

## **REQUEST FOR PROPOSALS CITY OF SUMMERSET SHARED USE PATH PLAN**

The City of Summerset in conjunction with the Rapid City Area Metropolitan Planning Organization (MPO) is soliciting proposals from qualified consultants to prepare a Shared Use Path Plan for the City of Summerset.

### **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 Shared Use Path Plan for the City of Summerset (City) will build on efforts to improve the quality of life in Summerset. The City of Summerset's Shared Use Path Plan is intended to serve as the guiding document for the development of a bicycle and pedestrian route linking activity centers within the City, as well as to the larger regional network. The route 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.

### **PROJECT DESCRIPTION**

The purpose of the study is to develop a shared use path plan that identifies an optimal biking and walking route and preferred treatment, and serves as an important reference document that can ensure that pedestrian and 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 shared use path plan.

#### **Task 1 — Design Parameters**

The consultant will recommend general design parameters for the shared use path such as width, materials, etc., taking into account complete street designs.

Deliverable: A document detailing the recommended design parameters.

#### **Task 2 — Analyze possible and optional alignments**

The consultant will analyze the possible and optional alignments for the shared use path including: available public rights-of way; geometry of the shared use path and its relation to roads, sidewalks, and other adjacent features including public and private landscape features (walls, fences, trees, etc.); and environmental considerations including wetlands, floodplains, habitat for rare and endangered species, and cultural resources.

Deliverable: Map of possible and optional alignments in electronic and paper format.

#### **Task 3 — Meetings with Steering Committee**

A Steering Committee consisting of approximately 4-8 representatives from the City of Summerset, the Rapid City Area Metropolitan Planning Organization and interested citizens will be created to coordinate with the consultant throughout the plan process. It is expected

that the consultant will meet via in person, video conference or teleconference with the Steering Committee at key points in the plan process (4-6 meetings).

Deliverable: None.

#### **Task 4 — Public Process**

Involvement of the public in the master planning effort is critical to its success. The consultant will participate in one (1) community workshop to receive input as well as to inform citizens, staff, stakeholders, and other agencies about the Plan.

The workshop 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. We anticipate 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.

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

#### **Task 5 — Opinion of cost**

The consultant will give an opinion about the probable cost for each possible and optional alignment.

Deliverable: A document detailing the probable cost for each possible and optional alignment.

#### **Task 6 — Summary of options**

The consultant will summarize the pros and cons of each optional alignment and the recommend alignments.

Deliverable: A document detailing the recommended alignment.

#### **Task 7 — General recommendations**

The consultant will make general recommendations about the next steps in the process.

Deliverable: A document detailing the next steps in the process.

### **SCHEDULE OF PROPOSAL**

Consultant selection will follow the estimated schedule:

**March 19, 2012** – Written proposals due at the Rapid City Area Metropolitan Planning Organization (City of Rapid City) by 4:00 pm, MST.

**March 26, 2012** – Possible interviews to be held at the City Hall in Summerset.

**April 3, 2012** – 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) – April 20, 2012

Submit Draft Report for Review – September 10, 2012

Complete Study – December 31, 2012

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 March 12, 2012 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:

Kip Harrington, Transportation Planner  
Rapid City Area Metropolitan Planning Organization  
Community Planning and Development Services 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 prepare documentation and all necessary materials for the community workshop as well as lead the community workshop to encourage community participation. All workshop materials and documentation will be supplied to the Rapid City Area Metropolitan Planning Organization.
- B. 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 Shared Use Path Plans will be prepared and submitted for staff and officials within the State Department of Transportation, the Federal Highway Administration, the City of Summerset, and the Rapid City Area Metropolitan Planning Organization. Originals will also be supplied to the Rapid City Area Metropolitan Planning Organization in digital format.

### PROPOSAL SUBMISSION

The Rapid City Area Metropolitan Planning Organization must receive your proposal no later than 4:00 p.m. MST, March 19, 2012. 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. Five (5) copies of each proposal must be submitted to the Rapid City Area Metropolitan Planning Organization. Submissions will be directed to:

Kip Harrington, Transportation Planner  
Rapid City Area Metropolitan Planning Organization  
Community Planning and Development Services Department  
300 Sixth Street  
Rapid City, SD 57701  
(605) 394-4120

### 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 Summerset 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 Rapid City Area Metropolitan Planning Organization 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 may 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 Summerset, 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 Summerset, 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 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 required information will be made available to the selected consultant, as well as any other maps or documents pertinent to the development of this document.

The City of Summerset, 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.