data Review and Collection***

The consultant shall review documents and coordinate with appropriate staff regarding the following: the Rapid City Major Street Plan; Future Land Use Plans; the Northeast Area Analysis; the East Anamosa Street Corridor Analysis; the I-90 Corridor Study; current and proposed interchange designs; and the South Dakota Department of Transportation Accident Statistics.

The consultant shall review existing conditions including, but not limited to: the road network, existing land use, safety, traffic volumes, utility corridors, and topography. The consultant will prepare a location map showing the study area, and the existing and proposed arterial and

collector street system. The City will provide available two foot (2') digital contour files and aerial photography for the Study Area.

Task 200 Public Information & Participation

The City will provide access to the Director of Equalization's property information to allow the consultant to prepare a data base file in Microsoft Access 7.0 format containing fields for property identification number, name & address of owner, legal description, platted acreage, zoning and other data needed to prepare mass mailings, assessment roles, and/or connection fees for financing one or more construction projects in the study area. The consultant will compile data and prepare maps, graphs, or other visual aids for public presentations regarding the road network analysis; and prepare agendas and conduct meetings for these presentations. The consultant agrees to attend necessary meetings to discuss the scope of work, negotiate the contract, and meet with the City and State staff advisory group throughout the project process.

Task 300 Eglin Street Corridor Analysis and Street Network Study

The consultant shall perform the following work items: 1) Examine the relationship between the existing and proposed street network and the effects the proposed street network may have on Eglin Street. 2) Develop future traffic volume projections including morning and evening peaks, movements and directions, design hourly volumes (DHV), peak hour factor (PHF), level of service, and traffic composition (i.e., passenger cars, trucks, buses, or recreational vehicles). Evaluate future traffic projections for reasonableness and compatibility with the road network. Traffic should be analyzed for present conditions (assuming the road was completed), twenty-five (25) year conditions, anticipated build out conditions, and the no-build condition. 3) Develop recommendations for Eglin Street alignment based on analyzing the proposed interchange locations and potential traffic weaving movements exiting the interchange. 4) Develop a conceptual design for existing and future roadway and intersection and/or interchange needs, including costs and right-of-way needs, types of intersection treatments recommended (full access, right in/right out, etc.), the need for traffic signal installation/modification including phasing, timing recommendations, and required coordination with other existing signals. *Pedestrian, bicyclist, and transit service considerations should be factored in all of the above items of work.*

Task 400 Reports and Meetings

The consultant will provide local and state representatives with fifteen (15) copies of the draft corridor analysis and street network study prior to completion of final draft reports. The draft will include an executive summary, preliminary findings and recommendations, and any other information developed as part of the study. The consultant shall include any other pertinent information that might help and/or support the analyses such as: applicable statements from local and state officials, cost effectiveness analyses, funding sources, implementation schedules, etc. The consultant shall review and become familiar with the requirements of the Federal Highway Administration pertaining to federal aid road projects and include all necessary items in the report to satisfy those requirements.

The consultant will provide originals of revised draft reports throughout the public meeting and comment process. Staff of the Rapid City Area Metropolitan Planning Organization will cover the reproduction of documents during first and second draft reviews. The consultant will provide forty (40) final reports of the analysis for submittal to the South Dakota Department of Transportation, Federal Highway Administration, and local governments for use in the planning process.

The consultant shall be required to present the draft and final reports of the corridor analysis and street network study to the Rapid City Council, the Citizen's Advisory Committee, the Technical Coordinating Committee, and the Executive Policy Committee.

SCHEDULE OF PROPOSAL

Proposals shall be governed by the following estimated schedule:

August 30, 2002 -- Written proposals due at the Rapid City Planning Department

September 19, 2002 -- Interviews of selected respondents at Rapid City City/School Administration Center

September 30, 2002 -- Selection of consultant and initiation of contract negotiations

PERIOD OF PERFORMANCE

The City and the consultant will finalize the contract initiation date and the final contract performance period based on the tentative time schedule listed below.

Notice to Proceed – October 22, 2002

Submit Draft Report to Agencies for Review – January 24, 2003

Complete Study – March 14, 2003

The consultant will receive final payment and retainage after the City and Rapid City Area Metropolitan Planning Organization have accepted the Final Report.

GENERAL INSTRUCTIONS

INQUIRIES

Questions about the proposal may arise as proposers are preparing their responses. Submit written inquiries by August 22, 2002 and answers thereto will be mailed to all firms who have received or requested copies of the RFP. Origin of the questions are not identified. Please direct questions to:

Patsy Horton, Transportation Planning Coordinator
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 three public meetings/hearings during the study period. The first meeting will be held to receive input for the corridor analysis and street network study. The second meeting will be arranged for the purpose of a draft document review. The third meeting will be held to present the final report. The consultant shall be responsible for all public hearing notices, graphics, slides, and handouts, including executive summaries for distribution to the general public.
- B. The consultant agrees to attend and make presentations at the following meetings:

Presentation of the draft corridor analysis and street network study to the Rapid City Council, the Citizen's Advisory Committee, the Technical Coordinating Committee, and the Executive Policy Committee at dates and times to be determined.

Final report presentations of the corridor analysis and street network study to the Rapid City Council, the Citizen's Advisory Committee, the Technical Coordinating Committee, and the Executive Policy Committee at dates and times to be determined.
- C. The consultant agrees to prepare a brief synopsis of public comment as part of the final document(s). Official minutes of public meetings and committee meetings are the responsibility of the consultant and shall be included as part of the final document(s).
- D. The consultant agrees to prepare draft documents, make revisions as required, and prepare final document(s) which will include graphics, charts, tables, and an executive summary. The consultant will respond in a timely manner to any comments that result from the State/Federal/Public review, and will provide forty (40) copies of all responses. A minimum of forty (40) final reports of the corridor analysis and street network will be prepared and submitted for staff and officials within the State Department of Transportation, the Federal Highway Administration, the City of Rapid City, and the Rapid City Area Metropolitan Planning Organization. Originals will also be supplied to the City in camera-ready format.

PROPOSAL SUBMISSION

The City of Rapid City must receive your proposal no later than 4:00 p.m. MST, August 30, 2002. 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. A table showing the hours each person will devote to each task and each person's total hours is required. Except for clerical and drafting functions, resumes of these persons should be included in the proposal. Eight (8) copies of each proposal must be submitted to the City of Rapid City. Submissions will be directed to:

Patsy Horton
Transportation Planning Division
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 and the Rapid City Area Metropolitan Planning Organization retain 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 State, 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.

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. Upon the completion of negotiations, the City of Rapid City, the Rapid City Area Metropolitan Planning Organization and the South Dakota Department of Transportation must approve the contract before any work can begin. Federal funding will be utilized in this study and thus the consultant will be subject to all of the federal contracting requirements which are incurred as a result.

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. Include within this proposal the process envisioned for incorporating the specialized disciplines of planning and engineering. The specific procedures and methods proposed for coordinating the requirements of the Federal Highway Administration, the South Dakota Department of Transportation, the City

of Rapid City, and the Rapid City Area Metropolitan Planning Organization 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 must 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 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

Consultant evaluations are based on the following:

Capacity/Capability (35%)

- (a) Key personnel and individual relevant experience and capability, and outside consultants.
- (b) Diversity of skills - transportation planning and civil and traffic engineering.
- (c) Total number of firm employees in project technical disciplines and current workload of personnel.

Technical Ability and Understanding of Requirements (35%)

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

Project Organization and Management (20%)

- (a) Project team.
- (b) Management Procedure - work reports.
- (c) Controlling Construction - cost estimates.
- (d) Quality Control.

Past Record of Performance (10%)

Completion time - quality - construction cost comparison.

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 proper execution of the project desired.

MISCELLANEOUS

All previously mentioned information will be made available to the selected consultant, as well as, the Operations Plan for the Rapid City Area Metropolitan Transportation Planning Process, the latest available traffic counts, a map of the study area, the Rapid City Major Street Plan, Future Land Use Studies, and any other maps or documents pertinent to the development of this study.

The City of Rapid City, the Rapid City Area Metropolitan Planning Organization and the South Dakota Department of Transportation retain 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 submit upon request quarterly Title VI (civil rights) State of Contractor reports to the South Dakota Department of Transportation. The successful Consultant shall provide services in compliance with the Americans with Disabilities Act of 1990.

CONTRACT PROVISIONS AND ASSURANCES

Federal funds received by the Rapid City Area Metropolitan Planning Organization will be used as a component of the overall funding of this project. Accordingly, the selected consultant will be required to comply with all applicable Federal regulations and contracting provisions required by the Federal funding authority, including 49 CFR Part 31 - Allowable Costs, Civil Rights, Minority Business Enterprise, and other applicable assurance provisions. Additionally, 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.