

## **REQUEST FOR PROPOSALS ARTERIAL STREET SAFETY REVIEW AND RECOMMENDATION**

The City of Rapid City in conjunction with the Rapid City Area Metropolitan Planning Organization (MPO) is soliciting proposals from qualified consultants to prepare an Arterial Street Safety Review and Recommendation for the City of Rapid City.

### **PROJECT DESCRIPTION**

The following work tasks outline our tentative scope of services to review safety statistics on arterial streets in the City of Rapid City and recommend improvements for the ten street segments with the greatest need. The project would involve a review of street segment crash statistics, identification of street segments exceeding the statistical critical rate, and recommendations to reduce crashes based on analysis of crash types. Improvement recommendations will include conceptual design drawings.

### **SCOPE OF SERVICES REQUESTED**

**Task 1.0 - Gather data:** Assemble street network and crash data to enable analysis.

- 1.1 Meet with Study Team (see 3.1 for Study Team composition), identify routes for analysis
- 1.2 Create spreadsheet with street segments, beginning and ending coordinates
- 1.3 Retrieve crash data from City files and SD Accident Records
- 1.4 Assemble link volumes, calculate street segment lengths for critical rate analysis

**Task 2.0 – Safety analysis:** Identify street segments needing improvement, develop two improvement concepts for ten most critical street segments.

- 2.1 Calculate critical crash rate
- 2.2 Identify links exceeding the critical crash rate
- 2.3 Actions for each critical segment:
  - Prepare/review crash diagrams
  - Determine primary crash types/causes
  - Develop crash corrective actions
  - Develop improvement concept drawings (2 per segment)

**Task 3.0 – Project oversight/review:** Work with staff and standing committees.

- 3.1 Form Study Team comprised of staff from Public Works, Growth Management, SDDOT, and perhaps MPO Committee representatives.
- 3.2 Present study materials to Study Team every two months, address comments in work materials and reports.
- 3.3 Hold a public meeting to gather input on the Arterial Street Safety Review and Recommendation
- 3.4 Present draft study report and final study report to MPO Committees.
- 3.5 Present draft study report to City Council.

**Task 4.0 – Documentation:** Prepare documentation of study activity and recommendations.

- 4.1 Provide Study Team summaries every two months
- 4.2 Draft and Final Study Report

**Task 5.0 – Project Administration:** prepare project guide, QA/QC, track project progress and provide monthly invoicing.

## **SCHEDULE OF PROPOSAL**

Consultant selection will follow the estimated schedule:

**March 12, 2010** – Written proposals due at the Rapid City Growth Management Department by 4:00 pm, MST.

**Week of March 22 – 26, 2010** – Interviews to be held at the City/School Administration Center in Rapid City.

**March 31, 2010** – Select consultant and initiate contract negotiations.

## **PERIOD OF PERFORMANCE**

Detailed scheduling of the project will be negotiated during the contract negotiations by the selected consultant and the City.

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 – May 31, 2010

Submit Draft Report – September 30, 2010

Complete Study – May 31, 2011

Final payment and retainage will not be made to the consultant until the Final Report is accepted by the City and Rapid City Area Metropolitan Planning Organization.

All dates are estimates. Proposals should include any recommendations on a preferred time line by the responder.

## **GENERAL INSTRUCTIONS**

### **INQUIRIES**

Questions about the proposal may arise as proposers are preparing their responses. Inquiries are to be made in writing prior to March 10, 2010 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:

Monica Heller  
Community Planning Coordinator  
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 one public meetings/hearings during the study period. The meeting will be held to receive input on the Arterial Street Safety Review and Recommendation.

B. The consultant agrees to attend and make presentations at the following meetings:

Presentation of the draft study to the Rapid City Council and the Rapid City Area Metropolitan Planning Organization's 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 digital format.

### PROPOSAL SUBMISSION

The City of Rapid City must receive your proposal no later than 4:00 p.m. MST, March 12, 2010. 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:

Community Planning Division  
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 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 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, 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. 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 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. Time

and cost estimates must clearly distinguish those costs associated with the Environmental Assessment.

### 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
- (b) Diversity of skills - transportation planning, land use, civil engineering, traffic engineering and familiarity with Federal regulations governing the transportation planning 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 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, the latest available traffic counts, the Rapid City Major Street Plan, and any other maps or documents pertinent to the development of this document.

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.

## 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 Area Metropolitan Planning Organization.