

REQUEST FOR PROPOSALS

Future Land Use Plan Piedmont Valley Neighborhood Area and the Black Hawk Neighborhood Area within Meade County

The Rapid City Area Metropolitan Planning Organization (MPO) is seeking the services of a consultant to develop the Future Land Use Plans for the Piedmont Valley Neighborhood Area and the Black Hawk Neighborhood Area Plan within Meade County.

BACKGROUND

The Rapid City Area Metropolitan Planning Organization is responsible for maintaining a continuous, comprehensive, and coordinated transportation planning process for the metropolitan area. The area is served by one interstate highway (I-90), several major highways (South Dakota 44, South Dakota 79, United States 16 and United States 16B), one commercial service airport (Rapid City Regional), heavy rail lines, a public transit system, and a system of bicycle and pedestrian routes.

The Future Land Use Plan is an indispensable tool for all sectors of the community. Local government can invest public infrastructure dollars more wisely if the location and magnitude of anticipated growth is identified. Private sector businesses can use the Plan to make more accurate growth projections and better position themselves to meet the needs of the future population. The Plan provides developers and landowners with a clear idea of the location and type of development desired by the community, thus saving time and money in assembling development plans. The Plan enables individual citizens to be more aware of how the community and their specific neighborhoods will develop, assisting them in making more informed decisions about where to live and work. The Plan also supplies data for the traffic forecasting model and provides staff with data to help the community develop long range transportation plans to ensure road network continuity for the future.

PROJECT DESCRIPTION

The Piedmont Valley Neighborhood Area and the Black Hawk Neighborhood Area are located in the northwestern portion of the Metropolitan Planning Organization boundary. These two areas encompass 47,675 acres. The study area is outlined on the attached map.

The services required from the consultant will include but not limited to mapping, charts/graphs, graphics, visual aids, and completion of the Future Land Use Plans for the Piedmont Valley Neighborhood Area and the Black Hawk Neighborhood Area within Meade County. Maps will include ownership, and contour maps, existing water and sewer maps, and existing and future land use maps.

The consultant will be required to make numerous revisions to the draft land use maps in response to committee or public comments. The consultant will provide Future Land Use maps in both full color presentation form and in digital, reproducible ArcMap format. Clear film overlay maps for zoning, contours, existing water and sewer are required in Size E (34 inch x 44 inch); colored land use maps are required in both Size E and 11 inch x 17 inch for all colored iterations.

The Metropolitan Planning Organization will provide the consultant digital copies of the base parcel map for the neighborhood, along with, topography, property ownership information, and ArcMap layer files for the land use legends.

SCOPE OF SERVICES REQUESTED

The consultant will prepare the maps, land use density calculations and the Future Land Use Plan with direction from staff and input from the public as well as elected officials. Following completion of the draft Future Land Use Map, the consultant shall prepare a minimum of four large sized colored maps for discussion at the neighborhood meetings. Additional map changes and public meetings are anticipated, but dependent on the concerns expressed at the neighborhood/public meetings.

The consultant will be responsible for complete preparation of the Future Land Use Plans for the Piedmont Valley Neighborhood Area and the Black Hawk Neighborhood Area within Meade County including data collection and the draft and final maps and documents.

Task 1. Future Land Use Base Map Development

Task 1 involves the collection, review, preparation and combination of project related data. All of the digital information acquired shall be incorporated into geodatabase format to improve efficiency, accuracy and data organization. By utilizing a geodatabase, functions such as domains and subtypes can be utilized to improve the integrity of the data and can be standardized throughout all Neighborhood Areas in the MPO. This method of data storage / manipulation is currently being used in the Southeast Connector, Deadwood Avenue and West Rapid, Sheridan Lake Road and Spring Creek Future Land Use Plans.

After all necessary base data is gathered and is residing in a geodatabase, base maps suitable for the development of the Future Land Use Plan will be developed. These base maps will include:

- Base map including parcel lines and major streets with labels
- Base map plus existing neighborhood zoning
- Base map plus property ownership labels for parcels over 40 acres
- Base map plus topography
- Base map plus water and sewer lines
- Base map plus future land use designations printed on white bond paper

Each of these 34"x44" maps will be plotted on clear film to be used as overlays during draft map development. Upon completion of the base map development, copies will be provided to the Metropolitan Planning Organization for review. Following Metropolitan Planning Organization review, any requested changes will be made and copies will be provided for further development of the future land use map.

Task 2. Future Land Use Map Development

The future land use map and GIS layer will be developed from initial future land use maps prepared by Metropolitan Planning Organization Staff. New maps and data modification will be made for each staff meeting held during draft future land use map development. Additionally, maps and data will be revised based on public review and comment. Colored, Size E (34" x 44") future land use paper maps, an 11" x 17" reproducible paper future land use map, and digital ArcMap format copies for each size map product will be submitted to staff a minimum of

one week before all committee meetings and/or neighborhood meetings for distribution and review by Future Land Use Committee members.

Task 3. Future Land Use Plan Development

While the Future Land Use map is under development by Metropolitan Planning Organization staff, the data necessary to complete the density calculations contained in the Future Land Use Plan will be developed. This includes going through Meade County's existing property information to determine platted / unplatted status and identifying some preliminary uses from aerial photography. This data will then be taken out into the field and a full existing use survey will be performed.

The Neighborhood Area Future Land Use Plan will include an executive summary, an introduction, a neighborhood profile identifying physical, residential and non-residential characteristics, an existing land use profile, a growth profile and a summary. The Plan format will follow the existing Future Land Use Plan formats. The neighborhood area growth projections are found in the Future Land Use Plan Overview and shall be used to provide consistency among the land use plans. (Digital files will be submitted of the completed Plan in Microsoft Word format.)

SCHEDULE OF PROPOSAL

Proposals shall follow the estimated schedule:

March 26, 2010 - Written proposals due at the Rapid City Growth Management Department.

Week of April 12 - 16, 2010 – Interviews to be held at the City/School Administration Center in Rapid City.

April 30, 2010 - Select consultant and initiate contract negotiations.

PERIOD OF PERFORMANCE

Contract negotiations between the selected consultant and the Metropolitan Planning Organization will determine the detailed project scheduling. 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.

Performance Schedule:

Notice to Proceed – **June 18, 2010**

Draft Plan – **November 19, 2010**

Final Plan – **March 18, 2011**

Final payment, including the retainer, will not be made to the consultant until the Final Land Use Plan is accepted by Meade County and the Rapid City Area Metropolitan Planning Organization.

GENERAL INSTRUCTIONS

INQUIRIES

Questions about the proposal may arise while preparing responses. Inquiries are to be made in writing prior to March 22, 2010 and answers thereto will be mailed to all firms who have received or requested copies of the Request for Proposals. Origin of the questions will not be identified. Please direct questions to:

Monica Heller, Community Planning Coordinator
Rapid City Growth Management Department
300 Sixth Street
Rapid City, SD 57701
(605) 394-4120
(605) 394-6636 (fax)
e-mail: monica.heller@rcgov.org

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 and should include the name of a contact person, address, phone number, fax number and e-mail address.

MINIMUM SERVICES OF THE CONSULTANT

In addition to the Scope of Services work task items, the following items shall be the basic services and products provided by the consultant.

- A. The consultant agrees to prepare draft documents, make revisions as required, and prepare final document(s) including 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 copies of all responses. A minimum of sixty (60) colored final reports of the Plan will be prepared and submitted for staff and officials within the State Department of Transportation, the Federal Highway Administration, the Meade County, and the Rapid City Area Metropolitan Planning Organization. A digital final Plan will be supplied to the Metropolitan Planning Organization in Microsoft Word and the land use calculations supplied in Microsoft Excel as well as one unbound original of the Plan and land use calculations in camera-ready format.
- B. The consultant agrees to prepare draft future land use maps, make revisions as required, and prepare four colored, E size maps (34 inch x 44 inch) maps during the

Plan development process for all required public meetings as well as an 11 inch x 17 inch colored map to be reproduced for distribution to public meeting participants. Digital copies of project files in ArcMap format of all public meeting maps are also required a minimum of one week before the public meeting. Two colored, paper originals of the final Future Land Use Map will also be supplied in Size E and 11 inch x 17 inch, as well as the final project files in ArcMap format.

PROPOSAL SUBMISSION

The Rapid City Area Metropolitan Planning Organization must receive your proposal no later than 4:00 p.m. MDT, March 26, 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. Six (6) copies of each proposal must be submitted to the Rapid City Area Metropolitan Planning Organization. **Submissions will be directed to:**

**Transportation Planning Division
Rapid City Growth Management Department
300 Sixth Street
Rapid City, SD 57701**

All proposals received by 4:00 p.m. (MDT) on March 26, 2010 at the Transportation Planning Office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate.

Proposals shall include the following sections at a minimum:

Introduction and Executive Summary. Proposal shall include the firm name and business address, including telephone number, FAX number, and e-mail address, if available; the year established (include former firm names and year established, if applicable); type of ownership and parent company, if any; project manager's name, mailing address, and telephone number, if different; and project manager's experience. In the Executive Summary, highlight the major facts and features of the proposal, including any conclusions, assumptions, and recommendations you desire to make.

Administrative Questions. Proposal shall identify the respondent's authorized negotiator, with name, title, address, and telephone number. The person identified shall be empowered to make binding commitments for the respondent firm. Provide workload and manpower summaries to define respondent's ability to meet project time line.

Summary of Proposed Technical Process. The proposal shall discuss and clearly explain the methodology that the firm proposes to use to satisfactorily achieve the required services on this project. The proposal must document his/her clear understanding of the Request For Proposals scope of work, data requirements, public participation process, and alternative evaluation methodology. To meet city, state and federal agency plan requirements, it is imperative that the vendors heed the scope of work, as presented in the Request For Proposals. Include all aspects of technical analysis, projections, advanced

technology and software, and public participation processes. Address any unique situations that may affect timely and/or satisfactory completion of this project.

Project Staff Information. The proposal shall provide a complete project staff description in the form of a graphic organization chart, a staff summary that addresses individual roles and responsibilities, and one-page resumes for all project participants, including the drafting staff, but excluding clerical staff. It is critical that contractors commit to particular levels of individual staff members' time to be applied to work on this project. Variance from these commitments must be requested in writing from the Rapid City Area Metropolitan Planning Organization and reviewed/approved in terms of project schedule impact. The completion of the scope of work in this agreement by the contractor must be done without any adverse effect in any way on other contracts that the contractor currently has in place with the Rapid City Area Metropolitan Planning Organization.

Similar Project Experience. The proposal shall describe similar types of studies/construction projects completed or currently under contract.

References. The proposal shall provide references of three clients for whom similar work has been completed.

Disadvantaged Business Enterprise/Minority Business Enterprise Participation. The proposal shall present the consultant's efforts to involve Disadvantaged Business Enterprise/Minority Business Enterprise businesses in this project. If the consultant is a Disadvantaged Business Enterprise/Minority Business Enterprise, a statement indicating that the business is a certified Disadvantaged Business Enterprise/Minority Business Enterprise shall be included in the proposal. If the consultant intends to utilize a Disadvantaged Business Enterprise/Minority Business Enterprise to complete a portion of this work, a statement of the subcontractor's certification shall be included. The percent of the total proposed cost to be completed by the Disadvantaged Business Enterprise/Minority Business Enterprise shall be shown.

ADDENDA AND SUPPLEMENTS TO REQUEST FOR PROPOSALS

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

REJECTION RIGHTS

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

OWNERSHIP OF PROPOSALS

All proposals become the property of the Rapid City Area Metropolitan Planning Organization. The Rapid City Area Metropolitan Planning Organization reserves the right to reject any and all proposals submitted. The Metropolitan Planning Organization is not

responsible for any costs incurred by proposers, including proposal preparation, prior to execution of a contract.

INSURANCE

Any and all 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 amounts set for by the Meade County policy in force at the time of the agreement or subsequent revisions of said policy.

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.

The successful consultant is required to provide a copy of their current South Dakota sales tax license or South Dakota contractors' excise tax license.

SELECTION PROCESS

A consultant selection committee will review responses to this Request for Proposal that meet the requirements and received prior to the designated closing date.

Upon review of qualified proposals, 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, Meade County, 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 proposal should demonstrate the consultant's understanding of the scope of the project, summarizing the key activities to be undertaken, and explaining how the MPO needs will be fulfilled. The proposal should detail a work plan that addresses all elements of the project, describes the consultant's proposed approach to each task, and justifies the methodology employed.

The proposal should identify the schedule outlining the time from the Notice to Proceed to completion of the final products (Future Land Use Map, Land Use Density Calculations and the Future Land Use Plan). The schedule should indicate the starting and completion dates of each task and other milestones. The study shall be completed and final products submitted to the MPO by the dates specified in Section I.

The proposal shall include a description of the consulting firm and a statement of the firm's qualifications to perform studies of this type. Additionally, the proposal shall include a list of project personnel including their role in the project, an organizational chart, and resumes detailing the project personnel's work on related projects.

The consultant 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, Meade County, 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, and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent who is engaged in any work that would impair his/her ability to perform or finance this work. Proposers must submit a description of prior work experience 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. Proposals should include name(s) and telephone number(s) of personnel in your organization authorized to negotiate the contract. Note: Upon negotiations of the final contract, any changes in personnel by the consultant must receive prior approval by the Project Manager.

The proposal must include a list of similar studies and project descriptions undertaken by the firm (preferably project personnel) with beginning and ending dates, and name, address, phone number, fax number, and e-mail address of a contact person for each reference.

The consultant will be reimbursed for all labor required to satisfactorily complete the work on a cost plus a fixed fee basis. Allowable costs will be direct salary, material and equipment, direct cost, payroll additive, and general overhead. Any and all subcontracts must contain the same provisions of the prime contract.

Cost estimates for the project should be provided in the form of a not-to-exceed amount, supported by cost details documenting direct labor, overhead, fee, expenses, travel subcontracts, and project total. A schedule of hourly rates and estimated commitment of hours by task and labor category must be provided for all personnel involved in the project. 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.

Project fee and cost estimates are not considered binding evaluation criteria.

No proposal will be accepted from, nor will a subcontract be awarded to, any respondent who is in arrears to Meade County or its representative governments, upon any debt or contact; who is in default, as surety or otherwise, upon any obligation to the local partners; or who is deemed to be irresponsible or unreliable by the local representatives.

SELECTION CRITERIA

A selection committee will evaluate proposals based on the following criteria:

Technical Ability, Past Experience and Reliability (55%) - The following will be evaluated as they apply to the proposing firm to be utilized: technical approach; demonstrated ArcMap knowledge; demonstrated mapping knowledge; demonstrated spreadsheet knowledge; demonstrated experience with similar assignments; knowledge of innovative land use solutions; a satisfactory record of performance; and knowledge of and ability to meet applicable federal, state and local requirements.

Project Organization and Management (10%) - Project organization and management will be evaluated including the following: the project team; management procedures; ability to provide reasonably accurate costs; past record of performance; and the familiarity of the firm with the Rapid City Metropolitan Planning Organization area.

Understanding of the Scope of Work (30%) - The Metropolitan Planning Organization is soliciting expertise first and foremost and will use understanding of the detailed work involved in relative magnitude to the overall agreement responsibilities.

Involvement of Disadvantaged Business Enterprise/Minority Business Enterprise (5%) - Proposers may submit additional information that may be of benefit to the Metropolitan Planning Organization as part of this project. Upon definition of an appropriate detailed scope of work and schedule, a contract will be negotiated with the selected firm.

GENERAL EXPERTISE REQUIRED

The services envisioned within this Request for Proposals includes all of the transportation planning, comprehensive planning, civil engineering and traffic engineering disciplines necessary for the proper execution of the project desired.

MISCELLANEOUS

All information mentioned above is available to the selected consultant, if completed, as well as the Operations Plan for the Rapid City Area Metropolitan Transportation Planning Process, the latest socio-economic information, existing Future Land Use Plans and the Future Land Use Plan Overview, a map of the study area, and any other maps or documents pertinent to the development of this study. Meade County, the Rapid City Area Metropolitan Planning Organization and the South Dakota Department of Transportation retain the right to amend the contract with the successful consultant to include other future land use neighborhood areas 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 comply with state and local requirements applicable to such contracts.