

REQUEST FOR PROPOSALS

RAPID CITY AREA BICYCLE AND PEDESTRIAN MASTER PLAN

The City of Rapid City in conjunction with the Rapid City Area Metropolitan Planning Organization (MPO) is soliciting proposals from qualified consultants to prepare Bicycle and Pedestrian Master Plan for the City of Rapid City.

BACKGROUND

The Rapid City Area Metropolitan Planning Organization (MPO) is responsible for carrying out federal requirements for cooperative transportation planning and programming within the metropolitan area surrounding the Rapid City urbanized area.

The study to develop a City of Rapid City Bicycle and Pedestrian Master Plan is proposed by the City of Rapid City to build on efforts to improve the quality of life in Rapid City. The City of Rapid City's Bicycle and Pedestrian Master Plan is intended to serve as the guiding document for the development of a network of bicycle and pedestrian routes linking activity centers within the City, as well as to the larger regional network. The network will not only make bicycling and walking a more viable mode of transportation, but will contribute to an enhanced quality of life in the City and its resultant benefits to existing residents and economic development.

The City of Rapid City is taking steps to accommodate for bicyclists on the roadway. Currently, there are bicycle racks on all public buses, but few designated bike lanes to accommodate bicycle travel. The opportunity to accommodate bicyclists as part of road maintenance or improvement projects is lost because the City lacks guidance on appropriate bikeway accommodation.

PROJECT DESCRIPTION

The purpose of the study is to develop a comprehensive bicycle and pedestrian master plan that identifies optimal biking and walking routes and preferred treatments, and serves as an important reference document that can ensure that bicycle facilities are considered during road maintenance and reconstruction, as well as when important land use decisions are made.

SCOPE OF SERVICES REQUESTED

The following scope of work provides an outline of services that are expected to be offered as part of the development of the bicycle master plan.

Task 1 — Review of Existing Regional Bicycle and Pedestrian Facilities

The consultant will review an inventory of existing and proposed bikeway facilities for the City of Rapid City within the three mile platting jurisdiction. The City of Rapid City will provide all available materials to the consultant. The information will include projects that have been constructed, have been recently completed, are under construction, are funded, are in design, and are proposed for the future. This information will be used to determine a bicycle and pedestrian network for the City of Rapid City and the three mile platting jurisdiction.

Deliverable: None

Task 2 — Inventory and Mapping of Existing Bicycle Facilities

Rapid City will provide the consultant with 2008 color aerial photography of the City of Rapid City in tif format and ESRI shape files of street centerlines, names, and edge of pavement. The consultant will create a map of the existing bicycle and pedestrian facilities in the City of Rapid City and within the three mile platting jurisdiction using ArcMap software.

Deliverable: Map of existing bicycle and pedestrian facilities using the City's Geographic Information System data in hard copy and electronic format.

Task 3 — Meetings with Steering Committee

A Steering Committee consisting of approximately 8-10 representatives from the City of Rapid City's Public Works, Parks and Recreation, and Growth Management Departments, and citizens will be created to coordinate with the consultant throughout the plan process. It is expected that the consultant will meet with the Steering Committee at key points in the planning process (4-6 meetings).

Deliverable: None.

Task 4 — Public Process

Involvement of the public in the master planning efforts is critical to its success. The consultant will participate in two (2) community workshops to receive input as well as to inform citizens, staff, stakeholders, and other agencies about the Plan.

The first meeting will be an opportunity for citizens to share their bicycling and walking experiences, opinions and advice and also have a chance to learn about the planning process. It is anticipated that this meeting will be an interactive workshop in which participants can mark up maps indicating such items as the destinations they want to go to by bicycle or walking, the routes they prefer to use for recreation and transportation, the streets they avoid, the types of bicycle and pedestrian facilities they like, safety issues, and where bicycle parking or other amenities are needed.

The second meeting will be a presentation of the draft Bicycle and Pedestrian Master Plan and the draft Bicycle and Pedestrian Transportation Network and will provide the public with an opportunity to review and comment on the draft plan prior to submittal to the Rapid City Planning Commission, Rapid City Council and the Metropolitan Planning Organization Committees.

Deliverable: Documentation of meetings, stakeholder comments, and key findings.

Task 5 — Develop Draft Bicycle and Pedestrian Transportation Network and Bicycle and Pedestrian Master Plan

The consultant will compile and analyze all data collected and compiled and develop a preliminary bicycle network. The consultant will analyze relevant streets for potential addition of bicycle and pedestrian facilities using Geographic Information Systems (GIS) analysis and field evaluation. The streets will be determined by the existing data review and public input.

The criteria used to evaluate and screen the routes for selection into the draft network will include: suitability for bicycling and walking without improvement; potential to be improved, destinations served (parks, schools, shopping, downtown, library, University), public interest

in the route, contribution to overall connectivity, coverage of Rapid City, and other possible factors. This network study will develop a comprehensive and continuous bicycle and pedestrian network that is appropriately distributed throughout the Rapid City.

The consultant will determine the most appropriate type of bicycle facility (i.e. on-street bike lanes, off-street bike paths, shared-use paths, signed bike routes) for each of the streets identified in the network. The type of facility will be based on: available pavement width, available right-of-way, community input, and site specific conditions.

The Draft Bicycle and Pedestrian Master Plan shall include at a minimum, Engineering recommendations including typical sections for new roadways based on roadway classifications, Education and Encouragement recommendations, Economic, Environmental and Community recommendations and Multi-Modal Connection recommendations. The consultant will provide the Plan and Network Map in hard copy (30 colored copies) and electronic versions.

Deliverable: Draft Bicycle and Pedestrian Master Plan Document and Draft Bicycle and Pedestrian Transportation Network Map in hard copy and electronic versions.

Task 6 — Produce Final Bicycle and Pedestrian Master Plan Document

Based on comments from the second community workshop, the consultant will finalize the Bicycle and Pedestrian Master Plan and the Bicycle and Pedestrian Transportation Network Map. The consultant will provide the Plan and Network Map in hard copy (30 colored copies) and electronic versions.

The consultant will present the Bicycle and Pedestrian Master Plan in a public presentation to elected officials at a City Council meeting for approval and adoption as part of the City of Rapid City's Comprehensive Plan.

Deliverables — Final Bicycle and Pedestrian Master Plan Document and Final Bicycle and Pedestrian Transportation Network Map.

Task 7 — Produce an Implementation Plan

The consultant will identify implementation strategies and priorities for future bicycle and pedestrian facilities, consisting of coordination with new and maintenance projects. The consultant will also recommend changes to existing City Standards, Codes and/or Ordinances to implement the plan. The consultant will assist in prioritization of recommended improvements for local capital projects and will advise on possible appropriate state/federal grants. The recommendations will be based on a short term (5 year) and long term (20 year) implementation timeframe.

Deliverables — Identify project priorities, funding strategies and changes to existing City Standards, Codes and/or Ordinances in the final Master Plan.

SCHEDULE OF PROPOSAL

Consultant selection will follow the estimated schedule:

July 8, 2009 – Written proposals due at the Rapid City Growth Management Department by 4:00 pm, MST.

Week of July 20 - 24, 2009 – Interviews to be held at the City/School Administration Center in Rapid City.

July 27, 2009 – 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 1 – 7) – August, 2009

Submit Draft Master Plan for Review – December, 2009

Complete Study – May, 2010

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 July 6, 2009 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 two public meetings during the study period. The first meeting will be held for citizens to share their bicycling experiences, opinions and advice and also have a chance to learn about the planning process. The second meeting will be arranged for the purpose of a draft document review. 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 Bicycle Master Plan to the Rapid City Council 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.

Presentation of the final Bicycle Master Plan to the Rapid City Planning Commission, Rapid City Council 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.
- 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 thirty (30) copies of all responses. A minimum of thirty (30) final Bicycle Master Plans 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 the proposal no later than 4:00 p.m. MST, May 18, 2009. 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.

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, knowledge and experience designing and developing bicycle and pedestrian facilities, 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.