

**REQUEST FOR PROPOSALS FOR
RAPID CITY FUTURE BICYCLE AND PEDESTRIAN
TRAIL MASTER PLAN FOR SKYLINE DRIVE WILDERNESS PARK**

The City of Rapid City, South Dakota, is accepting proposals from qualified firms for professional services for the following future Skyline Drive Wilderness Park multi use trail master plan.

Purpose

The purpose of this project is to prepare a Master Plan of future bicycle and pedestrian trail alignments in the Skyline Drive Wilderness Park to allow the City of Rapid City to inform the public and plan for the construction of the trails in the area.

Background

In 1997 the Skyline Wilderness Inc. organizations started fundraising and writing grants to save the area of Rapid City known as Skyline Drive. In the January of 2007 with all but one piece of property secured the Skyline Drive Wilderness Inc. donated title of the approximately 150 acres to the City of Rapid City. The community has used this area for many years and there are trails and four wheeled drive tracts that are presently being used today. The City has budgeted the dollars to master plan a new trail system for this new park. The master planning will include bicycle and pedestrian trails, entry and exit trail heads, as well as determine a more exact location of the proposed trails and trails that exist now but should be closed off and rehabilitated.

Project Areas

The consultant shall determine feasibility, provide preliminary alignments, provide an electronic GPS accounting of each trail and trail head, and detail cost information. A map will be provided by the City for reference.

1. All lands included in the Skyline Drive Wilderness Park system; as well as,
2. All City property that attaches to the Skyline Wilderness Park, including but not limited to Dinosaur Park.

SCOPE OF WORK

The scope of work shall include but not be limited to:

- Provide a Bike and Pedestrian Trail Master Plan for the project areas listed above.
- Preliminary alignments shall be analyzed and the most feasible entry and exit points shall be chosen.
- Minor field surveying work may be needed to verify final alignments.
- Physical barriers and connectivity with existing streets and trails will need to be identified.

- A standard template or typical section of the trail will be required. The template will include the surface type, width, slopes, base material and any other relevant information to be able to inform the public of the type of trail.
- Permanent easements or right of way needs will also need to be considered.
- Provide a proposed cost for construction.
- A maintenance program should also be developed as part of the master plan that will explain to the City and public how these types of trails are to be maintained.
- Any major street/road crossings will also need to be considered. The size and location of the street/road crossings will need to be analyzed. Recommendations on crossing signage should be included.
- Project Team for this project will involve members from City of Rapid City Planning, Parks and Recreation, and Public Works Departments. Skyline Wilderness, Inc Board members, and Parks and Recreation Board Members.
- Deliverables will include, but not limited to,
 - o Monthly status reports of work completed and work to be completed
 - o Meeting minutes from various meetings

Public Involvement

Public involvement for this project will consist of gaining input from the following:

- Parks and Recreation Advisory Board
- Metropolitan Planning Organization
- Black Hills Mountain Bike and Running Associations
- A public meeting will be needed inviting landowners adjacent to the proposed project area. Consultant will be responsible for finding a meeting location and invitation mail out.

Available Information

The following information is available for review on the City of Rapid City website at:

A. Rapid City Bikeway/Walkway Transportation Plan; (at

<http://www.rcgov.org/planning/transportation/bikeandpedpg.htm>

B. Rapid City Parks and Recreation Plan; (at Parks and Recreation Offices, 125 Waterloo, Rapid City.

C. Geographic Information System (GIS) Maps (at www.rcgov.org Rapid Map).

Schedule of the Project:

February 2008 Design Team Notice to Proceed

March 2008 Public Meeting, Stakeholders Meeting

July 2008 Provide Final Draft Report, Present findings to City and Committees

August 1, 2008 Completion of the Report

FIRMS INTERESTED IN THIS PROJECT ARE REQUESTED TO HAVE AND INCLUDE IN THEIR PROPOSAL THE FOLLOWING;

- 1) Be a current member of the Professional Trailbuilders Association (PTBA).
- 2) Demonstrated experience in planning and building multi-use trails that are managed for multi use including hiking, running and mountain bicycling.
- 3) Demonstrated experience with planning trails which have been built with the use of trailbuilding-specific equipment such as a Sweco Traildozer, mini-excavator, walk-behind skid-steer, sit-inside skid-steer, and hauler/totter.
- 4) References from trail projects that are in use that your company has planned.

Statement of Interest

- A. State in clear terms your understanding of the proposed project and describe your approach to the project.
- B. State the name of the project manager and other design team members to be assigned to this project. Please address contingency plans should one of these team members be unavailable during the project. Any subcontractors with their roles and responsibilities will need to be included in the proposal.
- C. Describe in outline form the proposed work plan and team, total project hours, including an estimated number of hours to be committed to the project by each person involved.
- D. Present a schedule or time line for completion of this project.
- E. Describe your involvement in projects of similar scope, providing the name, address, and telephone number of at least three references.
- F. Professional liability insurance will be required upon selection.
- G. Include any other information believed to be pertinent, but not specifically mentioned in this RFP.

Evaluation of Proposal Schedule

A selection team comprised of representatives from Rapid City Public Works, Parks and Recreation, and Planning Departments, Skyline Wilderness, Inc, and Rapid City Parks and Recreation Board will review all proposals. The selection team shall select the firm they feel will supply the best and most complete effort.

Selection will be based on the proposals and subsequent oral interviews, if needed. The selection of a qualified firm will be made no later than February 1st , 2008. The evaluation of proposal shall proceed on the following schedule:

January 8, 2008 RFP posted

January 18, 2008 Deadline for Questions

January 25, 2008 Proposals received at City Hall

January 29, 2008 Interviews, if necessary

January 30, 2008 Select company and prepare agreement

February 5, 2008 Agreement to Proceed

Please furnish **five** copies of the proposals to Jerry W. Cole, Office of Parks and Recreation, 125 Waterloo, Rapid City, SD 57702 by **2:00 p.m.**

Mountain Time, January 25, 2008. Submittals received after the stated time will be returned unopened and will not be considered.

Questions and/or Revisions to the Specifications and Requirements.

Questions about the proposal should be addressed in writing or email before **2:00 Mountain Time, January 18, 2008**, to: Jerry W. Cole, Director of Parks and Recreation, 125 Waterloo, Rapid City, SD 57702 (605) 394-5225. Email address is jerry.cole@rcgov.org. All questions will be kept for public inspection in the offices of Parks and Recreation for review. This approach allows all respondents to receive the same information.

Respondents are encouraged to monitor the website for daily updates. Respondents are expected to raise any questions, exceptions, or additions they have concerning the RFP document. If a respondent discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, they should immediately notify the above named individual of such error and request modification or clarification of the RFP document.

Selection Process

The selection committee will review all proposals which are submitted prior to the deadline. The selection committee reserves the right to reject any or all proposals or cancel the selection process at any time. The selection committee also reserves the right to request additional information or clarification from respondents, or to allow the correction of errors or omissions.

The selection committee will select the top firms which it determines to be the most qualified to provide the services requested. The selection committee may require, if necessary, each of these firms to make a presentation to the committee regarding its qualifications to perform the project. The top firms will then be ranked in order of qualifications. The selection committee will then attempt to negotiate a contract at a fair and reasonable price with the top-ranked firm. If unable to negotiate a contract with the top-ranked firm, negotiations will be terminated and the selection committee will then initiate negotiations with the second-ranked firm.

The Rapid City Common Council shall be the final authority for selection. The Selection Committee will send the recommendation to the City Council based upon the qualifications, responsibility and capabilities of respondents. Any decision by the City Council shall be final. The City of Rapid City will not be liable in any way for the costs incurred by respondents in replying to this RFP or the costs incurred in making a pre-selection presentation to the project selection committee.