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**REQUEST FOR PROPOSALS  
BASIN ELECTRIC INTERTIE STUDY AREA  
NOISE AND VIBRATION STUDY, LAND USE ASSESSMENT AND DRAINAGE  
ASSESSMENT**

The City of Rapid City is soliciting proposals from qualified consultants to prepare a noise and vibration study, a drainage assessment, and a land use assessment for the area within one-half mile of the Basin Electric AC-DC power conversion station Intertie property.

**BACKGROUND**

Basin Electric currently owns property located west of Old Folsom Road and east of SD Highway 79, and legally described as the S1/2SE1/4SW1/4; S1/2N1/2SE1/4SW1/4; SE1/4SW1/4SW1/4 less W220 feet; S1/2NE1/4SW1/4SW1/4 less W220 feet, all located in Section 28, T1N, R8E, BHM, Pennington County, South Dakota.

The draft Southeast Connector Neighborhood Area Future Land Use Plan indicates that land uses in the study area include Light Industrial, General Commercial, Business Park, Medium Density Residential, Planned Residential Development with 6.7 dwelling units per acre and Planned Residential Development with one dwelling unit per acre. Old Folsom Road bisects the northeast corner of the study area and a proposed collector street is identified within the study area.

**PROJECT DESCRIPTION**

The purpose of the study is to: (1) to provide noise and vibration data and contours within one-half mile of the Basin Electric Intertie property based on individual and composite evaluations, (2) to provide a drainage assessment of potential drainage issues within the study area, (3) to provide a land use assessment for the study area and, (4) to submit mitigation solutions to the noise and vibration issues, the drainage issues, and the land use issues, if it is determined such solutions are necessary.

**SCOPE OF SERVICES REQUESTED**

***Task 1      Noise and Vibration***

The consultant shall review all current data available within one-half mile of the Basin Electric Intertie property to be identified as the Study area. In addition, the Growth Management Office shall provide the consultant with a copy of the studies previously submitted to the City by Basin Electric Power Co-operative, ABB Power Technologies, and Black Hills Power for review.

The consultant shall perform those data collection functions necessary to evaluate and analyze existing and future conditions of the noise and vibrations within one-half mile of

the Basin Electric Intertie property. The consultant shall conduct tests to determine the individual and various decibel levels in the Study Area and determine the composite decibel rating. The consultant will conduct field investigations to identify and investigate existing manmade and natural features that may affect the data to be collected. The number of test sites and decibel levels analyzed shall be indicated in the proposal submitted to the City. The consultant will evaluate the relationship between the operational functions of the intertie and the noise levels produced for these functions. The final results of the Basin Electric Intertie Study Area documents shall be prepared in a clear and concise document to be submitted to the City for review.

The consultant shall prepare a map indicating the decibel levels within the Study Area and shall provide the noise and vibration contours of the study area. The consultant shall also maintain a mailing list of affected property owners and will obtain all necessary permission to enter their property to obtain the data.

**Task 2      *Health Issues***

The consultant shall identify the standards used to evaluate emission levels, including the clarification of DNL and Dba's. The consultant shall identify any health issues that result from the various standards that are used in documentations.

**Task 3      *Drainage Assessment***

The consultant will evaluate all available data regarding drainage within the Study Area and drainage from adjacent property that may affect the Study Area. The consultant will provide an evaluation certified by a licensed engineer, indicating any potential drainage issues that may be a result of the Basin Electric property as well as drainage issues from the Intertie facility and any potential development that may occur in the future in the Study Area.

**Task 4      *Land Use Assessment***

The consultant will review the current draft Southeast Connector Neighborhood Future Land Use Plan and obtain the input from area landowners to provide an analysis of the land use recommended for this area based on the noise and vibration study, the drainage assessment study and the future plans presented by the area landowners. The consultant, in conjunction with City staff, will conduct meetings with the area landowners to obtain their input.

**Task 5      *Mitigation Solutions***

The consultant shall identify the mitigation solutions that have been used at other facilities similar to the Basin Electric Intertie system. In addition, the consultant shall provide information regarding the distance between other communities or developments and other systems. The consultant shall develop alternative mitigation solutions for any noise and vibration issues, any drainage issues, or land use issues that may be produced from the analysis of the Study Area.

**Task 6      Public Information & Participation**

The City will provide information from the Director of Equalization's property information regarding property identification number, name & address of owner, legal description, and platted acreage needed to contact the property owners and prepare informational meetings for property owners in the study area. The consultant will compile data and prepare maps, or other visual aids for public presentations regarding the analysis. The consultant will be required throughout the duration of the contract to attend necessary meetings to discuss the scope of work, negotiate the contract, and meet with the City officials or Committees and City Council.

**Task 7      Reports and Meetings**

The consultant will begin the process with a meeting to obtain public input. After the consultant has obtained data, a preliminary presentation of the information will be given at a public meeting.

The consultant will present fifteen (15) copies of the draft study to the City 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 Public Utilities Commission that pertain to intertie systems 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 will cover the cost of reproduction of documents for the draft reviews. The consultant will provide thirty (30) final reports of the analysis for submittal to the Growth Management Department for use in the planning process.

The consultant shall be required to present the draft and final reports of the study to the Rapid City Planning Commission, the Rapid City Legal and Finance Committee and the Rapid City Council.

**SCHEDULE OF PROPOSAL**

*Proposals shall be governed by the following estimated schedule:*

30 days from receipt of RFP's -- Interviews of selected respondents at City-School Administration Center, 300 Sixth Street, Rapid City, SD.

14 days from interviews -- Selection of consultant and initiation of contract negotiations.

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## **PERIOD OF PERFORMANCE**

Detailed scheduling of the project will be negotiated during the contract negotiations by the selected consultant and the City; however, no final report shall be submitted to the City Council later than December 29, 2006.

The date for initiation of the contract as well as the overall contract performance period will be negotiated with the selected consultant based on the tentative time schedule listed below.

Notice to Proceed – July 14, 2006

Submit Draft Study to Rapid City for Review – October 2, 2006

Submit Final Study to Rapid City for Review – December 1, 2006

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

## **GENERAL INSTRUCTIONS**

### INQUIRIES

Questions about the proposal may arise as proposers are preparing their responses. Inquiries are to be made in writing prior to June 1, 2006 and answers thereto will be mailed to all firms who have received or requested copies of the RFP. Origin of the questions will not be identified. Please direct questions to:

Marcia Elkins, Director  
City of Rapid City  
Growth Management 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 proposed 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 study to the Rapid City Planning Commission, the Legal and Finance Committee, and the Rapid City Council at dates and times to be determined.  
  
Final report presentations of the study to the Rapid City Planning Commission, the Legal and Finance Committee, Rapid City Council 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 Public review, and will provide thirty (30) copies of all responses. A minimum of thirty (30) final reports of the analysis will be prepared and submitted for staff and officials within the City of Rapid City. Originals will also be supplied to the City in digital format.

## PROPOSAL SUBMISSION

The City of Rapid City must receive your proposal no later than 4:00 p.m. MST, June 16, 2006. 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 person's shall 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:

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Rapid City Growth Management 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 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 the City of Rapid City is 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. Upon the completion of negotiations, the City of Rapid City must approve the contract before any work can begin.

### 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 coordinating the requirements of the City of Rapid City 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 (30%)*

- (a) Key personnel and individual relevant experience and capability, and outside consultants.
- (b) Diversity of skills – noise and vibration analysis, drainage assessment, land use, engineering practices, and familiarity with Federal regulations governing the utility and intertie process.
- (c) Total number of firm employees in project technical disciplines proposed for this project and current workload of those individuals.

Technical Ability and Understanding of Requirements (40%)

- (a) Technical approach proposed for meeting tasks.
- (b) Understanding and experience in meeting tasks.
- (c) Understanding of study requirements and experience with similar studies.
- (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) Quality Control.

Past Record of Performance (10%)

Completion time - quality - efficiency

GENERAL EXPERTISE REQUIRED

The services envisioned within this Request for Proposal includes all of the noise and vibration assessment, drainage assessment, and engineering disciplines necessary for the completion of the project desired.

MISCELLANEOUS

All previously mentioned information will be made available to the selected consultant and 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 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.



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## CONTRACT PROVISIONS AND ASSURANCES

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

## INSURANCE

Any and all resulting agreements resulting from this request for proposals shall require the successful Consultant to provide and maintain professional liability insurance as well as worker's compensation, public liability and property damage insurance in compliance with all applicable State and Federal regulations and contracting provisions required by the Federal funding authority, including 49 CFR Part 31 or subsequent revisions of said federal regulations.

## **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 Rapid City Growth Management Department.