



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

300 Sixth Street

Patsy Horton, Transportation Planning Coordinator
Transportation Planning Division
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TO: Legal and Finance Committee

FROM: Patsy Horton, Transportation Planning Coordinator

DATE: October 7, 2003

RE: Professional Service Agreement with SRF Consulting Group, Inc. for the 2004-2008 Transit Development Plan in an amount not to exceed \$65,986

Staff is requesting approval of the contract with SRF Consulting Group, Inc. for the completion of a 2004-2008 Transit Development Plan. A current and valid transit development plan for local transit properties is required to continue receiving federal operating assistance. The last transit development plan for Rapid City was completed in 1991 for the years 1992-1996. Since then, several issues have been identified. The current Request for Proposals will address those issues in addition any other items identified through this transit development planning process. The goal of the 2004-2008 Transit Development Plan is to provide a comprehensive, short-term program of transit improvements that meet the identified needs, in compliance with all the Federal Transit Administration guidelines.

The Executive Policy Committee of the Metropolitan Planning Organization approved the proposed contract at its October 2, 2003 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).

Please feel free to contact me anytime if you have questions regarding this study.

STAFF RECOMMENDATION: Staff recommends approval of the contract with minor language changes from SDDOT legal staff review, if appropriate, between SRF Consulting Group, Inc. and the City of Rapid City for the 2004-2008 Transit Development Plan in an amount not to exceed \$65,986.

c: Marcia Elkins, Planning Director

**PROFESSIONAL SERVICES AGREEMENT
RAPID CITY AREA
2004-2008 TRANSIT DEVELOPMENT PLAN**

THIS IS AN AGREEMENT made on this _____ day of October, 2003 between the City of Rapid City, 300 Sixth Street, Rapid City, South Dakota 57701, hereinafter referred to as OWNER, and SRF Consulting Group, Inc., One Carlson Parkway North, Suite 150, Minneapolis, Minnesota 55447-4443 hereinafter referred to as CONSULTANT. This project will encompass the preparation of a 2004-2008 Transit Development Plan to develop a transit service needs assessment and how the transit system can address those needs by providing a comprehensive short-term program of transit improvements that meet the identified needs.

OWNER and CONSULTANT in consideration of their mutual covenants herein agree in respect of the performance of professional services by CONSULTANT and the payment for those services by OWNER as set forth below.

SECTION 1 - BASIC SERVICES TO CONSULTANT

1.1 General

CONSULTANT shall provide to OWNER professional consulting services in all phases of the Project to which this Agreement applies as hereinafter provided. These services will include serving as OWNER's professional consulting representative for the Project, providing professional consultation and advice and furnishing selected transportation planning services.

1.2 Scope of Work

CONSULTANT agrees to perform those tasks delineated in its proposal which is attached to this Agreement and incorporated herein by reference and identified in the Basic Services Scope of Work is described in detail in Exhibit A.

SECTION 2 - ADDITIONAL SERVICES OF CONSULTANT

2.1 Services Requiring Authorization in Advance

If authorized in writing by OWNER, CONSULTANT shall furnish or obtain from others Additional Services of the types listed in paragraphs 2.1.1 through 2.1.7, inclusive. These services are not included as part of Basic Services except to the extent provided otherwise in Exhibit A; these will be paid for by OWNER as indicated in Section 5.

- 2.1.1 Services resulting from significant changes in the general scope, extent or character of the Project including, but not limited to, changes in size, complexity, or method of financing; and revising previously accepted studies, reports or design documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted

subsequent to the preparation of such studies, reports or documents.

- 2.1.2 Investigations and studies involving, but not limited to, detailed consideration of operations, maintenance and overhead expenses; providing value consulting during the course of design; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules and appraisals; assistance in obtaining financing for the Project; evaluating processes available for licensing and assisting OWNER in obtaining process licensing; detailed quantity surveys of material, equipment and labor; and audits or inventories required in connection with construction performed by OWNER.
- 2.1.3 Furnishing services of independent professional associates and consultants for other than Basic Services (which include, but are not limited to, customary civil, structural, mechanical and electrical consulting and customary architectural design incidental thereto);
- 2.1.4 Services during out-of-town travel required of CONSULTANT other than visits to the site, attendance at OWNER's office as required by Section 1, or other services as detailed in Exhibit A.
- 2.1.5 Providing any type of property surveys or related consulting services needed for the transfer of interests in real property and field surveys for design purposes and providing other special field surveys.
- 2.1.6 Preparing to serve or serving as consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project (except for assistance in consultations which is included as part of Basic Services).
- 2.1.7 Additional services in connection with the Project, excluding services which are to be furnished by OWNER in accordance with Article 3, and services not otherwise provided for in this Agreement.

SECTION 3 – OWNER'S RESPONSIBILITIES

OWNER shall do the following in a timely manner so as not to delay the services of CONSULTANT:

- 3.1 Ms. Patsy Horton, Transportation Planning Coordinator with the Rapid City Planning Department, shall act as OWNER's representative with respect to the services to be rendered under this Agreement. Ms. Horton shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to CONSULTANT's services for the Project.
- 3.2 Assist CONSULTANT by placing at CONSULTANT's disposal all available information pertinent to the Project including previous reports and any other data relative to the Project.

- 3.3 Examine all studies, reports, sketches, drawings, proposals and other documents presented by CONSULTANT, obtain advice of an attorney, insurance counselor and other consultants as OWNER deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT.
- 3.4 Give prompt written notice to CONSULTANT whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT's services.
- 3.5 Furnish or direct CONSULTANT to provide Additional Services as stipulated in paragraph 2.1 of this Agreement or other services as required.

SECTION 4 - PERIOD OF SERVICE

- 4.1 The CONSULTANT's period of service shall extend to December 31, 2004 beginning with the OWNER'S issuance of notice to proceed. The CONSULTANT'S services shall be provided in general accordance with the schedule as defined in Exhibit B.

SECTION 5 - PAYMENTS TO CONSULTANT

5.1 Methods of Payment for Services and Expenses of Engineer

- 5.1.1 *For Basic Services.* OWNER shall pay CONSULTANT for Basic Services rendered under Section 1 (as amended and supplemented in Exhibit A) an amount not-to-exceed \$65,986.
 - 5.1.1.1 *Direct Labor Costs and Overhead.* Direct labor costs and overhead shall be paid at a rate equal to CONSULTANT's salary cost times a factor of 1.3729 for all Basic Services rendered on the Project.
 - 5.1.1.2 *Fixed Fee.* A fixed fee of \$7,166 shall be paid on a prorated share based on the amount of work completed upon each billing.
 - 5.1.1.3 OWNER shall pay CONSULTANT the actual costs (except where specifically provided otherwise) of all Reimbursable Expenses approved by OWNER. The term "Reimbursable Expenses" has the meaning assigned to it in paragraph 5.4.
- 5.1.2 *For Additional Services.* OWNER shall pay CONSULTANT for Additional Services rendered under Section 2 as follows:
 - 5.1.2.1 *General.* For additional services of CONSULTANT's principals and employees engaged directly on the Project and rendered pursuant to paragraph 2.1 on the same basis as outlined in paragraphs 5.1.1.1,

5.1.1.2 and 5.1.1.3.

5.2 Times of Payments

- 5.2.1 CONSULTANT shall submit monthly statements for Basic and Additional Services rendered and for Reimbursable Expenses incurred. OWNER shall make prompt monthly payments in response to CONSULTANT's monthly statements.

For these services the OWNER shall make prompt monthly payments to the ENGINEER based on monthly billings submitted by the ENGINEER up to 90% of the maximum fee for each Task as shown on Exhibit B. The remaining 10% shall be due upon completion of the Project.

5.3 Other Provisions Concerning Payments

- 5.3.1 If OWNER fails to make any payment due CONSULTANT for services and expenses within forty-five (45) days after receipt of CONSULTANT's statement therefor, the amounts due CONSULTANT will be increased at the rate of 1.5% per month from said forty-fifth day, and in addition, CONSULTANT may, after giving seven (7) days written notice to OWNER, suspend services under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses and charges.
- 5.3.2 In the event of termination by OWNER upon completion of any phase of Basic Services, progress payments due CONSULTANT for services rendered through such phase shall constitute total payment for such services. In the event of such termination by OWNER during any phase of the Basic Services, CONSULTANT also will be reimbursed for the charges of independent professional associates and consultants employed by CONSULTANT to render Basic Services incurred through such phase. In the event of any such termination, CONSULTANT will be paid for unpaid Reimbursable Expenses previously incurred.
- 5.3.3 The employees of CONSULTANT, professional associates and consultants, whose time is directly assignable to the program shall keep and sign a time record showing the element of the Project, date and hours worked, title of position and compensation rate.
- 5.3.4 *Records.* The CONSULTANT shall maintain an accurate cost keeping system as to all costs incurred in connection with the subject to this Agreement and shall produce for examination books of accounts, bills, invoices and other vouchers or certified copies thereunder if originals be lost at such reasonable time and place as may be designated by the OWNER and shall permit extracts and copies thereof to be made during the contract period and for three years after the date of final payment to CONSULTANT.
All personnel employed by CONSULTANT shall maintain time records for

time spent performing work on study described in this Agreement for a period of three years from the conclusion of the study. Time records and payroll records for said personnel shall be similarly retained by CONSULTANT for a period of three years from the conclusion of the study.

Upon reasonable notice, the CONSULTANT will allow OWNER auditors to audit all records of the CONSULTANT related to this Agreement. These records shall be clearly identified and readily accessible. All records shall be kept for a period of three (3) years after final payment under Agreement is made and all other pending matters are closed.

- 5.3.5 *Inspection of Work.* OWNER auditors shall at reasonable times be accorded proper CONSULTANT facilities for review and inspection of the work in this Agreement. OWNER shall have access to CONSULTANT's premises and to all books, records, correspondence, instructions, receipts, vouchers and memoranda of every description pertaining to this Agreement.
- 5.3.6 *Audits.* The CONSULTANT shall, with reasonable notice, afford representatives of the OWNER reasonable facilities for examination and audits of the cost account records; shall make such returns and reports to a representative as he may require; shall produce and exhibit such books, accounts, documents and property as he may determine necessary to inspect and shall, in all things, aid him in the performance of his duties.
- 5.3.7 Payment shall be made subject to audit by duly authorized representatives of the OWNER.

5.4 Definitions

- 5.4.1 Reimbursable Expenses means the actual expenses incurred by CONSULTANT or CONSULTANT's independent professional associates or consultants directly in connection with the Project, including expenses for: transportation and subsistence incidental thereto; reproduction of reports, graphics, and similar Project related items; and if authorized in advance by OWNER, overtime work requiring higher than regular rates. In addition, if authorized in advance by OWNER, Reimbursable Expenses will also include expenses incurred for computer time and other highly specialized equipment, including an appropriate charge for previously established programs and expenses of photographic production techniques times a factor of 1.0.

5.5 Ownership of Data

Documents and all products of this Agreement are to be the property of the OWNER.

5.6 Publication and Release of Information

The CONSULTANT shall not copyright material developed under this Agreement without written authorization from the OWNER. The OWNER reserves a royalty-free non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, the work for government purposes.

5.7 Acquisition of Property or Equipment

The acquisition of property or equipment will be in accordance with 49 CFR 18.32.

5.8 Subcontracting

CONSULTANT shall perform all work except specialized services. Specialized services are considered to be those items not ordinarily furnished by CONSULTANT which must be obtained for proper execution of this Agreement. Specialized services required by the study, if any, are itemized in Exhibit A of this Agreement.

Neither this Agreement nor any interest therein shall be assigned, sublet or transferred unless written permission to do so is granted by the OWNER. Subcontracts are to contain all the required provisions of the prime contract as required by 49 CFR Part 18, definitions.

5.9 Personnel Employment

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gifts, or any other considerations, contingent upon or resulting from the award of making of this Agreement. For breach or violation of this warranty, the OWNER shall have the right to annul this Agreement without liability, or, in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fees, commission, percentage, brokerage fee, gift or contingent fee.

5.10 Nondiscrimination/ADA

The CONSULTANT agrees to comply with the requirements of Title 49, CFR Part 21 and Title VI of the Civil Rights Act of 1964. The CONSULTANT agrees to submit upon request quarterly Title VI (Civil Rights) State of Contractor reports to the State. The CONSULTANT agrees to provide services in compliance with the Americans With Disabilities Act of 1990.

5.11 Claims

To the extent authorized by law, the CONSULTANT shall indemnify and hold harmless the OWNER, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses and attorney fees, to the extent such claims are caused by any negligent act or omission of, or breach of contract by, the CONSULTANT, its employees, agents, subcontractors or assignees, or other parties not under the control of or responsible to the CONSULTANT. It is further agreed that any and all employees of either

party, while engaged in the performance of any work or services, shall not be considered employees of the other party, and that any and all claims that may or might arise under the Worker's Compensation Act of the State of South Dakota on behalf of said employees, while so engaged on any of the work or services provided to be rendered herein, shall in no way be the obligation or responsibility of the other party.

5.12 Acceptance and Modification

This Agreement together with the Exhibits and schedules identified above constitute the entire agreement between OWNER and CONSULTANT and supersede all prior written or oral understandings. This Agreement and said Exhibits and schedules may only be amended, supplemented, modified or canceled after consultation with, and approval in writing by, the parties to this Agreement.

5.13 Termination or Abandonment

The CONSULTANT and the OWNER share the right to terminate this Agreement upon giving thirty (30) days written notice of such cancellation to the other party. If this Agreement is terminated under this paragraph, CONSULTANT shall deliver to OWNER all work product produced up to the time of termination. OWNER shall reimburse CONSULTANT for all work completed to the date of termination.

5.14 Choices of Law

Any dispute that pertains to or arises out of this contract shall only be litigated in the Seventh Judicial Circuit Court for the State of South Dakota in Rapid City, Pennington County South Dakota. In all cases, South Dakota law shall govern the terms, conditions, and interpretation of this agreement and the conduct of the parties to this agreement.

5.15 Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion

CONSULTANT certifies, by signing this agreement, that neither it nor its Principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement by their duly authorized officers on the day, month and year first written above.

ATTEST:

Finance Officer

(SEAL)

CONSULTANT

OWNER:

Mayor
City of Rapid City
300 Sixth Street
Rapid City, SD 57701

CONSULTANT:

Executive Committee Member
SRF Consulting Group, Inc.
One Carlson Parkway North, Suite 150
Minneapolis, MN 55447-4443

Joseph J. Kern, Principal
SRF Consulting Group, Inc.
One Carlson Parkway North, Suite 150
Minneapolis, MN 55447-4443

STATE OF MINNESOTA

COUNTY OF _____

On this _____ day of _____, 2003, before me, a Notary Public, personally appeared Joseph J. Kern, known to me to be a Principal of SRF Consulting Group, Inc., and acknowledge to me that he did sign the foregoing document as such officer and for the purposes therein stated.

Notary Public

My Commission Expires:

(SEAL)

STATE OF MINNESOTA

COUNTY OF _____

On this _____ day of _____, 2003, before me, a Notary Public, personally appeared _____, known to me to be a member of SRF Consulting Group, Inc.'s Executive Committee, and acknowledge to me that he did sign the foregoing document as such officer and for the purposes therein stated.

Notary Public

My Commission Expires:

(SEAL)

Address for Giving Notices:

Address for Giving Notices:

City of Rapid City
Planning Department
300 Sixth Street
Rapid City, South Dakota 57701
(605) 394-4120

SRF Consulting, Group
One Carlson Parkway North, Suite 150
Minneapolis, Minnesota 55447-4443
(763) 475-0010

EXHIBIT A

Work Plan

The following comprehensive work program is intended to detail specific task activities, assumptions, level of effort, and deliverables associated with SRF's preparation of the Rapid City Transit Development Plan.

Task 1 – Background Information

SRF, working with the RTS staff and the Steering Committee, will identify the purpose and study area of the TDP, including finalizing the proposed study process.

Task Deliverables

- One Steering Committee Meeting: As part of this task, SRF will prepare for and convene one Steering Committee meeting, including preparing and providing all needed meeting materials.
- Three Focus Group Meetings: In addition, SRF, working with RTS staff and the Steering Committee, will prepare for and convene a total of three focus group meetings. These group discussions will focus on developing a qualitative understanding of transit needs in Rapid City. Focus groups will include RapidRide riders and paratransit riders, as well as non-riders of the system. In addition, focus groups will be used to gather input from bus drivers, the Rapid Transit Advisory Board and other stakeholders. We will work with RTS staff to identify focus group participants and will pay particular attention to environmental justice issues. If necessary, we will suggest methods to work directly with special population groups to identify service needs. SRF will document these discussions, including major themes and findings, and any directions that may be pursued during the study process, based on the focus group discussions.
- Drop-in sessions: SRF will facilitate up to two drop-in sessions in the community where area residents can provide additional commentary on service needs. We will work with RTS staff to identify the best locations for these sessions.
- One Public Meeting: SRF will prepare for and facilitate one public meeting at the onset of the TDP process. The purpose of this meeting will be to introduce the general public to the TDP process, to make them aware of the overall purpose and objective of the plan, and to get input on transit service needs from their perspective. This public meeting will be documented by SRF, including all public input and relevant themes, findings and directions that result.



EXHIBIT A

- Study Process: Refined study process, including deliverables, public involvement activities and opportunities, and statement of study purpose and area.

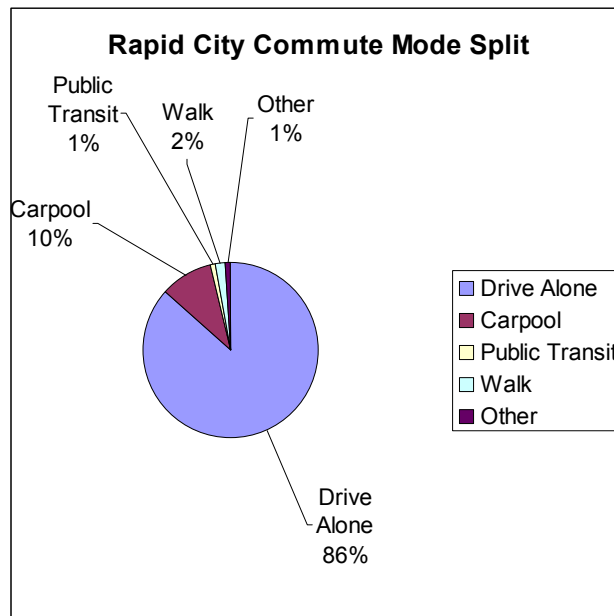
Task 2 – Community and Transit Characteristics

In this task, SRF will describe the history of transit in the Rapid City area, including:

- Current levels of transit services
- Rapid City's socioeconomic conditions
- City land use and development trends
- All major activity generators
- Population, household and employment projections
- Environmental justice information, including minority and low-income population concentrations



We expect to analyze several demographic variables, including population, population density, income, patterns of growth and the transit-dependent population. We will also look to identify major employment, retail, education and social service locations, as these do affect transit ridership.



Task Deliverables

- Technical Memorandum: SRF will prepare a technical memorandum documenting Rapid City community and transit characteristics for submittal and presentation to the Steering Committee.
- GIS Mapping: SRF will map community demographic information to define transit market needs and opportunities.

EXHIBIT A

Task 3 – Existing Transit Service and Facilities in the Area

In this task, SRF will prepare the following:

- Fixed-route system profiles
- Fixed-route ridership and operations data
- Paratransit service profiles, ridership and operations data
- Present private and non-profit transportation services available
- Analysis of existing boarding/alighting information previously gathered by RTS



The intent is to present the current fixed-route and paratransit systems in terms of service levels, operating costs, ridership and coverage. These descriptions form a baseline for understanding current services and performance. We will inventory the span of service, service frequencies, route lengths and running times, transfer points, route utilization, fleet, fare structures and agency organization. Key service data will include passengers, revenue miles and hours, and operating costs. Measures of performance will be presented including per passenger, per mile, per hour and per capita analysis.

Task Deliverables

- Technical Memorandum: SRF will prepare a technical memorandum documenting existing transit service and facilities, as well as system performance data in the Rapid City area for submittal and presentation to the Steering Committee.
- On-Board Survey: SRF will prepare and work with RTS staff to administer and analyze an on-board survey in order to determine the characteristics of those persons currently using RTS and how well present services are meeting their travel needs. Survey results, including findings and recommendations, will be documented in the Technical Memorandum produced as a result of Task 3.
- GIS Mapping: SRF will use GIS capabilities to map current fixed-route transit service and facilities in addition to paratransit service. In mapping paratransit service, passenger trip sheets can be used to map a real day-of-service, plotting time of pick-up/drop-off and location, or lists of registered users could be plotted in order to determine concentrations of users and other characteristics. Boarding and alighting data from the fixed-route system can also be mapped.

"SAMPLE"

EXHIBIT A



Survey of Bus Riders

Please take the time to answer the following questions about bus service in . Your answers will help Transit planners to make sure that your transportation needs are being met. This survey is being passed out to riders during the week of October 16-22. Please respond only once to the survey.

1. What is the main purpose of your trip today? (Check only one)
 - ☐ Doctor/Dentist Appointment
 - ☐ Go to work
 - ☐ Personal business
(bank, attorney, accountant, etc.)
 - ☐ Recreation
(visit friends, movie, eat out, etc.)
 - ☐ Shopping
 - ☐ Go to school
 - ☐ Other (specify): _____
2. How long have you been using this bus service?
 - ☐ Less than 1 month
 - ☐ 1 month to 1 year
 - ☐ 1-5 years
 - ☐ Over 5 years
3. How often do you use this bus service?
 - ☐ 4 or more times per week
 - ☐ 2-3 times per week
 - ☐ Once a week
 - ☐ Less than once a week
4. Do you drive a car?
 - ☐ Yes
 - ☐ No
5. Which of the following would you like to see improved in bus service? Check all those that apply.
 - ☐ A more convenient area to wait for the bus:
where would this be? _____
 - ☐ Buses to run more frequently
 - ☐ Buses to run earlier in the morning
 - ☐ Buses to run later at night
 - ☐ More routes to other parts of the city
6. Age:
 - ☐ Under 18
 - ☐ 18-44
 - ☐ 45-64
 - ☐ 65-74
 - ☐ 75 or older
7. Gender:
 - ☐ Male
 - ☐ Female
8. Do you have any physical conditions that make it difficult to get to the bus?
 - ☐ Yes
 - ☐ No
9. How satisfied are you with bus service in your community?
 - ☐ Very satisfied
 - ☐ Somewhat satisfied
 - ☐ Not very satisfied
 - ☐ Not at all satisfied

EXHIBIT A

Task 4 – Relevant Policies, Programs, Regulations, Practices and Ridership Trends/Projections

In this task, SRF will complete the following:

- Explain federal and state policies and programs affecting public transit
- Describe predominant functions of local transit services
- Present national ridership characteristics
- Review 1991 TDP ridership forecasts and update as necessary
- Complete a current transit ridership analysis
- Discuss factors affecting current and future transit ridership
- Prepare 2004-2008 transit ridership forecasts
- Participation in a Steering Committee meeting

The objective of this task is to identify those forces guiding the overall system, compare RTS to its peers in terms of performance and then look to the future to determine what ridership levels are possible.

Task Deliverables

- Technical Memorandum: SRF will prepare a technical memorandum documenting relevant policies, programs, regulations and practices affecting transit service provision, in addition to Rapid City ridership trends and projections. A peer city review will be part of this analysis, which will include documentation of transit system trends in cities with similar characteristics in terms of size and service to Rapid City. This technical memorandum will be prepared for submittal and presentation to the Steering Committee.
- One Steering Committee Meeting: SRF will participate in a Steering Committee meeting via conference call to discuss the Technical Memorandum. SRF will prepare and provide all needed materials.

Task 5 – Transit System Needs Assessment

In this task, SRF will identify Rapid City transit needs, based in part on the public input processes (i.e., focus groups, drop-in sessions, public meeting and other information). SRF will also establish transit needs categories and will review these identified needs with input from the Steering Committee. At a minimum, it is expected there will be nine needs categories. These categories are anticipated to cover capital needs, paratransit issues, O&M trends, route and service analysis, regulatory compliance, ridership promotional, funding resources, fare issues and miscellaneous needs generated by the input process. These identified needs categories will be used in Task 7 as the basis for future analysis and evaluation.

EXHIBIT A

Task Deliverables

- Technical Memorandum: SRF will prepare a technical memorandum documenting identified transit system needs in Rapid City.
- One Steering Committee Meeting: SRF will participate in a Steering Committee meeting via conference call to discuss the Technical Memorandum. SRF will prepare and provide all needed materials.



Task 6 – TDP Goals and Performance Standards

In this task, SRF will complete the following:

- Prepare TDP goals
- Establish performance standards by need categories
- Convene a Steering Committee meeting to present draft goals and performance standards
- Convene a Public Meeting to present the information developed earlier, and draft system goals and performance standards
- Seek input
- Refine system goals, standards and needs categories based on the input received

System goals and performance standards are essential in guiding future development, operation and investment in transit. In order to achieve the goals, it will be necessary to find the proper balance between ridership and costs. By using performance standards, it is possible to guide investments to maximize expected benefits. We would expect standards to address the quality, efficiency, reliability, safety and convenience of services.

Task Deliverables

- One Steering Committee Meeting: As part of this task, SRF will prepare for and convene one Steering Committee meeting, including preparing and providing all needed meeting materials.
- One Public Meeting: SRF will prepare for and facilitate a public meeting to share the results of Tasks 2-5, which can generally be understood as the transit needs assessment part of the process. The purpose of this meeting will be to share with the Rapid City citizens the input and direction we obtained from the community regarding current transit service and future service needs and to solicit input into potential future service options to better meet identified transit needs. This public meeting will be documented by SRF, including all public input, future service recommendations, and comments.

EXHIBIT A

Task 7 – Transit Alternative Identification/Evaluation and TDP Strategies

In this task, SRF will examine identified transit needs categories, using the following format as an example:

- Equipment and Facilities
 - Goal
 - Performance standard
 - Evaluation
 - Strategies

The intent of this task is to analyze the issues generated by the earlier public process, organize them into needs categories and then translate these needs into workable implementation strategies. This will be accomplished by undertaking an evaluation process that compares the needs to the goals and performance standards established by the Steering Committee. From this analysis, potential alternatives will be proposed and their relative merits or drawbacks will be presented to the Steering Committee for consideration. Preferred alternatives will then be recommended by SRF for acceptance by the Steering Committee. As a result of this process, a systematic and comprehensive list of feasible implementation strategies will be prepared for prioritization into a short-range program of projects.

The needs categories will include, at a minimum, the following:

- Equipment and facilities
- Elderly and persons with disabilities
- Operations and maintenance
- Routes and service
- State and federal mandates and rules
- Marketing
- Funding
- Fares
- Other needs categories as identified during the study process.

Task Deliverables

- Technical Memorandum: SRF will prepare a technical memorandum presenting the results of the examination using a matrix format or some other desired format that allows for a comparison of all alternatives. The process will identify feasible solutions to identified needs, which can be prioritized for the Draft Plan.
- One Steering Committee Meeting: As part of this task, SRF will prepare for and convene one Steering Committee meeting, including preparing and providing all needed materials.

EXHIBIT A

Task 8 – Five-Year Transit Development Plan

In this task, SRF will review related transit strategies and prioritize them into short-range recommendations. SRF will then prepare the City of Rapid City's five-year program of activities and compare them to TEA-21 (or subsequent federal transportation program) planning factors.

The intent of this task is to synthesize the findings and recommendations of the previous tasks into a complete draft of the Transit Development Plan and deliver it to the Steering Committee for review and comment.

Task Deliverables

- Agency Meetings: SRF will prepare for and present the Draft TDP to a meeting of the Rapid City Council, and other agencies or groups, as identified by the Steering Committee.
- Draft TDP: SRF will deliver 10 full draft copies of the Draft TDP to the Steering Committee for review.

Task 9 – Plan Review and Adoption Activities

As part of this task, SRF will complete the following:

- Prepare a Final Draft Transit Development Plan
- Convene a public meeting to solicit comments on the final draft TDP
- Revise the Final Draft TDP after Steering Committee consideration of citizen comments
- Prepare and present the Final Draft TDP to MPO Committees and City Council for action

The intent of this task is to present the Final Draft TDP to the Steering Committee, the public and all appropriate agencies for review and comment. SRF will then incorporate the comments of the Steering Committee and the public into the document, culminating in preparation of a Final Draft TDP.

Task Deliverables

- One Steering Committee Meeting: As part of this task, SRF will prepare for and convene on Steering Committee meeting, including preparing and providing all needed materials.
- One Public Meeting: SRF will prepare for and facilitate a public meeting to share the Final Draft TDP, including goals, performance standards, transit service alternatives, and the results of the evaluation of alternatives. This public meeting will be documented by SRF, including all public input, comments, and responses.
- Agency Meeting: SRF will prepare for and present the Final Draft TDP, following any revisions made subsequent to receiving Steering Committee and public comments, to a

EXHIBIT A

meeting of the Rapid City Council, and other agencies or groups, as identified by the Steering Committee.

- Final Draft TDP: SRF will prepare 20 copies of the final “Draft” TDP reflecting Steering Committee and public input and 20 copies of the Executive Summary for agency review and adoption.

Task 10 – 2004-2008 TDP Publication

In this task, SRF will package all the materials and deliverables produced as part of the previous tasks (1-9) into a Transit Development Plan publication. The following data, maps, information, etc. are anticipated to be included in the various section of the TDP. SRF assumes that RTS and/or Rapid City staff will be able to provide the majority of the data needed (in an electronic format) to SRF so we can generate the following.

- Study area
- TDP steering committee membership
- City of Rapid City MSA population data
- Net migration rates / net migration rates for projections
- City land use and anticipated changes
- Residential land use
- Metropolitan dwelling units and households
- Residential dwelling units
- High density population areas
- Major transit activity centers
- 20-year population projections
- 20-year employment projections
- 20-year household projections
- Environmental justice information (minority / low-income concentrations)
- Bus shelter locations
- 2003 fare structure and proposed recommendations
- Transit vehicle inventory by systems
- Organizational structure of each system
- 2003 transit statistics system ridership
- Historical ridership documentation
- Rapid Transit route revenue versus operating cost
- Comparison of regional transit fare structures
- Selected national transit system data for urbanized areas with a population of less than 200,000
- 2003 operating costs and revenue sources by system
- Dial-a-ride paratransit ridership
- Past transit development plan ridership projections (1991-1996)
- 2004-2008 transit ridership projections by system

EXHIBIT A

- Public input – need proposals
- Identified need categories and recommended solutions
- 2004-2008 TDP goals by need categories
- Performance standards by need categories
- Planned transit capital needs
- City of Rapid City TDP recommendations by screening factors
- Rapid Transit System five-year program of activities

Data will be mapped in ArcInfo/ArcView GIS format and all charts and graphs created in Microsoft Office compatible format. SRF will provide the Rapid City Area MPO digital copies of all prepared maps, charts and graphs and digital data generated during the TDP process, including layers, coverages, shape files, documents, graphs, charts and spreadsheets. The intent of this task is to prepare and deliver the final TDP.

Task Deliverables

- Final TDP: SRF will deliver 40 copies of the final TDP and 40 copies of the final Executive Summary report.
- Camera-Ready TDP: SRF will provide one camera-ready copy of the final TDP and Executive Summary.

Project Management Meetings and Public Involvement

A key component of the TDP process includes activities relating to communications between the consultant and the Steering Committee. We have included attendance at a total of four Steering Committee meetings in this proposed process. However, we understand that there may be other milestone points in the process at which it may be desirable to seek Steering Committee input and direction, and would be available at these times for conference calls or for other consultation. Our overall philosophy is to work closely with our clients to ensure that projects are proceeding smoothly and consistent with their way of doing business, and that our specialized expertise is available when needed. We are committed to implementing this approach in Rapid City.

In addition to a commitment to managing projects in partnership with our clients, SRF is also committed to working closely with our clients' "clients," including agency staff and the general public. We have included a total of three public meetings in our proposed process, but believe we can provide other public involvement activities based on our proposal's budget, time and staff availability. One of these activities includes two "drop-in" centers at the Milo Barber Transportation Center and another site, where transit riders and other persons could fill out a brief survey and/or register their comments regarding the TDP process. Outside of our current budget, but certainly public participation services SRF can provide if requested by the MPO, would include a project Web site, an interactive electronic survey and other means of communication.

EXHIBIT A

Another unbudgeted but possible service addition would include enhanced outreach to targeted populations (e.g., convening an outreach meeting in a target neighborhood such as Lakota Homes). This may be part of an environmental justice review activity, in which the input to proposed service changes from potentially affected populations is sought. It could also be part of the City's proactive efforts to define transit service needs.

CLIENT: RAPID CITY AREA METROPOLITAN PLANNING ORGANIZATION

CONSULTANT: SRF CONSULTING GROUP, INC.

PROJECT: 2004-2008 TRANSIT DEVELOPMENT PLAN (TDP)

***** ESTIMATED PERSON-HOURS *****

TASK NO.	WORK TASK DESCRIPTION	PRINCIPAL	ASSOCIATE	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	ESTIMATED FEE
1.0	Background Information	16	16	12	4	0	4	52	\$5,453.30
2.0	Community and Transit Characteristics	4	6	12	16	4	2	44	\$3,208.02
3.0	Existing Services and Facilities	4	6	12	12	4	2	40	\$3,019.18
4.0	Policy Background and Ridership	4	8	12	8	0	2	34	\$2,887.65
5.0	System Needs Assessment	6	6	12	8	4	2	38	\$3,112.51
6.0	Goals and Standards	4	6	10	8	0	2	30	\$2,497.43
7.0	Identify and Evaluate Strategies	20	20	40	30	8	6	124	\$10,254.96
8.0	5 Year TDP	6	8	20	8	4	4	50	\$4,034.86
9.0	Plan Review and Adoption	16	16	12	8	8	6	66	\$6,103.31
10.0	TDP Publication	20	20	60	80	12	8	200	\$14,364.59
TOTAL ESTIMATED PERSON HOURS		100	112	202	182	44	38	678	
AVERAGE HOURLY PAYROLL RATES		\$51.70	\$44.50	\$27.00	\$17.30	\$17.00	\$16.50		
ESTIMATED LABOR		\$5,170.00	\$4,984.00	\$5,454.00	\$3,148.60	\$748.00	\$627.00		\$20,131.60
ESTIMATED OVERHEAD COST		Overhead Factor		137.29%					\$27,638.67
TOTAL ESTIMATED LABOR AND OVERHEAD									\$47,770.27
FIXED FEE					15%				\$7,165.54
ESTIMATED DIRECT NON-SALARY EXPENSES:									
Travel (4 on-site trips, 2 staff)									\$6,500.00
Printing/Copies									\$4,550.00
TOTAL ESTIMATED FEE									\$65,985.81