

## **Agreement Exhibit A Scope of Services**

The Consultant will, to the maximum extent feasible, utilize existing information, reports, studies on file with the RCMPO and/or provided by the RCMPO. The Consultant will work closely with the Study Advisory Team and the RCMPO to:

- conceive a structure and schedule of the High Meadows Road Corridor Study public participation activities;
- assemble and analyze available data;
- synthesize information gained into a "High Meadows Road Corridor Study" document that is formatted for easy reading and viewing on screens; and
- make recommendations for transportation planning improvements to implement Plan recommendations.

The Consultant will lead the committee and public meetings. The Consultant will work with staff to keep the community well informed as the process moves forward implementing a successful community outreach program.

The following outline is offered to describe the general extent of services to be provided by the Consultant. This outline is not necessarily all-inclusive and the Consultant will include in the proposal any tasks or alternatives and services deemed necessary to satisfactorily complete the project. Consultants are encouraged to bring both industry expertise and creative ideas tested elsewhere and tailored to Meade County to help the community design the approach that best suits Meade County.

### **Task 100    *Methods and Assumptions***

The consultant shall facilitate a meeting to determine the assumptions to be used during the course of the study. Resulting from that meeting, the consultant shall develop a Methods and Assumptions Document in accordance with the *Methods and Assumptions Template for SDDOT Planning Studies*.

### **Task 200    *Data Review and Collection***

The consultant shall review documents and coordinate with appropriate staff regarding the following: (1) Meade County Transportation Plan (2) Piedmont Valley Future Land Use Plan Neighborhood Maps (3) South Dakota Department of Transportation Crash Statistics and (4) Rapid City Area Long Range Transportation Plan.

The consultant shall perform those data collection functions identified in the Methods and Assumptions Document necessary to evaluate and analyze existing and future conditions including the road network, land uses, crash history, traffic volumes, environmental factors, and topography. The County 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 300    *Traffic Forecasts***

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

Based on the data collected/reviewed (Task 200) the consultant shall develop baseline (2014) traffic information for multiple 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 300.2    Future Conditions***

Future (2035) traffic information shall be developed for multiple 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 400    *Analysis of Traffic Operations***

### ***Subtask 400.1    Existing Conditions***

The consultant will analyze for existing traffic conditions (Task 300). All analyses shall be conducted using the methodology of the Transportation Research Board's Highway Capacity Manual 2010.

### ***Subtask 400.2    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 2010.

## **Task 500    *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 at the planning level:

- 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 Meade County Transportation Plan.

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 complete, Meade County and the Metropolitan Planning Organization will review and approve a consultant recommended alternative. The consultant will identify the location for the proposed corridor, right-of-way, and access points on the consultant recommended 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 consultant recommended alternative using County records.

#### ***Task 600 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 Study Advisory Team throughout the project process.

#### ***Task 700 Public Meetings***

The consultant shall prepare and facilitate a minimum of three (3) public meetings. The RCMPO will be responsible for the advertising / public notification for the meetings. The consultant shall also prepare a comprehensive written review of each meeting for inclusion in the final report. It is anticipated that the meetings may include some discussion regarding issues outside of the study area. These issues should be recorded within the written review of the public participation meeting; however, it is not the intent of the study to solve issues outside of the study area. The consultant shall have, but not be limited to, the following:

- One public meeting as part of the kickoff to be held at the beginning of the project to introduce the project to the public, and gather information pertaining to the needs and desires of the community.
- One public meeting to present the alternatives to the public, and allow for additional public input.

- One public meeting at least 30 days prior to submitting the draft final report in order to present the consultant recommended alternative and gauge public reaction to solution ideas to be included within the final report.
- Additional public meetings may be necessary to address public comments.

The consultant shall allow for the public to provide input into the study for a minimum period of two (2) weeks following each public meeting.

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

The consultant shall have a minimum of three (3) face to face meetings with the Study Advisory Team for study coordination. Two (2) of these meetings are to be scheduled and held prior to a public meeting (can be held the same day) to gather the Study Advisory Team's approval on the information being presented. A third meeting should be held during the standards development phase of the study. Other meetings can be held as deemed necessary. Video conferencing can be used as a substitute for face to face meetings when applicable.

#### ***Task 800 Project Deliverables***

The consultant shall provide the following items to the RCMPO contact person:

- Study Updates in word processing format (Microsoft® Word) or as Portable Document Format (Adobe® .pdf) of the study's progression due March 14, 2014, May 16, 2014, and June 13, 2014. If the study completion date needs to be extended, study updates will be expected around the 15<sup>th</sup> of every other month beginning on July 11, 2014 until submittal of the draft final report.
- An electronic copy, in Portable Document Format (Adobe® .pdf), of all approved standard typical sections.
- A large scale version (minimum size E), in Portable Document Format (Adobe® .pdf), of all maps included in the final report.
- A GIS shapefile (ESRI ArcMap® \*.shp) of the final Major Street Plan in State Plane coordinate system (NAD 1983, South Dakota North) compatible with Meade County's existing coordinate system.
- An electronic copy, in word processing format (Microsoft® Word) and Portable Document Format (Adobe® .pdf), of the draft final report and executive summary.
- Fifteen (15) printed copies of the final report and executive summary.

- An electronic copy, in word processing format (Microsoft® Word) as and Portable Document Format (Adobe® .pdf), of the complete final report and the complete executive summary.
- All public comments shall be included in the final report as an appendix.
- Copies of any pertinent working papers and electronic files created during the project.

After the Study Advisory Team’s review of the draft reports, the RCMPO’s contact person will advise the consultant as to its acceptability and will request any changes that may be desired. The executive summary and final report shall be due to RCMPO’s contact person seven (7) days prior to the study’s completion date.

## **SCHEDULE OF PROPOSAL**

Consultant selection will follow the estimated schedule:

**October 4, 2013** – Written proposals due to the Rapid City Area Metropolitan Planning Organization by 4:00 pm, MST.

**Week of October 14 - 18, 2013** – Interviews to be held at the Meade County Erskine Office Building in Sturgis, SD.

**October 25, 2013** – Select consultant and initiate contract negotiations.

**November 25, 2013** – Notice to Proceed delivered to selected consultant.

### **Staff role:**

RCMPO staff will be closely involved, but the consultant is expected to devote the time needed to conduct research, write documents, and participate in meetings as needed with the Study Advisory Team, subcommittees, and the public. Staff will take primary responsibility for scheduling and posting meetings and will attend all meetings. Staff will provide base data and maps.

### **Project Schedule:**

Work is expected to start in November 2013 and the finished product shall be ready for adoption by the Meade County Commission and the RCMPO in August 2014. The Consultant is expected to attend all scheduled public participation activities and present the draft and final Plan to the RCMPO.

The Consultant should demonstrate the ability to complete the project on schedule or explain why a departure from the proposed schedule is recommended. If the Consultant believes that the Project, or specific Project Components, can be accelerated in advance of the schedule above, the accelerated schedule should be outlined in the Response.

Please contact Kip Harrington at (605) 394-4120 or by email at [kip.harrington@rcgov.org](mailto:kip.harrington@rcgov.org) for all study related questions. Interviews with prospective consultants will be scheduled in November 2013.