

## **REQUEST FOR PROPOSALS 2009-2013 Transit Development Plan**

The Rapid City Area Metropolitan Planning Organization is seeking the services of a professional consulting firm with experience in developing innovative, comprehensive and detailed Transit Development Plans. The 2009-2013 Transit Development Plan update will provide a comprehensive, short-term program of transit improvements meeting the needs of both transit dependent and choice riders. The proposed plan will be structured to address short- and long-term needs and will be included as a section in the Rapid City Area's Long Range Transportation Plan.

### **BACKGROUND**

The Rapid City Area Metropolitan Planning Organization is responsible for maintaining a continuous, comprehensive, and coordinated transportation planning process for the urbanized area around it. This area is served by Interstate 90, several major highways (South Dakota Highway 44, South Dakota Highway 79, US Highway 16 and US Highway 16B), a commercial service regional airport, heavy rail lines, a public transit system, and a system of roads, bicycle paths and pedestrian facilities.

The estimated population of the Rapid City Area for 2007 is 83,000 with the Metropolitan Statistical Area estimated at approximately 122,000. The Rapid City area experiences some of the heaviest commercial and tourist traffic in the Black Hills region. Rapid City is also a regional hub serving a four-state area (South Dakota, Montana, Wyoming and Nebraska). Regional residents travel to Rapid City for employment, health care, shopping, entertainment, recreation and financial purposes.

### **PROJECT DESCRIPTION**

A successful proposal will address, at a minimum, a means and methodology to inventory existing conditions, determine and prioritize existing needs, project and plan for future needs, and ensure the requirements of the current transportation act are being addressed. The proposal will need to outline a process to obtain public participation and input. The consultant shall describe a method of comparing alternatives and other relative merits and drawbacks in selecting alternatives. The Transit Development Plan shall address the following issues:

1. The increasing system operation costs (fuel, personnel, etc.) that require maximum efficiencies and growing capital costs, encouraging effective procurement strategies.
2. Transit service equity issues that arise due to the Environmental Justice Executive Order.
3. The increasing technology opportunities that may become more affordable and should be incorporated into operation and capital investments.

4. The continued route efficiency monitoring and appropriate restructuring that may be necessary.
5. The promotion of transit, marketing and improved community outreach.
6. Transit service alternatives and associated vehicle replacement strategies.
7. The residential and commercial growth that has continued to occur throughout the city, requiring the transit service to respond to the expanding needs of the population, its geographic coverage, and its demographic characteristics.
8. The need for a temporary bus snow route system design.
9. The analysis of fares to assist revenue enhancement and service productivity.

The final product will include a priority list of recommended transit system improvements based on needs and associated costs, the completion of a performance measurement system, and an implementation schedule for specific projects. The consultant shall recommend performance standards, evaluate alternatives, and refine existing or recommend new transit and paratransit services in the Rapid City area. The final product will provide a detailed five-year program of transit system improvements to address present and future needs and will be included in the Rapid City area's Long Range Transportation Plan and Comprehensive Plan.

## **SCHEDULE OF PROPOSAL**

Consultant selection will follow the estimated schedule:

**November 12, 2007** – Written proposals due at the Rapid City Growth Management Department by 4:00 pm, MST.

**Week of November 19 - 23, 2007** – Finalists will be contacted to setup interviews to be held at the City/School Administration Center in Rapid City.

**November 30, 2007** – Select consultant and initiate contract negotiations.

## **PERIOD OF PERFORMANCE**

Contract negotiations between the selected consultant and the City will establish 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 following tentative time schedule:

Notice to Proceed – **December, 2007**

Final Report Adoption– **September, 2008**

Final payment and retainage will not be made to the consultant until the Final Report is accepted by Rapid City and the Rapid City Area Metropolitan Planning Organization. The negotiated contract will need to be accepted and approved by the Rapid City Council and the South Dakota Department of Transportation.

## **GENERAL INSTRUCTIONS**

### **INQUIRIES**

Questions about the proposal may arise while preparing responses. Inquiries are to be made in writing prior to November 5, 2007 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:

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)

Tim Roberts, Trans. Planning Coordinator  
Rapid City Growth Management Section  
300 Sixth Street  
Rapid City, SD 57701  
(605) 394-4120  
(605) 394-6636 (fax)  
e-mail: [tim.roberts@rcgov.org](mailto:tim.roberts@rcgov.org)

### **REQUIREMENTS**

Proposals must be signed by a duly authorized official of the consulting firm. 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 firm or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the lead firm, contact person, and contact information.

## **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. Establish performance standards, evaluate alternatives, and refine existing or recommend new transit and paratransit services in the Rapid City area.
3. Completion of a systematic plan for coordinating transit and paratransit system investments to achieve a system which is integrated with local, state, and federal plans and technologies.

4. Create a final product for use by the local, state, and federal partnering agencies which addresses policy and operational issues affecting the implementation of the strategy noted in Objective 1. 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.

## SCOPE OF SERVICE

The consultant will be responsible for the complete preparation of the 2009-2013 Transit Development Plan including: data collection, public participation, needs identification analysis, transit systems' assessment, Transit Development Plan goals and application of performance standards, alternatives evaluation, short-range program of activities, long-range planning and federal planning process compliance. Additionally, the consultant will prepare the draft and final documents, incorporate revisions as necessary, and present the plan to the Metropolitan Planning Organization Committees and City Council of the City of Rapid City.

The consultant will facilitate strategic planning sessions 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 Transit Development Plan. Input from a broad base of interests and diverse viewpoints will be encouraged to assist the consultant in preparing a Transit Development Plan that accurately reflects the real transit needs of the community.

The consultant must address the following activities when developing the 2009-2013 Transit Development Plan:

Task 1. Background Information. The consultant shall identify the purpose and study area of the Transit Development Plan, including the proposed process. This task should include at a minimum convening focus group meetings to gather input (bus drivers, Rapid Ride riders, paratransit riders, trolley riders, Rapid Transit Advisory Board, etc.).

Task 2. Community and Transit Characteristics. The Transit Development Plan shall include 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 growth trends; all major activity centers; population, household, and employment projections; and generate environmental justice information, including minority and low income concentrations; and convene public meetings to present data and seek input.

Task 3. Existing Transit Services and Facilities in the Area. The Transit Development Plan shall identify existing fixed route system profiles; fixed route ridership and operations data; existing paratransit service profiles, ridership and

operations data; and identify existing private and non-profit transportation services available.

Task 4. Relevant Policies, Program, Regulations, Practices, and Ridership Trends/Projections. The Transit Development Plan shall summarize federal and state policies/programs affecting public transit; ensure program activities address SAFETEA-LU regulations; describe local policies/programs affecting public transit service; describe predominant functions of local transit services; present national ridership characteristics; provide long-range ridership forecasts; include a current ridership inventory and analysis; discuss factors affecting current and future transit ridership; includes 2009-2013 transit ridership forecasts.

Task 5. Transit System Needs Assessment. The Transit Development Plan shall identify (based in part on public input) transit needs; establish transit need categories; and summarize needs accordingly.

Task 6. Goals and Performance Standards. The consultant shall implement a process to develop Transit Development Plan goals, performance standards, and convene public meetings to present data and seek input.

Task 7. Transit Alternative Evaluation and Strategies. It is expected that the Transit Development Plan alternatives and strategies will address, at a minimum, the following:

- Equipment and facilities
- Ridership (paratransit, choice and transit dependent)
- Operations and maintenance
- Routes and service
- State and federal mandates, rules
- Marketing and public perception
- Funding
- Fares
- Miscellaneous items identified through the public process

Task 8. Review, and Adoption Activities. The consultant shall prepare a “draft” Transit Development Plan; establish a public process to solicit comments on the draft plan; revise the “draft” to address citizen comments; and prepare and present a recommended Transit Development Plan to Metropolitan Planning Organization Committees and City Council for action.

Task 9. 2009-2013 Transit Development Plan 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 Transit Development Plan:

- Study Area
- City of Rapid City Metropolitan Statistical Area population data
- Net migration rates/net migration rates for projections
- City land use and any recommended changes
- Residential land use areas
- Metropolitan area 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
- 2007 fare structure and proposed recommendations
- Transit vehicle inventory by systems
- Organizational structure of each system
- 2009 transit statistics system ridership
- Historical ridership documentation
- Rapid Transit route revenue/operating costs comparisons
- Review regional transit fare structures
- Selected national transit system data for urbanized areas with a population of less than 200,000
- 2009 operating costs and revenue sources by system
- Dial-A-Ride paratransit ridership
- Choice ridership
- Historic Transit Development Plan ridership (1991-1996, 2004-2008)
- 2009-2013 transit ridership projections by system
- Public input
- Needs assessment and recommended solutions
- Transit Oriented Design opportunities and guidelines
- 2009-2013 Transit Development Plan goals
- Performance standards
- Planned transit capital needs
- City of Rapid City Transit Development Plan recommendations by screening factors
- Rapid Transit System five-year program of activities

Geo-data must be mapped in ArcInfo/ArcView GIS format and charts or graphs created in Microsoft Office compatible format. The consultant shall provide to Metropolitan Planning Organization digital copies of all prepared maps, charts and graphs and digital data, generated during this planning process, including layers, coverages, shape files, documents, electronic files, graphs, charts and spreadsheets.

## **Project Deliverables**

The final product of this effort will be the 2009-2013 Rapid Transit System Transit Development Plan. Project deliverables include:

- Preparation of a “DRAFT” Transit Development Plan by August 1, 2008 (50 full draft copies and 30 Executive Summary copies). Presentation of the draft plan to the Rapid City Planning Commission, City Council, the Metropolitan Planning Organization’s Citizen’s Advisory Committee, the Technical Coordinating Committee, and the Executive Policy Committee at dates and times to be determined.
- Preparation of a FINAL Transit Development Plan for approval. Final report presentations of the transit development plan to the Rapid City Planning Commission, City Council, and the Metropolitan Planning Organization’s Citizen’s Advisory Committee, Technical Coordinating Committee, and Executive Policy Committee at dates and times to be determined.
- Adoption of a Final Transit Development Plan by the Executive Policy Board of the Metropolitan Planning Organization at the September, 2008 meeting (50 Final and 30 Executive Summary copies).
- Copies of any pertinent working papers and electronic files created either during the project or at its conclusion along with a CD that contains the text, graphics and digital files included in the report, must be provided to the Rapid City Area Metropolitan Planning Organization.

The consultant must agree 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. A minimum of fifty (50) final reports of the Transit Development Plan will be prepared and submitted for staff, local officials, the State Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, City of Rapid City, and the Metropolitan Planning Organization.

## **PROPOSAL SUBMISSION**

Proposals must be received no later than 4:00 p.m. MST, November 12, 2007. Any background information, experience and descriptive examples of previous work must be submitted with proposals. Documents submitted after this time will not be accepted. Six (6) copies of each proposal must be submitted to the City of Rapid City. **Submissions shall be directed to:**

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

All proposals received by 4:00PM (MST) on November 12, 2007 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:

*Firm/Team Profile.* A successful proposal shall include a description of the consulting firm and a statement of the firm's qualifications to perform studies of this nature. Additionally, the proposal shall include a list of proposed personnel including their role in the project, an organizational chart, and résumés of professional staff to be assigned to the project. The respondent's authorized negotiator and contact information should be included. This person shall be empowered to make binding commitments for the firm, and/or partnering firm(s) if applicable. Include workload and manpower summaries to reflect the ability to meet the project time line.

*Work Plan.* The proposal shall summarize the key activities to be undertaken. It shall include a work plan which addresses all elements of the project describing the consultant's proposed approach to each task and identifying the proposed public outreach to be employed.

The proposal shall be concise while clearly demonstrating how your team will achieve the required services to complete this project. The proposal must demonstrate a clear understanding of the Request for Proposals scope of work, data requirements, public participation process, and transit evaluation methodologies. Include all aspects of technical analysis, methodologies, advanced technology and software to be applied. Innovative and creative ideas and solutions are encouraged.

The proposal should identify a schedule outlining the time from the Notice to Proceed to completion of the final product. The schedule should indicate the start and completion dates of each task, milestones and delivery of products. The study shall be completed when the final product is delivered as spelled out in a binding contract.

*Project Staff.* A successful proposal shall include a complete project staff description, a summary which defines individual roles, responsibilities and anticipated time on the project, and résumés for all professional staff. Work experience with similar projects is a plus. The consultant selected for the project will need to commit specific levels of individual staff time to the project. Variances to this time commitment must be requested, in writing, to the Metropolitan Planning Organization project manager.



Project Experience. The proposal should include experiences from other significant projects of similar scope and magnitude. Include an explanation of how this experience will assist with the development of the City of Rapid City Transit Development Plan.

References. The proposal shall include references, if any, for similar work which has been completed or is currently under contract. References must include project name/descriptions, contact person(s), begin and end dates, address, phone number, fax number, and e-mail address.

## ADDENDA AND SUPPLEMENTS TO THE 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 a firm to make adequate interpretation of the provisions of this Request for Proposal, a supplement to the proposal will be provided to each interested firm. It is important for a firm interested in submitting a proposal contact the City of RapidCity project manager so updates may be provided accordingly.

## 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. Particular emphasis will be placed on the qualifications and experience of the project staff, especially the project manager and other professional staff involved in the project.

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 shall 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 totals. 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 the Metropolitan Planning

Organization member 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 PROCESS

A selection team will review responses to those Request for Proposals which meet the minimum requirements and which were received prior to the designated closing date and time. Upon review of complete proposals, the committee will designate the most qualified firms as finalists based on professional qualifications and experience.

Finalists may be required to provide a formal presentation to the committee who will then select a preferred consulting firm. The selected firm 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 may begin. Federal funding will be utilized in this study thus the consultant will be subject to all of the federal contracting requirements which are incurred as a result.

## SELECTION CRITERIA

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

Technical Ability, Experience and Reliability (40%) – 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, and knowledge of and ability to meet applicable federal, state and local requirements.

Understanding of the Scope of Work (35%) – The Metropolitan Planning Organization is soliciting expertise and will assess the understanding of the detailed work involved in relative magnitude to the overall agreement responsibilities.

Project Organization and Management (25%) – Project organization and management will be evaluated including the following: the project team; management procedures; ability to provide reasonably accurate costs; and the familiarity of the firm with developing similar plans.

Upon definition of an appropriate detailed scope of work and schedule, a contract will be negotiated with the selected firm.

## 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 recommended firm.

### 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 any 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 identify the length of their validity which shall be at a minimum 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 sales tax license or South Dakota contractors' excise tax license.

## 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 contract.

## 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, 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.