

**REQUEST FOR PROPOSALS  
2013 COMPREHENSIVE PLAN UPDATE  
CITY OF RAPID CITY, SOUTH DAKOTA**

**SUBMITTAL DEADLINE:  
JANUARY 16, 2013**

The City of Rapid City is requesting proposals from qualified firms with considerable experience in community design, land use and environmental planning, economic analysis, and citizen involvement/participation to update the City's Comprehensive Plan.

Interested consultants shall submit documentation substantiating their qualifications to perform the services required. The scope of the project is to update the existing Comprehensive Plan and refine a community-based vision based upon public participation.

***COMMUNITY PROFILE***

Known as the Star of the West and the City of Presidents, Rapid City is a thriving community of nearly 70,000 in the heart of the Black Hills. It is a land of wonderment, pristine ponderosa forests, rippling streams, iconic monuments and a rich western history, a place that still greets new residents, businesses and millions of annual visitors with a welcoming smile and a helping hand. Thanks to its diversity, Rapid City's economy remains strong despite downturns in many metropolitan areas of the United States. Our skilled and growing medical community serves the entire multi-state region. Our burgeoning retail sector draws shoppers from four surrounding states. Our call centers serve customers nationwide. Nearby Ellsworth Air Force Base remains a strong and stable force in the nation's defense.

The region offers unparalleled amenities that have attracted new businesses and residents. In order to preserve Rapid City's quality of life, while continuing to attract new businesses and investments to the community, the City must plan for its future. The Comprehensive Plan is the framework for ensuring orderly and efficient growth of the community.

The City of Rapid City has an estimated steady 1 to 2 percent annual growth over the past 30 years. Although considered "manageable," Rapid City has recently experienced a significant increase both within the corporate limits and outlying areas, providing a challenge regarding provision of infrastructure. From 2009 to 2011, the City has seen the addition of over 163 single-family dwelling units and over 73 multi-family units. The majority of this growth has occurred in the north and southwest quadrant of Rapid City.

Existing retail and commercial development is primarily located along Interstate 90. However, as the population continues to expand, other properties are quickly developing along Catron Boulevard (US Highway 16B), providing new residential and commercial

development opportunities and challenges. Additional growth is likely to occur in this area with the addition of a new WalMart Superstore just off Catron Boulevard.

The Dahl Fine Arts Center, the Journey Museum and the Rushmore Plaza Civic Center are all located in the downtown area. Main Street Square, located in the heart of Downtown Rapid City, is a fun-filled public space that features special events, arts and culture, live concerts, seasonal ice skating and interactive fountains. The Square is surrounded by the City of Presidents monuments and sculptures, boutiques, eateries and galleries.

There are at least five public and/or private high schools, several public and/or private middle schools and numerous elementary schools. All public schools within city limits are operated by the Rapid City Area School District. Post-secondary educational opportunities include at least three private higher education facilities, the South Dakota School of Mines and Technology, Western Dakota Technical Institute and the University Center which includes degree programs and certificates from all six South Dakota public universities working together to cooperatively deliver accessible, high-quality education in one convenient location.

Rapid City is home to the *Rapid City Journal*, a seven-day morning daily newspaper that covers the city and the surrounding metropolitan area.

Although the structure of government for the City of Rapid City is rooted in its citizen-constituents, Rapid City has a mayor/aldermanic form of government. The ten elected City Council members establish and adopt the policies, while the Mayor is charged with implementing those policies of the Council as well as overseeing the day to day operations of City government. An appointed/volunteer Planning Commission assists the City Council and staff in developing and implementing land development policies.

Over the last decade, the Planning Commission has managed growth using three basic planning tools:

- 1) Zoning Ordinance;
- 2) Subdivision Regulations; and
- 3) Comprehensive Plan.

To keep pace with development demands and maintain a high quality of life for the citizens of Rapid City, the Planning Commission and City Council have recently rewritten the Subdivision Regulations to create a more user-friendly development process.

Rapid City adopted its first City Plan in 1949. The last full update was adopted in 1981; however, the City has separately updated numerous elements of the Comprehensive Plan, including a Parks and Recreation Master Plan, a Bicycle and Pedestrian Master Plan, the Long Range Transportation Plan, the Utility Master Plan, Drainage Basin Plans and numerous Neighborhood Area Future Land Use Plans.

New development issues and technologies challenge the community; updating the Comprehensive Plan will address these challenges. The issues facing the community must be met with new ideas and continued expansion in the following areas:

- A revision of goals and objectives for the City of Rapid City;
- The continuation of the redevelopment of Downtown Rapid City;
- The establishment of a Unified Development Code;
- The establishment of Development Impact Fees;
- The establishment of a City Economic Development Strategy;
- The development of an overall Transportation Improvement Strategy;
- The development of natural Conservation Districts; and
- The preservation of our City's historic assets and natural resources.

Since the update of a true Comprehensive Plan can be a daunting task, a study advisory team will be created to assist the Planning Commission with its formation. This study advisory team, which will include a wide variety of elected officials, local business leaders, and public citizens, shall consist of approximately seven (7) members and, as such, shall be considered major shareholders in the development of this long range planning document. The comprehensive plan shall fit the future needs of our changing and dynamic community.

## **OVERVIEW**

The Request for Proposals seeks to establish a partnership with a qualified consultant to conduct Rapid City's Comprehensive Plan Update. The Plan shall define a vision for the community. The vision shall address the desired balance of land uses, their location, design character and density as applied to undeveloped and potential re-development areas, and the interconnection among land use, the built environment, the socioeconomic environment and the natural environment. The overall theme of the Plan shall be sustainability – using the classic definition of meeting the needs of the present generation without compromising the ability of future generations to meet their needs.

The consultant shall initiate the overall study, examine existing conditions, identify needs and opportunities, and prepare implementation strategies for the City of Rapid City. The consultant is expected to analyze existing conditions to update the Comprehensive Plan components. The analysis must identify emerging trends and the suitability of existing land use regulations, public/private facilities, and services to meet the growing and changing needs of the population. The Plan shall also explore where public and/or private initiatives shall be necessary to maintain and improve services and facilities.

The consultant may use information contained in the Future Land Use Plan 2008 Overview to assist with the analysis. It is expected that the Comprehensive Plan's outlook shall be 25 years. The City's existing conditions shall be analyzed through a public participation process to formulate community goals and objectives that represent the collective desires of the public. In addition to Rapid City residents, the process may include the surrounding municipalities, the county and non-resident citizens, as well as various regional agencies.

The Plan shall outline development and/or redevelopment strategies that consider preferred future land use patterns and the infrastructure improvements required to support such land use patterns. Economic, social and environmental impacts shall be addressed as well. The implementation strategies shall identify projects that shall be

pursued to implement the goals of the Plan. The proposal shall contain a schedule of anticipated tasks. It is expected that the project shall be completed in approximately nine (9) months.

## ***PROJECT BUDGET***

The project budget has not been established. Interested consultants shall provide a scope of work and a practical budget for undertaking the project. The consultant shall keep in mind current economic conditions and be as efficient as possible in this process.

## ***PLAN ELEMENTS***

The Plan structure may follow the existing Comprehensive Plan, or innovate a new approach. Desirable modifications include updating the Future Land Use and Transportation components and introducing sustainability as a theme.

### **Citizen Participation**

The City considers citizen input essential. The Comprehensive Plan process shall be structured to maximize citizen involvement and participation. The consultant shall be responsible for designing a public participation strategy and forming a Comprehensive Plan Update study advisory team. The consultant is encouraged to propose a process that is both creative and interactive for soliciting input from a diverse participant pool with the goal of channeling this input into realistic alternatives for consideration by the public, the Planning Commission and the City Council. The consultant shall conduct community surveys assessing attitudes and visions for the growth of the community.

The surveys shall identify the community's perception of and satisfaction with existing services. Additionally, the survey results shall yield conclusions based on the community opinion regarding future policies on issues such as land use patterns, transportation, economic development, housing (including underserved housing niches), public safety, parks, community facilities, and environmental issues. The citizen participation process shall specifically gauge the public's acceptance of sustainable practices. The Plan shall provide recommendations related to: energy conservation, alternative energy, alternative transportation, public health, density and building requirements (LEED). The consultant shall maintain a project web page to communicate the project schedule, upcoming meeting dates, and links to various contact persons. The use of other forms of social media is anticipated. The consultant shall post and provide web ready graphics and maps as they are produced.

### **Demographics and Socioeconomics**

The Plan shall reflect current and projected demographic and socioeconomic trends and their implications on land use patterns and public services planning. The consultant shall endeavor to obtain current and accurate demographic and socioeconomic data upon which policy recommendations shall be based.

### **Existing Land Use**

City Staff has developed a detailed existing land use database that shall be incorporated in the Land Use Element and may be used to assist in the development of an updated Future Land Use Plan and Map.

### **Future Land Use Plan**

The Future Land Use Plan shall incorporate the residential and commercial development and the review of a potential expansion of the extraterritorial jurisdiction. This element shall also provide an outlook projection based on recent development and economic trends.

The Plan shall address the relationship between the environment and human activities. A general inventory of the City's natural resources shall be established and measured against current development policies and practices. This element shall address the interconnectivity of the built and natural environments, and provide policy recommendations that shall improve the state of balance.

### **Community Character and Urban Design**

The Plan shall set out policies that address community gateways, community image, integration of major roadway corridors, and the preservation of community attributes. Development densities shall be an important focus of this element. This element shall be a tool to direct the continuing use or further development of existing design standards and guidelines, potentially expanding into a unified smart development code.

### **Housing and Neighborhood**

The housing element provides an opportunity to set policy direction relative to the range of housing products offered in Rapid City and to address housing affordability, diversity, and density. This element shall look beyond housing as an independent module and toward cohesive neighborhood planning.

### **Transportation**

The Plan shall evaluate the City's existing transportation system independently and integrally as part of the regional and state wide system. The Plan shall assess multi-modal and multi-purpose transportation options, with special attention on mass transit and non-vehicular travel modes. This element shall also include forecasts for the long-term transit needs of the community and suggestions for procuring these services. The full update to the Long Range Transportation Plan shall be accomplished through a separate planning process.

### **Economic Development**

The Plan shall address a range of policies that preserve and strengthen business and commerce in the City. This element shall characterize the unique attributes of local business districts and provide an evaluation of under-utilized commercial and retail space and opportunities within the City. Projected employment and ratios of employment to housing units shall be discussed.

## **Parks and Open Space**

The Plan shall integrate facility inventories (conducted in other studies), trail connectivity, park accessibility, and recreational goals that have been identified by the City, maintaining and expanding the open space created adjacent to Rapid Creek.

## **Public Facilities and Utilities**

The Plan shall address a wide range of governmental services including infrastructure. Goals shall address maintaining the high standards of public safety and crime prevention in the City. Service capacities of City utilities shall be central to this element in addition to being an important input to the direction and phasing of the land use element. Master water and wastewater plans shall be discussed in this element, and shall consider any impacts on existing and planned public facilities.

## ***ADDITIONAL RESOURCES***

Additional material available for background gathering:

- Future Land Use Plan 2008 Overview
- Existing Zoning Map
- 2012 Aerial Photography
- ArcGIS Existing Land Use Database
- Parks and Recreation Master Plan
- Utilities Master Plan
- Rapid City Area Schools Facilities Plan
- Bicycle/Pedestrian Master Plan
- Floodplain Development Policy
- Drainage Basin Plans

## ***DELIVERABLES***

- The Comprehensive Plan format shall consist of both text (Microsoft Word) in an 8 ½ by 11 (vertically oriented) three ring binder format that lends itself to amendments. Maps shall be produced in ArcGIS v 10 or higher format of 36" by 60", and with the capability of being legibly reduced to 11 by 17 for inclusion into the binder. The consultant shall deliver the draft and final documents in both hard copy and electronic formats to allow for reproduction, revision and direct web posting.
- Prepare Key Plan Element drafts for citizens and Planning Commission review.
- Digitize new maps, input data and create new ArcGIS layers, and incorporate selected maps from existing work products to produce ArcGIS maps.
- Prepare Comprehensive Plan
  - Produce all materials for public presentations.
  - Provide digital, web ready drafts of the Plan for posting on the City's website as well as the required Study website.
  - Produce final copies for approval and adoption by the City Council.
- Provide the City with a reproducible hard and digital copy of the adopted Plan. Digital documents and maps shall be easily editable and provided in the following file formats:

- Comprehensive Plan text and maps shall be provided in Adobe PDF.
- Comprehensive Plan text shall be provided in Microsoft Word format.
- All final maps and overlays must be delivered in a geodatabase using ArcGIS v 10 or higher, along with map templates generated throughout the process. All final maps and source data files shall be provided to the City.

## ***PROPOSED PROJECT SCHEDULE***

The overall timeline for the development of the Comprehensive Plan shall be nine (9) months (not including the adoption process). As a submittal requirement, the applicant shall submit a project schedule showing key task target dates, including public meetings and hearings and estimated task duration. Variations from the City's intended timeline shall be discussed in the Request for Proposals.

## ***PROPOSAL FORMAT***

Limit the total length of the proposal to **25 pages maximum**. Each proposer must demonstrate in their proposal that they have the professional capabilities needed to accomplish this study. The proposal should contain all information relevant to indicate the consultant team's abilities to successfully complete this update and give the study advisory team a better understanding of the consultant team's qualifications.

At a minimum, the proposal should contain the following:

- A. **Statement of Study Approach:** Describe the proposed Operation Plan including an explanation of technical approaches and a detailed outline of the proposed services for executing the requirements of the Proposed Scope of Services.
- B. **Proposed Study Team Members:** Provide a written description of the consultant team composition, including disciplines, primary role in regards to the study, and relevant experience. The information provided must clearly indicate the consultant team's point of contact, the team leader for the study (if different) and the responsible party in each firm who will be providing the required professional experience.

Provide a table showing the number of person-hours (not percentages of time) that will be devoted to each task by consultant team members. List the names of principal investigators and other key professionals who will be involved. Support personnel may be identified by classification. If subcontracting is necessary, include subcontractors' key personnel and support staff in the table. Clearly identify subcontractors' involvement.

Describe current commitments to other work in sufficient detail to permit assessment of each consultant team member's ability to meet the proposal's commitments. Include a statement that the level of effort proposed for principal and professional members of the study team will not be changed without written consent of the City.

Project management including:

1. Project organizational chart including key staff to be assigned;
  2. Location of office from which the management of the project shall be performed; and
  3. Summary/matrix of key personnel's shared project experience.
- C. Individual Experience: Provide a description of the background of key members of the consultant team and their specific participation in previous projects that would directly relate to the work planned to be done for this study. This may be done in descriptive text or in resume format.
- D. Previous project summaries, including reference contact information, for a minimum of three (3) projects which are similar in scope to the project described herein which demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included. (The City reserves the right to contact any references provided herein or otherwise obtained).
- E. Project Schedule: Provide a graphic or text calendar to define the proposed study schedule for tasks and set milestone dates. The amount of time in months, and as a percentage of total workload, for each component of the citizen participation program; the individual elements of the Comprehensive Plan; the map production program; and the preparation of the draft and final versions of the Comprehensive Plan.
- F. Signature/Certification: The proposal shall be signed by an official authorized to bind the offer and shall contain a statement that the proposal is a firm offer for a ninety (90) day period from the submittal deadline. The proposal shall also provide the following information: name, title, address and telephone number of the individual(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.
- G. A proposed work task plan, detailing specific tasks within each phase and element. The City reserves the right to negotiate work tasks prior to finalizing a contract with the selected firm.
- H. Budget: Show the estimated cost for the entire study. A sample budget is shown below.

If the proposal includes effort by subcontractors, a similar budget table should be included for each subcontractor.

Out-of-state travel, which is defined as travel between the consultant's base and destinations other than South Dakota, must be identified separately. All travel between the consultant's home base and South Dakota should be recorded as in-state travel.

Indirect costs listed in the budget must be substantiated if and when the proposal is selected. Prior to the first contract payment, the successful proposer must submit

documentation supporting the bases and rates used to calculate indirect costs by the prime contractor and each of the subcontractors. Examples of indirect cost schedule formats can be found in Chapter 9 of the *AASHTO Uniform Audit & Accounting Guide* located at: <http://audit.transportation.org/>.

### SAMPLE BUDGET

Item	FY2013			FY2014			Total
	Rate	Total Estimate Hours	Total Estimated Cost	Rate	Total Estimate Hours	Total Estimated Cost	
<b>Salaries</b>							
Name - Title or ID#	\$20.00	90	\$1,800.00	\$20.60	125	\$2,575.00	
Name - Title or ID#	\$18.00	45	\$810.00	\$18.54	50	\$927.00	
Name - Title or ID#	\$25.00	20	\$500.00	\$25.75	20	\$515.00	
Name - Title or ID#	\$15.00	10	\$150.00	\$15.45	10	\$154.50	
Name - Title or ID#	\$11.50	5	\$57.50	\$11.85	15	\$177.68	
Subtotal:			\$3,317.50			\$4,349.18	\$7,666.68
<b>Fringe Benefits<sup>1</sup></b>			\$829.00			\$1,087.00	\$1,916.00
<b>Overhead / Indirect Costs</b>			\$2,654.00			\$3,479.00	\$6,133.00
<b>Fixed Fee</b>			\$680.00			\$892.00	\$1,572.00
<b>In-State Travel</b>			\$1,250.00			\$2,500.00	\$3,750.00
<b>Out-of-State Travel</b>			\$0.00			\$0.00	\$0.00
<b>Equipment Purchase<sup>2</sup></b>			\$0.00			\$0.00	\$0.00
<b>Expendable Supplies<sup>3</sup></b>			\$350.00			\$710.00	\$1,060.00
<b>Subcontracts</b>			\$0.00			\$0.00	\$0.00
<b>Computer Time<sup>3</sup></b>			\$0.00			\$700.00	\$700.00
<b>Report Publication<sup>3</sup></b>			\$0.00			\$1,200.00	\$1,200.00
<b>TOTAL</b>			\$9,080.50			\$14,917.18	\$23,997.68

- Notes: 1. May be included with Overhead / Indirect Costs, Must be in accordance with 48CFR Part 31  
 2. Must be in accordance with 49CFR Part 1B  
 3. Only if normally treated as a direct cost

Total funding should not exceed the amount indicated as "Funds Available" on the Request for Proposal. This amount represents what the City feels the study merits and what level of funding should be necessary to complete the work. Proposers should set the scope and depth of study accordingly. Because of budget constraints, additional funding is highly unlikely. No budget expansions should be anticipated.

- I. Proposals shall bear the following information on the outside of the packaging:
  1. PROPOSAL FOR COMPREHENSIVE PLAN
  2. YOUR COMPANY NAME

Seven paper copies and one digital copy (CD) of the proposals are required. The proposals shall be retained by the City of Rapid City and shall not be returned.

### ***SUBMITTAL DEADLINE AND METHOD***

Proposals shall be accepted at the Community Planning and Development Services Department, Long Range Planning Division, 300 Sixth Street, Rapid City, South Dakota 57701 until **4:00 p.m., January 16, 2013.**

**Proposals may be delivered in person, by U.S. Postal Service, or by private carrier/courier. Proposals may not be faxed or emailed to the City.**

Questions regarding this Request for Proposals may be addressed to Patsy Horton, Division Manager, Community Planning and Development Services Department, Long Range Planning Division, 300 Sixth Street, Rapid City, South Dakota 57701, by calling (605)-394-4120, or by sending an email to [patsy.horton@rcgov.org](mailto:patsy.horton@rcgov.org).

## ***EVALUATION AND CONSULTANT SELECTION***

A review committee shall evaluate the proposals. Qualified firms may be invited to make a presentation to the committee. Final selections shall be based on written proposals and, if applicable, presentations.

The evaluation shall consider but not be limited to the following:

- A. Overall proposal quality and the proposal's responsiveness to the Request for Proposals, including but not limited to the completeness, clarity, conciseness, and the comprehension of the scope of work and meeting the stated purpose and needs of the City of Rapid City;
- B. The qualifications and experience of personnel committed to the project;
- C. Demonstrated experience with relevant projects and quality of past work products;
- D. The proposal's uniqueness or innovativeness; and
- E. Ability to collaborate with City staff and representatives.

Proposals shall be evaluated and ranked based on criteria determined by the City of Rapid City. The City of Rapid City will afford equal opportunity to all those who submit proposals and will not discriminate in its selection of consultants on the grounds of race, sex, color, physical handicap or national origin.

Proposers will be notified of the results of the selection process in writing no later than January 24, 2013.

## ***OWNERSHIP OF PROPOSALS***

All proposals submitted become the property of the City of Rapid City. The City has the right to use all information presented in any proposal, unless it is annotated as being proprietary. The City considers all information contained in proposals as privileged and reserves the right to maintain its confidentiality. Selection or rejection of a proposal does not affect these rights. The City reserves the right to reject any and all proposals submitted. The City may, under certain conditions, negotiate with the proposer to address specific weaknesses in a submitted proposal.

The City is not responsible for any costs incurred by proposers, including proposal preparation, prior to execution of a contract.

## ***PROFESSIONAL SERVICE CONTRACT***

A signed Professional Service Contract, provided by the City, is required prior to any work initiated on this study.

## ***SUBLETTING OF CONTRACT***

The Consulting Firm shall agree, after the contract is awarded, not to assign or sublet the whole or any part of the contract without the prior written consent of the City.

## ***CHANGES IN SCOPE OF SERVICES***

The Consulting Firm shall agree that any change of scope in the work to be performed after the original contract has been signed shall be documented as a written change order, be accepted by all parties, and made a part of the original contract by addendum.

## ***CHANGES IN PERSONNEL***

The personnel identified in the proposal shall work on the project until completion. Any substitution of personnel shall require the approval of the City in writing. Personnel changes shall only be considered for valid reasons, such as an employee leaving the firm, major illness or accident. Only persons determined by the City to be well qualified shall be approved.

## ***GENERAL INFORMATION***

The City reserves the right to inspect and investigate the business reputation, or other qualifications, of any firm and to reject any proposal, irrespective of quoted prices, if it is determined to be lacking in any of the essentials necessary to assure acceptable standards of performance. The City reserves the right to obtain financial data or other supplemental information concerning the firm and/or its subcontractors. Proposals submitted in response to the Request for Proposals shall constitute a binding offer.

Acknowledgement shall be indicated by the original signature of a Principal legally authorized to execute contractual obligations and shall also signify acceptance of all terms and conditions including compensation, as set forth in the Request for Proposals. The firm shall identify clearly and thoroughly any variations between its proposal and the City's Request for Proposals. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms and/or conditions.

PATSY HORTON  
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