



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Growth Management Department

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MEMORANDUM

TO: Public Works Committee

FROM: Patsy Horton, Community Planning Coordinator

DATE: June 9, 2004

RE: Rapid City Area Metropolitan Planning Organization
Request for Proposals to Update the Long Range Transportation Plan

Attached is a Request for Proposals to update the Long Range Transportation Plan for the Rapid City Area Metropolitan Planning Organization. The Rapid City Area Long Range Transportation Plan is developed to guide transportation planning activities and transportation facility development for the next 25 years. The goal of the Long Range Transportation Plan is to plan an efficient intermodal transportation system which maximizes the movement of goods and people, and minimizes hazards, costs, energy consumption, and pollution. This document is a requirement of the Transportation Equity Act for the 21st Century (TEA-21), and must be updated every 5 years. The Long Range Transportation Plan for the Rapid City Area was last updated in August, 2000.

This Rapid City Area Long Range Transportation Plan update will have two major components. The first component is to complete 25-year traffic forecasts for the Rapid City Area Metropolitan Planning Organization Study Area to identify future transportation needs. The second portion of the study will entail the development and prioritization of specific projects within the Long Range Transportation Plan to satisfy those future needs.

Funding for the Long Range Transportation Plan Update is included in the 2004 Unified Planning Work Program and the Transportation Planning budget. The Rapid City Area Metropolitan Planning Organization approved the Request for Proposals at its June 23, 2004 meeting.

STAFF RECOMMENDATION: Staff recommends authorization to advertise for proposals for the Rapid City Area Metropolitan Planning Organization Long Range Transportation Plan Update.



EQUAL OPPORTUNITY EMPLOYER

**REQUEST FOR PROPOSALS
RAPID CITY AREA METROPOLITAN PLANNING ORGANIZATION
LONG RANGE TRANSPORTATION PLAN
UPDATE**

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 transportation consultants to prepare an update to the Long Range Transportation Plan for the Rapid City Area Metropolitan Planning Organization.

BACKGROUND

The Rapid City Area Long Range Transportation Plan is developed to guide transportation planning activities and transportation facility development for the next 25 years. The goal of the Long Range Transportation Plan is to plan an efficient intermodal transportation system which maximizes the movement of goods and people, and minimizes hazards, costs, energy consumption, and pollution. This document is a requirement of the Transportation Equity Act for the 21st Century (TEA-21), and must be updated every 5 years. The Long Range Transportation Plan for the Rapid City Area was last updated in August, 2000.

PROJECT DESCRIPTION

This Rapid City Area Long Range Transportation Plan update will have two major components. The first component is to complete 25-year traffic forecasts for the Rapid City Area Metropolitan Planning Organization Study Area to identify future transportation needs. The second portion of the study will entail the development of the actual planning and prioritization elements within the Long Range Transportation Plan to satisfy those future needs.

SCOPE OF SERVICES REQUESTED

Task 100 Data Review and Collection

The consultant shall review documents and coordinate with appropriate staff regarding the following: 1) The 2000 Rapid City Area Long Range Transportation Plan; 2) The Comprehensive Transportation Plan 2000 for the Rapid City Area (dated 1980); 3) The Operations Plan for the Rapid City Area Metropolitan Planning Process; 4) The 2005-2008 Rapid City Area Transportation Improvement Program; 5) The Rapid City Major Street Plan; 6) The Future Land Use Plans and Future Land Use Neighborhood Maps; 7) The Rapid City Regional Airport Master Plan Update of 1997; 8) Recent traffic analyses including but not limited to the Exit 67 Justification Study, the Elk Vale Neighborhood Traffic Study, the East Anamosa Street Extension Study, the Eglin Street Corridor Study, the US Highway 16 Corridor Study, the ITS Master Plan, the Jackson Boulevard Extension Study and the Travel Demand Forecasting Model Update; 9) City of Rapid City and South Dakota Department of Transportation Accident Reports and Statistics; 10) Existing and proposed access policies and criteria from the City of Rapid City and the South Dakota Department of Transportation; and, 11) The regulations for metropolitan planning under 23 CFR Part 450 of the Federal Register, especially section 450.322 .

Task 200 Traffic Forecasting

The consultant shall develop future (25-year) 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), traffic composition (i.e., passenger cars, trucks, buses, or recreational vehicles), and identify level of service concerns for major corridors and/or intersections. Future traffic projections should be evaluated for reasonableness and compatibility with the road network.

Task 300 Plan Development

The consultant shall have proven experience in Long Range Transportation Plan development, and understand the foundation and philosophy behind Long Range Transportation Plan development as set forth in the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and Transportation Equity Act for the 21st Century (TEA-21). Plan development will consist of, but not be limited to the following:

- setting transportation goals and objectives for the community and reviewing the success of past objectives;
- Develop transportation policy directives for the community;
- Examine socioeconomic and demographic trends;
- Fully analyze each element of the existing transportation system including the street network, public transportation, pedestrian and bicyclist issues, rail service, and air service;
- Analyze the impact of regional trade and tourism;
- Determine environmental impacts and considerations; and,
- Develop a project list of short, mid and long-term transportation priorities based on these items, with economic feasibility demonstrated (a financial plan including revenue estimates and expenditures). Congestion management and travel demand management (TDM) strategies should be considered as alternatives to transportation projects.

Task 400 Reports and Meetings

The consultant will provide local and state representatives with fifteen (15) copies of the draft Long Range Transportation Plan 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 review and become familiar with the requirements of the Federal Highway Administration which pertain to metropolitan transportation planning and federal aid road projects; and, include all necessary items in the report to satisfy those requirements.

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 analysis for submittal to the South Dakota Department of Transportation, Federal Highway Administration, and local governments for use in the planning process.

The consultant shall be required to present the draft and final reports of the Long Range Transportation Plan Update to the 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:

July 19, 2004 -- Written proposals due at the Rapid City Growth Management Department

July 30, 2004 -- Interviews of selected respondents at the City-School Administration Center.

August 2, 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 – September 8, 2004

Submit Draft Report to Agencies for Review – December 31, 2004

Complete Study – February 28, 2005

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

Please direct questions to:

Patsy Horton, Community Planning Coordinator
Rapid City Growth Management 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 during the study period. 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 Long Range Transportation Plan to 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.

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 attend and make presentations at the following meetings:

Presentation of the Final Draft Long Range Transportation Plan to 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

E. The consultant agrees to prepare draft documents, make revisions as required, and prepare final document(s) which will include the completion of tasks under the "**SCOPE OF SERVICES REQUESTED**" in addition to 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 one copy of all responses. A minimum of sixty (60) final reports of the Long Range Transportation Plan 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 camera-ready digital format.

PROPOSAL SUBMISSION

The City of Rapid City must receive your proposal no later than 4:00 p.m. MST, July 19, 2004. 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. 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 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. 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 (30%)

- (a) Key personnel and individual relevant experience and capability, and outside consultants.
- (b) Diversity of skills - transportation planning, land use, and familiarity with Federal regulations governing the transportation planning process.
- (c) Total number of firm employees in project technical disciplines proposed for this project and current workload of those individuals.

Technical Ability and Understanding of Requirements (40%)

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

Project Organization and Management (20%)

- (a) Project team.
- (b) Management Procedure - work reports.
- (c) Quality Control.

Past Record of Performance (10%)

Completion time - quality - efficiency

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 completion of the project desired.

MISCELLANEOUS

All previously mentioned information will be made available to the selected consultant, as well as, the latest available traffic counts, the Rapid City Major Street Plan, and any other maps or documents pertinent to the development of this document.

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 Rapid City Area Metropolitan Planning Organization.