

**REQUEST FOR PROPOSALS  
CHAPEL VALLEY ACCESS  
TRAFFIC ANALYSIS, ROUTE ALIGNMENT STUDY AND ENVIRONMENTAL  
ASSESSMENT**

The City of Rapid City in conjunction with the Rapid City Area Metropolitan Planning Organization (MPO) and the South Dakota Department of Transportation (SDDOT) is soliciting proposals from qualified consultants to prepare a traffic analysis, a route alignment study and feasibility analysis and an Environmental Assessment for an alternate access to Chapel Valley.

**BACKGROUND**

Chapel Valley is located south of Jackson Boulevard (SD Highway 44) and Rapid Creek. This neighborhood area is composed of several subdivisions, but is collectively referred to as Chapel Valley. There are 543 dwelling units and various commercial uses in Chapel Valley with only one access via Chapel Lane to Jackson Boulevard. Although there are several internal streets that serve this area, Chapel Lane serves as the only means of ingress and egress for this entire neighborhood. The 2006 average daily traffic count for Chapel Lane was 3,490 vehicles. A segment of Chapel Lane is classified as a collector street from Jackson Boulevard to the intersection at Red Rock Canyon Road.

Most of the development within Chapel Valley lies in a bowl-shaped valley, making it difficult to develop alternate access due to the steep terrain. Rapid Creek further limits access to the north. There has been a need identified to develop additional access to this area for several reasons; a man-made or natural event could block ingress or egress from the subdivision, which could create life/safety issues for the residents and rescue personnel; less threatening situations could impede access, creating inconvenience to the residents; and, further subdivision of land within this area has been prohibited until an alternative means of access is developed due to the public safety concerns.

The primary task of this study is to identify alternate means of access for the Chapel Valley area. All access alternatives will be developed with regard to street design criteria as noted in the City of Rapid City Street Design Criteria Manual. Other factors that would normally be studied for a roadway alternative analysis such as drainage, floodplain, slope stability, etc., must also be considered.

**PROJECT DESCRIPTION**

The purpose of the study is twofold: (1) to develop alternative alignments for the alternate means of access for the Chapel Valley area, and, (2) to determine the feasibility of providing an alternate access for the Chapel Valley area. If it is determined that an alternate access for the Chapel Valley area is feasible, the City may issue a notice to proceed with the preparation and processing of an Environmental Assessment for the extension.

## **SCOPE OF SERVICES REQUESTED**

### ***Task 100 Data Review and Collection***

The consultant shall review documents and coordinate with appropriate staff regarding the following: (1) Major Street Plan, City of Rapid City (2) City of Rapid City Future Land Use Plan Neighborhood Maps (including draft maps) (3) City of Rapid City Drainage Plans (4) South Dakota Department of Transportation Crash Statistics (5) The City of Rapid City Street Design Criteria Manual and (6) Rapid City Area Long Range Transportation Plan.

The consultant shall perform those data collection functions necessary to evaluate and analyze existing and future conditions including the road network, land uses, crash history, traffic volumes, environmental factors, and topography. The consultant will prepare a location map showing the study area. The City will be responsible for providing to the consultant ten foot (10') digital contour files and USGS digital twenty foot (20') contour files. The consultant will conduct field investigations to identify and investigate existing manmade and natural features, such as surface drainage patterns and flood plain boundaries. The consultant shall also compile and maintain a mailing list of affected property owners and other stakeholders.

### ***Task 200 Traffic Forecasts***

#### ***Subtask 200.1 Existing Conditions***

Based on the data collected/reviewed (Task 100) the consultant shall develop baseline (2006) traffic information for two scenarios: no-build and build. The consultant shall provide peak season and Average Annual Daily Traffic (AADT) volume projections including morning and evening peaks, movements and directions, design hourly volumes (DHV), peak hour factor (PHF) and traffic composition (i.e., passenger cars, trucks, buses, or recreational vehicles).

#### ***Subtask 200.2 Future Conditions***

Future (2035) traffic information shall be developed for two scenarios: no-build and build. The consultant shall provide peak season and Average Annual Daily Traffic (AADT) volume projections including morning and evening peaks, movements and directions, design hourly volumes (DHV), peak hour factor (PHF) and traffic composition (i.e., passenger cars, trucks, buses, or recreational vehicles).

### ***Task 300 Analysis of Traffic Operations***

#### ***Subtask 300.1 Existing Conditions***

The consultant will analyze for existing traffic conditions (Task 200). All analyses shall be conducted using the methodology of the Transportation Research Board's Highway Capacity Manual 2000.

### ***Subtask 300.2 Future Conditions***

The consultant will analyze for future traffic conditions. All analyses shall be conducted using the methodology of the Transportation Research Board's Highway Capacity Manual 2000.

### ***Task 400 Development of Alternative Route Alignments***

The consultant shall identify a range of alternatives, including the no build option. Each alternative shall be examined according to the advantages and disadvantages. The following factors shall be identified and evaluated for each alternative:

- Termini and location.
- Typical cross section(s).
- Right-of-way and easement requirements.
- Environmental impacts/concerns.
- Access control.
- Roadway Profile.
- Hydraulic analyses.
- Structures, existing and proposed.
- Public/private utility assessment.
- Cost estimates.

These alternatives will further be identified according to their ability to meet street design criteria as outlined in the Rapid City Street Design Criteria Manual.

All computations normally required for roadway alternative selection shall be performed. All relevant, existing studies should be incorporated into the alternative identification process. These studies may include land use, zoning, drainage, water and sewer systems, or transportation. Existing studies will be provided to the selected consultant upon request.

When the alternative analysis is completed, the City of Rapid City and Metropolitan Planning Organization will review and approve a preferred alternative. The consultant will identify the location for the centerline, right-of-way, and access points on the preferred alignment of the proposed roadway through the use of aerial photographs and field surveys. The consultant will be responsible for obtaining permission to access private property for related fieldwork. The consultant will identify property ownership along route alternates, including the preferred alternate using County records.

### ***Task 500 Public Information & Participation***

The consultant will compile data and prepare maps, graphs, or other visual aids for public presentations regarding the alternative route analysis; and prepare agendas and conduct meetings for these presentations. The consultant agrees to attend necessary meetings to discuss the scope of work, negotiate the contract, and meet with the City and State staff advisory group throughout the project process.

### ***Task 600 Reports and Meetings***

The consultant will provide local and state representatives with reproducible originals and fifteen (15) copies of the draft access study prior to completion of final draft reports. The draft will include an executive summary, preliminary findings and recommendations, and any other information developed as part of the study. The consultant shall include any other pertinent information that might help and/or support the analyses such as: applicable statements from local and state officials, cost effectiveness analyses, funding sources, implementation schedules, etc. The consultant shall review and become familiar with the requirements of the Federal Highway Administration which pertain to federal aid road projects and include all necessary items in the report to satisfy those requirements.

The consultant will provide originals of revised draft reports throughout the public meeting and comment process. Staff of the Rapid City Area Metropolitan Planning Organization will cover the reproduction of documents during first and second draft reviews. The consultant will provide forty (40) final reports of the analysis for submittal to the South Dakota Department of Transportation, Federal Highway Administration, and local governments for use in the planning process.

The consultant shall be required to present the draft and final reports of the study to the Rapid City Planning Commission, the Rapid City Council and the Rapid City Area Metropolitan Planning Organization's Citizen's Advisory Committee, Technical Coordinating Committee and Executive Policy Committee.

### ***Task 700 Environmental Assessment***

Upon selection of a preferred alternative for the alternate access to Chapel Valley and upon receipt of a written notice to proceed, the consultant shall prepare and process for State and Federal approval, an Environmental Assessment. The Environmental Assessment shall be prepared and processed in accordance with Federal Highway Administration Technical Advisory T 6640.8A.

### **SCHEDULE OF PROPOSAL**

Consultant selection will follow the estimated schedule:

**November 17, 2008** – Written proposals due at the Rapid City Growth Management Department by 4:00 pm, MST.

**Week of December 1 - 5, 2008** – Interviews to be held at the City/School Administration Center in Rapid City.

**December 22, 2008** – Select consultant and initiate contract negotiations.

## **PERIOD OF PERFORMANCE**

Detailed scheduling of the project will be negotiated during the contract negotiations by the selected consultant and the City.

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.

Notice to Proceed (Tasks 100 – 700) – January 27, 2009

Submit Draft Report to Agencies for Review – June 15, 2009

Complete Study – August 15, 2009

Notice to Proceed on Environmental Assessment (Task 800) – To be Determined

Final payment and retainage will not be made to the consultant until the Final Report is accepted by the City and Rapid City Area Metropolitan Planning Organization.

All dates are estimates. Proposals should include any recommendations on a preferred time line by the responder.

## **GENERAL INSTRUCTIONS**

### INQUIRIES

Questions about the proposal may arise as proposers are preparing their responses. Inquiries are to be made in writing prior to November 12, 2008 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:

Monica Heller  
Community Planning Coordinator  
City of Rapid City  
Growth Management 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.

## MINIMUM SERVICES OF THE CONSULTANT

The following shall be the basic services and products provided by the consultant.

- A. The consultant agrees to attend and conduct a minimum of three public meetings/hearings during the study period. The first meeting will be held to receive input for the corridor analysis and street network study. The second meeting will be arranged for the purpose of a draft document review. The third meeting will be held to present the final report. The consultant shall be responsible for all public hearing notices, graphics, slides, and handouts, including executive summaries for distribution to the general public.
- B. The consultant agrees to attend and make presentations at the following meetings:  
  
Presentation of the draft corridor study to the Rapid City Council, the Future Land Use Study Committee and the Rapid City Area Metropolitan Planning Organization's Citizen's Advisory Committee, the Technical Coordinating Committee and the Executive Policy Committee at dates and times to be determined.  
  
Final report presentations of the corridor analysis and street network study to the Rapid City Council, the Future Land Use Study Committee, the Citizen's Advisory Committee, the Technical Coordinating Committee, and the Executive Policy Committee at dates and times to be determined.
- C. 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).
- D. 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 forty (40) copies of all responses. A minimum of forty (40) final reports of the corridor analysis and street network 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 will also be supplied to the City in digital format.

## PROPOSAL SUBMISSION

The City of Rapid City must receive your proposal no later than 4:00 p.m. MST, November 17, 2008. 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. Eight (8) copies of each proposal must be submitted to the City of Rapid City. Submissions will be directed to:

Community Planning Division  
Rapid City Growth Management Department  
300 Sixth Street  
Rapid City, SD 57701

#### 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 interests.

Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposer.

#### COST OF PROPOSAL PREPARATION

No reimbursement will be made by the City of Rapid City or any other party to this agreement for any costs incurred prior to a formal notice to proceed under a contract.

#### 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.

## SELECTION PROCESS

A study team will review responses to this Request for Proposal that meet the requirements enumerated and are received prior to the designated closing date.

Upon review of qualified proposers, 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 proposer 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 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. The firm is asked to submit a description of prior work that is 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.

The contract for the scope of work will be based on a fee schedule with a not-to-exceed amount. Project fee and cost estimates are not considered binding evaluation criteria. 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. Time and cost estimates must clearly distinguish those costs associated with the Environmental Assessment.

## SPECIALIZED EXPERIENCE

The following criteria will be weighted equally in evaluating the qualifications of each consultant.

### *Capacity/Capability (30%)*

- (a) Key personnel and individual relevant experience and capability, and outside consultants.
- (b) Diversity of skills - transportation planning, land use, civil engineering, traffic engineering and familiarity with Federal regulations governing the transportation planning process.
- (c) Total number of firm employees in project technical disciplines proposed for this project and current workload of those individuals.

### *Technical Ability and Understanding of Requirements (40%)*

- (a) Technical approach proposed for meeting tasks.
- (b) Understanding and experience in meeting tasks.
- (c) Understanding of study requirements and experience with similar studies.
- (d) Project schedule.
- (e) Personnel assigned to tasks.
- (f) Quality of examples of previous work.

### *Project Organization and Management (20%)*

- (a) Project team.
- (b) Management Procedure - work reports.
- (c) Quality Control.

### *Past Record of Performance (10%)*

Completion time - quality - efficiency

## 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 completion of the project desired.

## MISCELLANEOUS

All previously mentioned information will be made available to the selected consultant, as well as, the latest available traffic counts, the Rapid City Major Street Plan, and any other maps or documents pertinent to the development of this document.

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 proposer 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 be in compliance with state and local requirements applicable to such contracts.

## INSURANCE

Any and all resulting 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 compliance with all applicable State and Federal regulations and contracting provisions required by the Federal funding authority, including 49 CFR Part 31 or subsequent revisions of said federal regulations.

## **SUMMARY**

All plans, calculations, maps, digital files, reports, correspondence, minutes of meetings, and related data generated for the study will be included in the final documents submitted to the Rapid City Area Metropolitan Planning Organization.