

DRAFT

REQUEST FOR PROPOSALS

Smart Growth Audit

Introduction

The Rapid City City Council and the Rapid City Planning Commission are seeking the services of a professional planning consultant to conduct a Smart Growth Audit for the City of Rapid City. It is intended that this audit will examine the City's policies, development requirements, ordinances and standards, as well as their operating practices in order to determine what smart growth actions are already being carried out, what actions are actually impeding smart growth and what new policies, ordinances, requirements and standards and practices are needed to encourage smart growth in the future.

Project Concept

A Smart Growth Audit is a diagnostic process designed to examine both the systematic nature of growth in a community and its policies governing and regulating growth. Its ultimate purpose is in assisting the community in defining and subsequently implementing its growth strategies more effectively.

Each individual in the community has their own definition of smart growth. The initial goal of this Smart Growth Audit will be to build a consensus as to the community's definition of smart growth. The development of this consensus will require significant public input and participation. An extensive public participation process is anticipated. Prior to continuing with subsequent phases of the audit, the definition of smart growth will be submitted for review and approval by the Rapid City Planning Commission and Rapid City City Council.

A cornerstone of this Smart Growth Audit will be the evaluation of the adopted regulatory controls and practices and their impacts on smart growth. The Smart Growth Audit shall examine Rapid City's regulatory controls and make recommendations for improvements and clarifications.

Understanding the organizational, marketplace and demographic forces underlying growth is also a necessary step in planning an effective growth strategy. Rapid City is a unique community and it is anticipated that the audit will address the community's specific demographic and economic situation. Those conditions are essential elements that provide opportunities and barriers to reaching the community's growth goals. Shifting local priorities, public and private, toward smarter growth practices is an anticipated long-term outcome of this Smart Growth Audit.

Scope of Services

The City of Rapid City expects the selected consultant to provide the following services:

- a) knowledge and insight concerning successful smart growth practices;
- b) implementation of a public participation process resulting in a community definition of smart growth;
- c) implementation of a process to conduct a successful smart growth audit of the City of Rapid City's policies, programs and regulations;
- d) an audit assessment of significant positive, neutral and negative attributes of existing plans, policies and regulatory features of the City of Rapid City's development policies, regulations, ordinances and practices as they impact or effect successful Smart Growth initiatives; and,
- e) specific suggestions, with a recommended timeline for implementation, for any recommended multi-year work program focus and/or priorities for better directing community efforts toward achieving successful smart growth practices.

The City of Rapid City will furnish copies of all relevant plans and documents requested.

General Instructions

Inquiries

Questions about the proposals may arise as proposers are preparing their responses. Inquiries are to be made in writing prior to _____ 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:

Marcia Elkins, Planning Director
Rapid City Planning 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 and should include the name of a contact person, address, phone number, fax number, and e-mail address.

Submittal Requirements

To be considered, proposals shall include the following components:

Consultant Qualifications

The project requires that the consultant have expertise in smart growth principles and in addressing smart growth practices. The consultant shall demonstrate extensive knowledge, experience and evaluative capacity regarding the various components of

Smart Growth practices. The consultant shall further provide resumes of any members of his/her team, along with a listing of related projects in which they have participated. Such listing shall include reference contacts and phone numbers.

The City of Rapid City must receive the proposals no later than 4:00 p.m. MST, _____. The background information, experience and descriptive examples of the proposers work must be submitted with the proposals 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 proposals. Six (6) copies of each proposal must be submitted to the City of Rapid City. Submissions will be directed to:

Rapid City Planning Department
300 Sixth Street
Rapid City, SD 57701

Selection Process

A study team will review responses to this Request for Proposals that meet the requirements and are 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, the City of Rapid City must approve the contract before any work can begin.

Project Approach

The proposals should demonstrate the consultant's understanding of the scope of the project, summarizing the key activities to be undertaken, and explaining how the City's needs will be fulfilled. The proposals 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 proposals shall include a statement of what the consultant sees as the key elements in a Smart Growth Audit, a methodology and specific scope of work to be performed, a proposed method of seeking input during the audit process, a timetable for interim reports, and a specific timetable for completing the projects and presenting the final results. In addition, the proposals should identify the schedule outlining the time from the Notice To Proceed to completion of the final products. The schedule should indicate the starting and completion dates of each task and other milestones.

The proposals shall include a description of the consulting firm and a statement of the firm's qualifications to perform studies of this type. Additionally, the proposals 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. The

proposals should include a detailed description of the process envisioned for incorporating the specialized disciplines of planning and engineering.

Qualifications, Costs and Financial Data

Those firms submitting proposals will be evaluated according to the qualifications of the firm in terms of experience, the ability to perform and manage the work, and the ability to work within a schedule and within a fixed budget. Proposers must submit a description of prior work 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 numbers(s) of personnel in the organization authorized to negotiate the contract. Note: Upon negotiation of the final contract, any changes in personnel by the consultant must receive prior approval by the City's Project Manager.

The proposals 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.

Selection Criteria

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

Technical Ability, Past Experience and Reliability – The following will be evaluated as they apply to the proposing firm to be utilized: technical approach; demonstrated knowledge; demonstrated experience with similar assignments; knowledge of smart growth concepts and strategies; a satisfactory record of performance; and, knowledge of development process and standards.

Project Organization and Management – 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 City of Rapid City.

Compensation – The City is soliciting expertise first and foremost and will use compensation factors in relative magnitude to the overall agreement responsibilities.

Other Factors – Proposers may submit additional information that may be of benefit to the City as part of this project.

Completeness of Proposal Submitted – Incomplete or vague proposals may be rejected.

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 the Request for Proposals includes all of the planning, and civil engineering disciplines necessary for the proper execution of the project desired.

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

The City of Rapid City retains 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 City of Rapid City. The City of Rapid City 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 forth by the City 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.

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.

Non-Discrimination/Americans With Disabilities Act

The successful consultant shall comply with the requirements of Title 49 CFR Part 1 Title VI of the Civil Rights Act of 1964. The successful Consultant shall provide services in compliance with the Americans with Disabilities Act of 1990.