

# **REQUEST FOR PROPOSALS**

## **2004-2008 Transit Development Plan (TDP)**

The Rapid City Area Metropolitan Planning Organization (MPO) is seeking the services of a consultant to develop the 2004-2008 Transit Development Plan (TDP).

### **BACKGROUND**

The Rapid City Area MPO, the designated metropolitan planning organization (MPO) of the City of Rapid City, 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 (SD 44, SD 79, US 16 and US 16B), one commercial service airport (Rapid City Regional), heavy rail lines, a public transit system, and a system of bicycle and pedestrian routes.

The estimated population of the Rapid City Area MPO is currently 78,000 persons, with the Rapid City Metropolitan Statistical Area at 115,328. Although much of Rapid City is experiencing growth, several major factors account for the expansion. This area experiences some of the heaviest commercial and tourist traffic in the entire Black Hills region. Additionally, the City of Rapid City is a regional hub that draws from a four-state area (South Dakota, Montana, Wyoming and Nebraska). Motorists travel to Rapid City for employment, health care, shopping, entertainment, recreation and financial purposes.

A current and valid transit development plan for local transit properties is required to continue receiving federal operating assistance. The last transit development plan was completed in 1991 for the years 1992-1996. Since then, several issues have been identified. The MPO intends to address those issues in addition to items identified through this transit development planning process. The goal of the 2004-2008 Transit Development Plan is to provide a comprehensive, short-term program of transit improvements that meet the identified needs.

### **PROJECT DESCRIPTION**

The first step will be to complete a Rapid City transit service needs analysis, intended to determine the current status of the local transit system in light of federal and state mandates by analyzing the existing transportation and socio-economic issues and how the transit system can address those issues. The consultant will establish a strategic direction for the Rapid Transit System and identify what potential improvements/alternatives are available. As part of the needs analysis, the consultant shall identify new and existing transit and paratransit issues in the Rapid City Area MPO. The consultant shall provide a matrix or other method of comparing all the alternatives and the relative merits and/or drawbacks for each of the alternatives as part

of this step. The Transit Development Plan shall address the increasing importance of the following issues:

- The increasing system operation costs (fuel, personnel, etc.) that require maximum efficiencies and growing capital costs, encouraging effective procurement strategies.
- Transit service equity issues that arise due to the Environmental Justice Executive Order.
- The increasing technology opportunities (smart cards, traffic signal prioritization for transit vehicles, and other ITS applications) that may become more affordable and should be streamlined into operation and capital investments.
- The continued route productivity monitoring and appropriate restructuring that may be necessary.
- The greater transit promotion and outreach techniques with private sector employers that hold great potential in tapping new markets.
- The innovative transit service alternatives and associated vehicle replacement strategies that have gained increasing support among local transit professionals and elected leaders.
- The residential and commercial growth that has continued to occur throughout the city, requiring the transit service to respond to the evolving needs of the population, its geographic coverage, and its demographic characteristics.
- The need for a temporary bus snow route system design.
- The concept of “cost-pricing” both transit and paratransit fares based on the length and time of trip, that may assist revenue enhancement and service productivity.

The consultant will conclude the process by providing an in-depth review of the preferred alternatives as recommended through the needs analysis findings. This will include a priority list of recommended transit system improvements based on needs with associated costs, the creation of a performance measurement system, and an implementation schedule for specific projects. The consultant shall establish performance standards, evaluate alternatives, and refine existing or recommend new transit and paratransit services in the Rapid City area. The consultant shall also prepare a detailed five-year program of transit system improvements to address present and future demands and needs.

## **SCHEDULE OF PROPOSAL**

Proposals shall follow the estimated schedule:

**September 18, 2003** – Written proposals due at the Rapid City Planning Department

**September 29, 2003** – Interviews of selected respondents at the City/School Administration Center in Rapid City

**September 30, 2003** – Select consultant and initiate contract negotiations

## **PERIOD OF PERFORMANCE**

Contract negotiations between the selected consultant and the City 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 – **October 21, 2003**

Needs Assessment Analysis – **January 16, 2004**

Preliminary Report – **April 15, 2004**

Final Report presented to MPO Committees – **August 1, 2004**

Final payment and retainage will not be made to the consultant until the Final Report is accepted by the City 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 September 12, 2003 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:

Rich Sagen, Transit Manager  
Rapid Transit System  
333 Sixth Street  
Rapid City, SD 57701  
(605) 394-6631 (Ext. 14)  
(605) 394-6608 (fax)  
e-mail: [rich.sagen@rcgov.org](mailto:rich.sagen@rcgov.org)

Patsy Horton, Trans. Planning Coordinator  
Rapid City Planning Department  
300 Sixth Street  
Rapid City, SD 57701  
(605) 394-4120  
(605) 394-6636 (fax)  
e-mail: [patsy.horton@rcgov.org](mailto:patsy.horton@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.

## **PROJECT OVERVIEW**

### PROJECT OBJECTIVES

1. Develop a five-year implementation strategy that will assess existing and future transit and paratransit system demand and needs.
2. Complete of a systematic plan for coordinating transit and paratransit system investments to achieve a system that is integrated with local, state, and federal plans and technologies.
3. Establish performance standards, evaluate alternatives, and refine existing or recommend new transit and paratransit services in the Rapid City area.
4. Create a final product for use by the local, state, and federal partnering agencies that addresses policy and operational issues affecting the successful implementation of the strategy noted in Objective 1 above. This shall include identification of (1) major transit and paratransit initiatives, (2) transit and paratransit projects of a scale to affect regional services, and (3) transit and paratransit projects that directly support local transportation needs and socio-economic conditions.

### PROPOSED SCOPE OF SERVICE

Primarily the consultant will conduct the project, with assistance from the Steering Committee. The consultant shall meet with the Steering Committee prior to commencement of the project and on a regular basis thereafter to discuss project status and preliminary recommendations.

The Steering Committee will direct the consultant in the preparation of the Transit Development Plan. The Steering Committee and the consultant will meet as necessary to review and provide input to the consultant on the operational data, refining the input obtained from the extensive public input process, identifying transit needs and issues, developing performance standards, and evaluating alternatives; and finally, the committee will provide input to the consultant on the consultant's recommended strategies and activities to improve transit in the Rapid City for the next five years.

The consultant will be responsible for complete preparation of the 2004-2008 Transit Development Plan, including providing staff and technical support to the Steering Committee during all phases of the plan's development, data collection, public participation, needs identification analysis, transit systems' assessment, TDP goals and performance standards, alternative evaluation / recommendations, short range program activities, and federal planning process compliance. Additionally, the consultant will conduct the public input meetings, prepare the draft and final documents, present the plan to the public, incorporate revisions as necessary, and present the plan to the MPO Committees and City Council of the City of Rapid City.

The consultant will facilitate a strategic planning session to identify issues facing the Rapid Transit System. Extensive efforts must be made to obtain public involvement regarding identification of issues and alternative solutions throughout the development of the TDP. Input from a broad base of interests and diverse viewpoints will be encouraged to assist the consultant in preparing a TDP that accurately reflects the real transit needs of constituent groups.

At key points in the development of the Plan, additional opportunities for public input will be provided. Input will be specifically requested from the following sources:

- the general public
- public and private agencies
- Rapid Transit Advisory Board Members
- bus driver's interviews
- transportation interest groups

It is proposed that input from these interests will be solicited using the following methods:

- Conduct a minimum of three focus group meetings (with targeted interest groups)
- Hold a minimum of three public meetings during the planning process
- Complete a Rapid City transit service needs analysis

To reduce travel cost and to maximize consultant time efficiency, it is anticipated that a number of the public input activities can be consolidated into a minimum number of on-site visits.

Through the above process, it is anticipated a large volume of input will be gathered. All of the comments must be compiled by the consultant and presented to the Steering Committee for review and discussion at appropriate decision points. The early comments will provide the basis for identifying key issues and needs and will be later refined into study goals or performance standards. These goals and performance standards will be presented at a public meeting and citizen input will be received seeking specific alternatives to address each identified issue. Finally, the draft TDP will be presented for public review and comment at another public meeting. The comments received at the final public meeting will be addressed, and if appropriate, the recommendations of the Consultant will be changed based on this proactive public

participation. The results of all of the public meetings, input from other public sources, and responses to these comments must be incorporated into the final draft TDP. The final draft TDP will be presented for adoption by the Rapid City Area MPO and the City of Rapid City Common Council.

The consultant will be responsible for the complete preparation of the 2004-2008 Transit Development Plan including: committee support, data collection, public participation, needs identification analysis, transit systems' assessment, TDP goals and performance standards, alternative evaluation / recommendations, short range programs of activities, and federal planning process compliance.

The consultant must address the following minimum scope of work activities while developing the 2004-2008 Transit Development Plan:

Task 1. Background Information. The consultant shall identify the purpose and study area of the TDP, including the Study Process. This task involves meeting with the Steering Committee and convening the focus group meetings to gather input (bus drivers, RapidRide riders, paratransit riders, Rapid Transit Advisory Board, etc.).

Task 2. Community and Transit Characteristics. The consultant shall describe the history of transit in the Rapid City Area, including the current level of transit services in the city; Rapid City's socio-economic condition; the City's land use and development trends; all major activity centers; population, household, and employment projections; and generate environmental justice information, including minority and low income concentrations.

Task 3. Existing Transit Services and Facilities in the Area. The consultant shall prepare fixed route system profiles; fixed route ridership and operations data; paratransit service profiles, ridership and operations data; and present private and non-profit transportation services available.

Task 4. Relevant Policies, Program, Regulations, Practices, And Ridership Trends / Projections. The consultant shall explain federal and state policies / programs affecting public transit; describe local policies / programs affecting public transit service; describe predominant functions of local transit services; present national ridership characteristics; review 1991 TDP ridership forecasts and update as necessary; complete a current transit ridership analysis; discuss factors affecting current and future transit ridership; prepare 2004-2008 transit ridership forecasts; convene a steering committee meeting to discuss the findings; and convene a public meeting to present data and seek input.

Task 5. Transit System Needs Assessment. The consultant shall identify (based in part on public input processes) transit needs; establish transit need categories; and review needs with steering committee for input.

Task 6. TDP Goals And Performance Standards. The consultant shall prepare TDP goals; establish performance standards by need categories; convene meeting with steering committee to review goals and standards; convene a public meeting to present draft goals and performance standards; seek input; and refine goals, standards and needs categories based on input.

Task 7. Transit Alternative Identification / Evaluation and TDP Strategies. For each identified “need” category, the following format must be utilized:

Example:

Equipment and Facilities

- Goal
- Performance standard
- Evaluation
- Strategies by jurisdiction

It is expected that the Need categories will include, at a minimum, the following:

- Equipment and facilities
- Elderly and persons with disabilities
- Operations and maintenance
- Routes and service
- State and federal mandates, rules
- Marketing
- Funding
- Fares
- Miscellaneous

The consultant shall convene a steering committee meeting to approve the alternatives, evaluation, and strategies before proceeding with recommendations.

Task 8. Five Year Transit Development Plan. The consultant shall review transit strategies and prioritize into short range recommendations; prepare City of Rapid City five year program of transit system improvement activities; compare program of activities to TEA-21 planning factors (and TEA-3, if appropriate); and convene a steering committee meeting to approve the proposed five year plans.

Task 9. Plan, Review, and Adoption Activities. The consultant shall prepare “draft” TDP; convene the public meeting to solicit comments on draft; revise the “draft” TDP after steering committee consideration of citizen comments; and prepare and present the first “draft” of the TDP to MPO Committees and City Council for action.

Task 10. 2004-2008 TDP Publication. The consultant shall provide all required project deliverables as previously identified. The following data, maps, information, etc., are anticipated to be included in the various sections of the TDP:

- Study Area
- TDP steering committee membership
- City of Rapid City MSA population data
- Net migration rates / net migration rates for projections
- City land use and anticipated changes
- Residential land use
- Metropolitan dwelling units and households
- Residential dwelling units
- High density population areas
- Major transit activity centers
- 20 year population projections
- 20 year employment projections
- 20 year household projections
- Environmental justice information (minority / low income concentrations)
- Bus shelter locations
- 2003 fare structure and proposed recommendations
- Transit vehicle inventory by systems
- Organizational structure of each system
- 2003 transit statistics system ridership
- Historical ridership documentation
- Rapid Transit route revenue versus operating costs
- Comparison of regional transit fare structures
- Selected national transit system data for urbanized areas with a population of less than 200,000
- 2003 operating costs and revenue sources by system
- Dial-a-ride paratransit ridership
- Past transit development plan ridership projections (1991-1996)
- 2004-2008 transit ridership projections by system
- Public input - needs, proposals
- Identified need categories and recommended solutions
- 2004-2008 TDP goals by need categories
- Performance standards by need categories
- Planned transit capital needs
- City of Rapid City TDP recommendations by screening factors
- Rapid Transit System five-year program of activities

Data must be mapped in ArcInfo/ArcView GIS format and charts or graphs created in Microsoft Office compatible format. The consultant shall provide to the Rapid City Area MPO digital copies of all prepared maps, charts and graphs and digital data, generated during this planning process, including layers, coverages, shape files, documents, graphs, charts and spreadsheets.

### **Transit Development Plan Timeline**

The consultant is expected to meet or exceed the proposed timeline for completion of the Transit Development Plan.



Activities		Month								
		03 O	03 N	03 D	04 J	04 F	04 M	04 A	04 M	04 J
I.	Background Information	X								
II.	Community & Transit Characteristics		X							
III.	Existing Transit Services & Facilities		X							
IV.	Relevant Policies, Programs, Regulations, Practices & Ridership Trends / Forecasts			X						
V.	Transit System Needs Assessment				X					
VI.	TDP Goals & Performance Standards					X				
VII.	Transit Alternatives Identification / Evaluation / Strategies						X			
VIII.	Five Year Transit Development Plans							X		
IX.	TDP Plan Review & Adoption								X	
X.	TDP Publication									X

### Project Deliverables

The final product of this effort will be the 2004-2008 Rapid Transit System Transit Development Plan (TDP). Project deliverables include:

- Conducting a minimum of three Steering Committee Meetings (TBD) and providing for each meeting summary data, technical memos, draft chapters, or product milestones.
- Convening a minimum of three Focus Group Interviews (TBD) with summary reports on input. 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).
- Convening a minimum of three Public Meetings (TBD). Presentation of needs analysis at a public meeting at dates and times to be determined. The consultant shall be responsible for all public hearing notices, graphics, slides, and handouts, including executive summaries for distribution to the general public.

- Preparing a “DRAFT” TDP by April 15, 2004 (20 full draft copies and 20 Executive Summary copies). Presentation of the draft plan to the Rapid City Council, Citizen’s Advisory Committee, the Technical Coordinating Committee, and the Executive Policy Committee at dates and times to be determined.
- Preparing a Final “DRAFT” TDP for approval. Final report presentations of the transit development plan to the Rapid City Council, Citizen’s Advisory Committee, the Technical Coordinating Committee, and the Executive Policy Committee at dates and times to be determined.
- Providing an approved FINAL TDP by May 31, 2004 (40 full final copies and 40 Executive Summary copies).
- Providing a camera-ready copy of the Final TDP and the Executive Summary.
- In addition, copies of any pertinent working papers created either during the project or at its conclusion, must be provided to Rapid City Area MPO.

The consultant shall submit 10 copies of the draft report and one unbound original of the draft for the Steering Committee review; 20 bound copies and one unbound original of the draft for MPO/Council review; and after approval, the consultant shall assemble the Final Report of the study. The consultant shall submit 40 bound copies and one unbound original of the Final Report, along with a CD that contains the text, graphics and digital files included in the report.

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 40 copies of all responses. A minimum of forty (40) final reports of the Transit Development Plan 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 of the Final Report will also be supplied to the City in camera-ready format.

### PROPOSAL SUBMISSION

The City of Rapid City must receive your proposal no later than 1:00 p.m. MDT, September 18, 2003. 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 City of Rapid City. **Submissions will be directed to:**

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

All proposals received by 1:00PM (MDT) on September 18, 2003 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 your firm proposes to use to satisfactorily achieve the required services on this project. The proposal must document his/her clear understanding of the RFP 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 RFP. 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, excluding clerical and drafting 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 MPO 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 City.

*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.

DBE/MBE Participation. The proposal shall present the consultant's efforts to involve DBE/MBE businesses in this project. If the consultant is a DBE/MBE, a statement indicating that the business is a certified DBE/MBE shall be included in the proposal. If the consultant intends to utilize a DBE/MBE 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 DBE/MBE shall be shown.

#### 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 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 MPO. The Rapid City Area MPO reserves the right to reject any and all proposals submitted. The MPO 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 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.

#### 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 study team 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, 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 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 (Phase I and Phase II Reports). 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, 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, 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 related to the scope of work previously described. Each respondent may also be required to show that he/she has satisfactorily performed similar work in the past. 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 the City of Rapid City or its representative governments, upon any debt or contract; 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 (30%) – 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 innovative transit system solutions; a satisfactory record of performance; and knowledge of and ability to meet applicable federal, state and local requirements.

Project Organization and Management (50%) – 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 MPO area.

Understanding of the Scope of Work (15%) – The MPO 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 DBE/MBE (5%) – Proposers may submit additional information that may be of benefit to the MPO 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 Proposal includes all of the transportation 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, a map of the study area, and any other maps or documents pertinent to the development of this study.

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 consultant 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 comply with state and local requirements applicable to such contracts.