

REQUEST FOR PROPOSALS

MINNESOTA STREET CORRIDOR EXTENSION

**Infrastructure Assessment, Alignment Identification
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 interested in preparing a corridor analysis for the area surrounding the proposed extension of Minnesota Street.

BACKGROUND INFORMATION

The Rapid City Major Street Plan classifies Minnesota Street as a minor arterial street. The proposal is to extend this minor arterial from its current terminus at Fifth Street to Mt. Rushmore Road (US Highway 16). The existing portion of Minnesota Street presently serves traffic flow between south Rapid City and the downtown area via Fifth Street and SD Highway 79. The proposed extension will add approximately 1.25 miles of street, and is initially planned as a three-lane facility.

The majority of land in the area identified for the Minnesota Street Extension is developing as single family residential and general commercial adjacent to Mt. Rushmore Road. The South Robbinsdale Neighborhood Future Land Use Plan identifies several major streets that are necessary to serve the traffic needs in this area. The selected consultant will need to coordinate with the proposed land use plans and proposed street network. The future land use planning effort has identified that this area is appropriate for single family dwellings with a density anticipated at one dwelling unit per three acres.

The following description delineates the study area to be considered in the analysis of the Minnesota Street Corridor Extension, the surrounding street network, and other infrastructure:

Fox Run Drive as the northern boundary, Mt. Rushmore Road (US Highway 16) as the western boundary, Enchantment Road/Catron Boulevard as the southern boundary, and Fifth Street and the proposed extension of Fifth Street as the eastern boundary. (boundary map attached)

Consideration will also be given to the relationship between the corridor and outlying areas, and coordination of infrastructure with the outlying areas. This would include, but not be limited to: drainage impacts both in and out of the study area, water and sewer tie-ins, traffic impacts, and street network continuity.

ITEMS OF WORK FOR STUDY

The following are items required as part of the infrastructure analysis and corridor identification:

1. The purpose of the study and the need for action should be clearly stated as part of the analysis. The consultant shall review documents and coordinate with staff relating to the following: 1) the City of Rapid City on the existing drainage basin plans; 2) the South Dakota Department of Transportation regarding state statutes on highway classifications and access management; 3) the South Robbinsdale Neighborhood Future Land Use

Plan; and 4) the Rapid City Area Long Range Transportation Plan approved in August of 2000.

2. A location map showing the proposed roadway extension and related major street system, alignments of existing and proposed water and sanitary sewer, and service areas/basins.
3. The consultant shall identify a range of alternatives, including the no build option. 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. All computations normally required for roadway alignment 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. The studies will be provided to the selected consultant upon request.
4. Each alternative shall be examined according to the advantages and disadvantages. The advantages and disadvantages should discuss construction costs, maintenance costs, user benefits, environmental impacts, traffic impacts, access points, and future land use potential.
5. The consultant shall examine the potential street system that Minnesota Street would serve. Access, traffic control, safety, and future transportation needs should be considered. Pedestrians, bicyclists, and transit service will be a part of this consideration. Future traffic volume projections will include morning and evening peak hour turning movements, ADT, directional distribution, design hourly volumes (DHV), peak hour factor (PHF), traffic composition, i.e., passenger cars, trucks, buses, or recreational vehicles. Future traffic projections should be evaluated for reasonableness and compatibility with the roadway network. Traffic should be analyzed both for present conditions (assuming the roadway was completed) and conditions twenty-five (25) years in the future.
6. An analysis of the surrounding street network shall be completed relative to the Minnesota Street Extension. This analysis will include Level of Service (LOS) for arterials and intersections, a travel time/delay component for arterials and intersections, progression, and existing and proposed signal phasing. This analysis shall be completed for existing conditions (assuming that the Minnesota Street Extension is completed), and twenty-five (25) year forecasted conditions.
7. Based on the analysis of Items of Work 1 through 6, an interim report will be drafted with conclusions on the feasibility of the roadway extension alternatives, including the no-build option. Particular attention shall be made to potential degradation of service that the proposed Minnesota Street Extension alternatives may have on the surrounding roadway network. The consultant shall make recommendations as to whether additional items of work are required on the surrounding street network to accommodate this project, or if the planned roadway extension alternatives are not feasible.
8. If a favorable recommendation is made regarding the extension of Minnesota Street, a comprehensive environmental assessment will be drafted to Federal Highway Administration standards for the proposed alternative alignments. The environmental assessment will include, but not be limited to considerations of land use, 4f and 106 lands, floodplain, air quality, threatened and endangered species, noise, and other

environmental, social, and economic impacts required by the Federal Highway Administration for such a study. At a minimum the consultant shall perform the following:

- a. Purpose and need for the project, project scope, alternatives to proposed action, implementation schedule and project manager, and list of agencies.
 - b. Contact and coordinate with all applicable local, state and federal agencies, which includes requesting comments regarding potential impacts. If potential adverse effects are determined, identify appropriate mitigation measures.
 - c. Prepare draft environmental assessments for review by appropriate technical staff, and revise drafts of the environmental assessment as needed.
 - d. Advertise notice of availability and notice of public hearing, as well as, contact affected landowners and units of government.
 - e. Hold a public hearing to revise the draft of the environmental assessment as appropriate to respond to public comment from public hearing, and submit letter, document and appropriate attachments to the State Department of Transportation and Federal Highway Administration requesting appropriate approval action.
9. Upon receiving a Finding of No Significant Impact (FONSI), the Metropolitan Planning Organization will approve the final alternative, and the consultant will then initiate the remaining tasks.
 10. All computations normally required for roadway alignment shall be performed. The consultant will identify the location for the centerline, right-of-way, and access points on the preferred alignment of the proposed arterial through the use of aerial photographs and field surveys. The consultant will be responsible for obtaining permission to access private property for related fieldwork.
 11. Public hearings and public notices must be held in accordance with the Public Hearings and Public Notices section of the Public Participation Plan for the Rapid City Area Metropolitan Transportation Planning Process.
 12. The consultant agrees to attend necessary meetings to discuss the scope of work, negotiate the contract, and attend meetings with the City staff advisory group throughout the project process as well as several public hearings during the approval process.
 13. The consultant shall include any other pertinent information that might help and/or support the corridor analysis such as: applicable statements from local and state officials, cost effectiveness analyses, funding sources, implementation schedules, etc.
 14. The consultant shall review and become familiar with the requirements of the Federal Highway Administration which pertain to federal aid road projects and environmental assessments, and include all necessary items in the report to satisfy those requirements.
 15. Reports: Provide local and state representatives with fifteen (15) copies of the draft corridor analysis for comment 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 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 corridor analysis and forty (40) final reports of the environmental assessment for submittal to the South Dakota Department of Transportation, Federal Highway Administration, and local governments for use in the planning process. All drafts and final reports will also be provided in either a .doc or .pdf digital file format. All maps generated during this project will also be provided in ArcGIS format and .pdf file format.

16. The consultant will respond in a timely manner to any comments that result from the State/Federal/Public review, and will provide 40 copies of all responses.

SCHEDULE OF PROPOSAL

Proposals shall be governed by the following estimated schedule:

May 5, 2004 - Written proposals due at the Rapid City Planning Department
May 21, 2004 - Interviews of selected respondents at Rapid City CSAC Building.
May 26, 2004 - 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 – June 22, 2004
Submit Draft Report to Agencies for Review – December 1, 2004
Complete Study – June 3, 2005

Final payment and retainage will not be made to the consultant until the Final Report is accepted by the City and the 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 April 28, 2004 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:

Patsy Horton, Community Planning Coordinator
Rapid City Transportation Planning Division
300 Sixth Street
Rapid City, SD 57701
(605) 394-4120

SIGNATURE REQUIREMENTS

Proposal 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 during the study period for the corridor analysis. The first meeting will be held to receive input for the draft document review. A second meeting will be arranged for the final document approval. The third meeting will be scheduled as necessary. 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 to the Rapid City Public Works Committee, 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 to the Rapid City Public Works Committee, the Rapid City Council, Citizen's Advisory Committee, the Technical Coordinating Committee, and the Executive Policy Committee at dates and times to be determined.
 - A public hearing on the Environmental Assessment for the corridor analysis roadway alternatives.
- 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 40 copies of all responses. The consultant will provide one copy of the draft report and the Rapid City Area MPO staff will distribute copies of the draft as necessary. A minimum of forty (40) final reports of the corridor analysis and forty (40) final reports of the environmental assessment 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 .doc or .pdf digital file format and camera-ready format.
- E. All mapping provided to the Rapid City Area Metropolitan Planning Organization will be submitted in ArcGIS format.

PROPOSAL SUBMISSION

The City of Rapid City must receive your proposal no later than 4:00 p.m. MST, May 5, 2004. The background information, experience and descriptive examples of the proposer's work must be submitted with information to accompany the proposal at the required time of submittal. Eight (8) copies of each proposal must be submitted to the City of Rapid City. Submissions will be directed to:

Patsy Horton
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. 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 used when 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.
- (g) ArcGIS mapping experience

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.

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 MPO and the SDDOT 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, 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.