

Engineering Division Request
To Solicit
**STATEMENT OF QUALIFICATIONS
AND
REQUEST FOR PROPOSALS**
For
Update and Revision of the City's Design Criteria Manuals
Project No. PW05-1446; CIP No. 50574

PROJECT DESCRIPTION

The City of Rapid City proposes to update and revise its Design Criteria Manuals. The manuals proposed for updating and revision include the Street, Drainage, and Utility Design Criteria Manuals and the Right of Way Criteria Manual. The City currently has criteria manuals for these items that are outdated, conflict with ordinances and policies, and/or do not reflect current available industry practices or standards. It is in the City's best interest to update these manuals to reflect existing industry standards and thus ensure the citizens of Rapid City are being provided the most cost effective design of infrastructure available.

The Scope of Services for this project will include, but not be limited to:

- Review of the City's existing criteria manuals, ordinances, policies, specifications, and other relevant documentation.
- Review of national and regional standards concerning design and construction of infrastructure.
- Provide life of infrastructure recommendations.
- Develop overall criteria guidelines and policy recommendations.
- Facilitate public comment and input.
- Develop draft and final documents based on technical recommendations and staff and public input.
- Provide recommended policy and ordinance changes to eliminate criteria, policy and/or ordinance conflicts.

This project will begin with a solicitation for statements of qualifications (SOQ) from interested consultants. A shortlist of qualified consultants will be selected from firms submitting SOQ's. A firm from this shortlist will then be selected to conduct the project. It is anticipated the project will take 9 to 12 months to complete. The estimated project budget is \$180,000.00 and will be proportionately funded from available streets, drainage and utility enterprise funds.