

EXHIBIT A
Professional Services Agreement
Scope of Services
Rapid City Origin and Destination Study

The study needs to include, but not be limited to, the following tasks:

- 1) Methods and Assumptions: The consultant shall facilitate a meeting to determine the assumptions to be used during the course of the study. Resulting from that meeting, the consultant shall develop a Methods and Assumptions Document in accordance with the *Methods and Assumptions Template for SDDOT Planning Studies*. (attached)

Sampling/Survey Plan: The consultant will propose, in writing, a detailed sampling/survey plan for review by RCMPO. The consultant will incorporate sampling technology that will have limited impact on the operations of the local facilities. Acceptable methods for sampling include the use of cell phone data, Bluetooth, license plate video/photo, and/or electronic readers. Following such review, the consultant will refine the methodology and schedule as appropriate.

If necessary, the consultant will work with local agencies to obtain necessary permits and to solicit additional input regarding the project. The consultant will work closely with these agencies relating to the logistics of conducting the survey in the most effective and least intrusive fashion.

The core elements of field surveys that must be addressed are 1) sample selection, 2) site selection, and 3) sampling procedures. The survey plan must adequately address all such elements.

- 2) Conduct Origin and Destination Study: Conduct a statistically valid origin-destination survey for trips in the Rapid City metropolitan planning area for a minimum of 24 hours per data collection period without impeding the flow of traffic. The study should work with the existing traffic analysis zone (TAZ) structure that is used in the travel demand model. The study team believes this data will need to be collected from approximately 290 TAZ's and upwards of 16 external stations to handle trip-making to/from areas outside of the modeling area. Additional station locations may be needed to fulfill all data requirements to properly calibrate the traffic model. At a minimum, this data gathering activity is to occur over a one week period when the local high schools are in session and an average weekend day. Data captured over a 30 day period is preferred. It may also be useful to have data collected over a period of time before and after the tourist season begins. The consultant will collect a sufficient number of data to yield robust, representative, and statistically reliable results for the study. The consultant shall be responsible for coordinating all field data-collection activities. The consultant will compile, organize, and work with the data. The consultant is also responsible for working with operations and designated personnel of the concerned agencies, as appropriate, to ensure that the survey and

counts are conducted with due consideration to operations logistics. During the conduct of the surveying, the consultant will immediately report any major problems (e.g., concerns raised by operations personnel, personnel problems, complaints, etc.) to the RCMPO with suggestions for resolution of the problem. The RCMPO will make the final determination, if necessary.

3) Final Report: The consultant will prepare a final report about the Origin and Destination Study. The report will include a stand-alone Executive Summary and will also include sections concerning:

- project objectives;
- study methodology;
- survey method;
- design of survey instruments;
- summarized results; and
- appendices—all tables and numerical results summarized for each survey location.

These findings will be presented in predominantly a graphical and narrative format for each location, with tabular data (frequency distributions and cross-tabulations) used sparingly in the report but extensively in report appendices.

4) Project Deliverables: The consultant shall provide the following items to the RCMPO contact person:

- ◆ Study Updates in word processing format (Microsoft® Word) or as Portable Document Format (Adobe® .pdf) of the study's progression due January 20, 2014, March 10, 2014, May 12, 2014, and June 9, 2014. If the study completion date needs to be extended, study updates will be expected around the 15th of every other month beginning on September 30, 2014 until submittal of the draft final report.
- ◆ All data that will be uploaded to TransCAD in the appropriate format, such as in Excel or CSV files.
- ◆ All necessary GIS shapefiles (ESRI ArcMap® *.shp) in State Plane coordinate system (NAD 1983, South Dakota South) compatible with Meade and Pennington Counties' existing coordinate system.
- ◆ An electronic copy, in word processing format (Microsoft® Word) and Portable Document Format (Adobe® .pdf), of the draft report and executive summary.
- ◆ An electronic copy, in word processing format (Microsoft® Word) and Portable Document Format (Adobe® .pdf), of the final report and executive summary.
- ◆ Fifteen (15) printed copies of the final report and executive summary
- ◆ An electronic copy, in word processing format (Microsoft® Word) and Portable Document Format (Adobe® .pdf), of the complete final report and the complete executive summary.

- ◆ Copies of any pertinent working papers and electronic files created during the project.

After the Staff's review of the draft reports, the RCMPO's contact person will advise the consultant as to its acceptability and will request any changes that may be desired. The executive summary and final report shall be due to RCMPO's contact person seven (7) days prior to the study's completion date.