

## REQUEST FOR PROPOSALS

### CHAPEL VALLEY ACCESS STUDY

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 study of access alternatives for the area known as Chapel Valley (please see attached map).

#### **BACKGROUND and PROJECT DESCRIPTION**

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. As of 1998, there were 480 dwelling units in Chapel Valley, with an estimated 1,200 residents. Access into the subdivision is from Jackson Boulevard via Chapel Lane. 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 1999 average daily traffic count for Chapel Lane was 5,300 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.

#### **SCOPE OF SERVICES REQUESTED**

##### **1) Document Review**

The consultant shall review documents and coordinate with appropriate staff regarding the following: The Rapid City Major Street Plan; Drainage Plans; Flood Area Boundaries; South Dakota Department of Transportation Accident Statistics; The City of Rapid City Street Design Criteria Manual.

The consultant shall review existing conditions including: the road network, existing land use, safety, traffic volumes, environmental factors, and topography. The City will provide two foot (2') digital contour files, and will also provide 0.5 foot (0.5') pixel aerial photography. The consultant will conduct field investigations to identify and investigate existing manmade and natural features, such as surface drainage patterns and flood plain boundaries.

## **2) Develop Alternatives**

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 alternatives should be identified according to termini, location, life-cycle costs, number of lanes, typical road profile and cross-section, right-of-way requirements, roadway widths, access controls, and access point locations. 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.

## **3) Reports and Meetings**

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.

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 study such as: applicable statements from local and state officials, cost effectiveness analyses, funding sources, implementation schedules, etc.

The consultant will provide reproducible originals and 15 copies of revised draft reports throughout the public meeting and comment process. The consultant will provide forty (40) final reports of the analysis for submittal to the appropriate agencies and committees.

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

## **SCHEDULE OF PROPOSAL**

*Proposals shall be governed by the following estimated schedule:*

- March 30, 2001 -- Written proposals due at the Rapid City Planning Department
- April 20, 2001 -- Interviews of selected respondents at Rapid City City Hall.
- April 27, 2001 -- Selection of consultant and initiation of 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 – May 22, 2001

Submit Draft Report to Agencies for Review – September 30, 2001

Complete Study – October 31, 2001

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.

## **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 16, 2001 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:

Jeff Gies, Transportation Planning Coordinator  
Transportation Planning Division  
300 Sixth Street  
Rapid City, SD 57701  
(605) 394-4120

Marcia Elkins, Planning Director  
Rapid City Planning 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/hearings during the study period. The first meeting will be arranged for the purpose of a draft document review. The second 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 analysis and street network study to the Rapid City Planning Commission, the Rapid City Council, the 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 Planning Commission, 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 ten (10) copies of all responses. Reproducible originals and a minimum of forty (40) final reports of the corridor analysis and street network will be prepared and submitted for staff and officials **after the Final Draft Document has been approved.**

## PROPOSAL SUBMISSION

The City of Rapid City must receive all proposal no later than 4:00 p.m. MST, March 30, 2001. 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 along with the associated costs. 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:

Transportation Planning Division  
Rapid City Planning Department  
300 Sixth Street  
Rapid City, SD 57701

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. Include within this proposal the process envisioned for incorporating the specialized disciplines of planning and engineering. 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*

- (a) Key personnel and individual relevant experience and capability, and outside consultants.
- (b) Diversity of skills - transportation planning and civil and traffic engineering.
- (c) Total number of firm employees in project technical disciplines and current workload of personnel.

##### *Technical Ability and Understanding of Requirements*

- (a) Technical approach proposed for meeting tasks.
- (b) Understanding and experience in meeting tasks.
- (c) Understanding and experience in addressing design issues.
- (d) Project schedule.
- (e) Personnel assigned to tasks.
- (f) Quality of examples of previous work.

##### *Project Organization and Management*

- (a) Project team.
- (b) Management Procedure - work reports.
- (c) Controlling Construction - cost estimates.
- (d) Quality Control.

- (e) Transportation Planner/Engineer and MPO relationship.

Past Record of Performance

Completion time - quality - construction cost comparison.

Volume of Work Previously Awarded

Familiarity with and Proximity to the Site Location

Knowledge of Existing Transportation Plans and Studies

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 proper execution of the project desired.

MISCELLANEOUS

All previously mentioned information will be made available to the selected consultant, as well as, the Operations Plan for the Rapid City Area Metropolitan Transportation Planning Process, the latest available traffic counts, a map of the study area, the Rapid City Major Street Plan, and any other maps or documents pertinent to the development of this study.

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.

**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 City of Rapid City.