



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Growth Management Department

300 Sixth Street

Pat Beaudette, Transportation Planning Coordinator
Growth Management Department
City web: www.rcgov.org

Phone: 605-394-4120
Fax: 605-394-6636
e-mail: pat.beaudette@rcgov.org

MEMORANDUM

TO: Legal and Finance Committee
FROM: Pat Beaudette, Transportation Planning Coordinator
DATE: January 25, 2005
RE: Rapid City Area Long Range Transportation Plan Update

Attached for your review and approval is the contract with LSA Associates, Inc., for the Rapid City Area Long Range Transportation Plan Update. Five proposals were received and evaluated based on experience, the ability to perform and manage the project, adherence to schedule requirements and fixed budget compliance.

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 of the actual planning and prioritization elements within the Long Range Transportation Plan to satisfy those future needs. The Long Range Transportation Plan Update is included in the 2004 Unified Planning Work Program.

This project is funded at 81.95 % from the Federal Highway Administration and the balance is local match. The contract is funded from the 2005 Transportation Planning (706) budget and funds are available.

MPO RECOMMENDATION: The Executive Policy Committee of the Rapid City Area Metropolitan Planning Organization recommends authorizing the Mayor and Finance Officer to sign the Agreement between the City of Rapid City and LSA Associates, Inc., for the contract in an amount not to exceed \$125,562.



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

**AGREEMENT FOR PROFESSIONAL SERVICES
RAPID CITY AREA
LONG RANGE TRANSPORTATION PLAN UPDATE**

THIS AGREEMENT made on this ____ day of February, 2005 between the City of Rapid City, 300 Sixth Street, Rapid City, South Dakota 57701, hereinafter referred to as OWNER, and LSA Associates, Inc., 132 West Mountain Avenue, Ft. Collins, CO 80524 hereinafter referred to as CONSULTANT. This project will encompass the preparation of an update to the Long Range Transportation Plan to guide transportation planning and facility development for the next 25 years (hereinafter called the Project).

OWNER and CONSULTANT in consideration of their mutual covenants herein agree in respect of the performance of transportation planning services by CONSULTANT and the payment for those services by OWNER as set forth below.

SECTION 1 - BASIC SERVICES TO CONSULTANT

1.1 General

CONSULTANT shall provide to OWNER transportation planning services in all phases of the Project to which this Agreement applies as hereinafter provided. These services will include serving as OWNER'S professional transportation planning services representative for the Project, providing professional transportation planning consultation and advice and furnishing selected transportation planning services.

1.2 Scope of Work

The Basic Services Scope of Work is described in detail in Exhibit A and shall include Existing Inventory and analysis, traffic forecasting, transportation planning and public involvement process.

SECTION 2 - ADDITIONAL SERVICES OF CONSULTANT

2.1 Services Requiring Authorization in Advance

If authorized in writing by OWNER, CONSULTANT shall furnish or obtain from others Additional Services of the types listed in paragraphs 2.1.1 through 2.1.7, inclusive. These services are not included as part of Basic Services except to the extent provided otherwise in Exhibit A; these will be paid for by OWNER as indicated in Section 5.

2.1.1 Services resulting from significant changes in the general scope, extent or character of the Project including, but not limited to, changes in size, complexity, or method of financing; and revising previously accepted studies, reports or design documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies, reports or documents.

2.1.2 Investigations and studies involving, but not limited to detailed consideration of operations, maintenance and overhead expenses; providing value engineering during the course of design; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules and appraisals; assistance in obtaining financing for the Project; evaluating processes available for licensing and assisting OWNER in obtaining process licensing; detailed quantity surveys of material, equipment and labor; and audits or inventories required in connection with construction performed by OWNER.

- 2.1.3 Furnishing services of independent professional associates and consultants for other than Basic Services (which include, but are not limited to, customary civil, structural, mechanical and electrical engineering and customary architectural design incidental thereto);
- 2.1.4 Services during out-of-town travel required of CONSULTANT other than visits to the site, attendance at OWNER'S office as required by Section 1, or other services as detailed in Exhibit A.
- 2.1.5 Providing any type of property surveys or related engineering services needed for the transfer of interests in real property and field surveys for design purposes and providing other special field surveys.
- 2.1.6 Preparing to serve or serving as consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project (except for assistance in consultations which is included as part of Basic Services).
- 2.1.7 Additional services in connection with the Project, excluding services which are to be furnished by OWNER in accordance with Article 3, and services not otherwise provided for in this Agreement.

SECTION 3 - OWNER'S RESPONSIBILITIES

OWNER shall do the following in a timely manner so as not to delay the services of CONSULTANT:

- 3.1 The Transportation Planning Coordinator with the Rapid City Planning Department or their designee shall act as OWNER'S representative with respect to the services to be rendered under this Agreement. Mr. Beaudette shall have complete authority to transmit instructions, receive information, interpret and define OWNER'S policies and decisions with respect to CONSULTANT'S services for the Project.
- 3.2 Assist CONSULTANT by placing at CONSULTANT'S disposal all available information pertinent to the Project including previous reports and any other data relative to the Project.
- 3.3 Examine all studies, reports, sketches, drawings, proposals and other documents presented by CONSULTANT, obtain advice of an attorney, insurance counselor and other consultants as OWNER deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT.
- 3.4 Give prompt written notice to CONSULTANT whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT'S services.
- 3.5 Furnish or direct CONSULTANT to provide Additional Services as stipulated in paragraph 2.1 of this Agreement or other services as required.

SECTION 4 - PERIOD OF SERVICE

- 4.1 The CONSULTANT'S period of service shall complete the scope of work stated in Exhibit A by December 31, 2005, provided a written "Notice to Proceed" is issued by February 10, 2005. The CONSULTANT'S services shall be provided in general accordance with the

schedule as defined in Exhibit B.

SECTION 5 - PAYMENTS TO CONSULTANT

5.1 Methods of Payment for Services and Expenses of CONSULTANT

5.1.1 *For Basic Services.* OWNER shall pay CONSULTANT for Basic Services rendered under Section 1 as detailed in Attached Exhibit A in an amount not-to-exceed **One Hundred Twenty Five Thousand Five Hundred and Sixty-two dollars (\$125,562)** as detailed in attached Exhibit D "Cost Estimate".

5.1.1.1 *Direct Labor Costs and Overhead.* Direct labor costs and overhead shall be paid at a rate equal to CONSULTANT'S salary cost times the allowable overhead rate as determined by audit, in accordance with 48 CFR Part 31, and shown on attached Exhibit C "Rate Sheet" for all Basic Services rendered on the Project.

5.1.1.2 The approval and acceptance of the fixed billing rates as detailed in attached Exhibit "C" will be contingent upon CONSULTANT providing the required cost breakdowns to verify that costs are in compliance with 48 CFR Part 31 and 23 CFR Part 172.

5.1.1.3 OWNER shall pay CONSULTANT the actual costs (except where specifically provided otherwise) of all Reimbursable Expenses approved by OWNER. The term Reimbursable Expenses has the meaning assigned to it in paragraph 5.4 in accordance with 48CFR Part 31.

5.1.2 *For Additional Services.* OWNER shall pay CONSULTANT for Additional Services rendered under Section 2 as follows:

5.1.2.1 *General.* For additional services of CONSULTANT'S principals and employees engaged directly on the Project and rendered pursuant to paragraph 2.1 on the same basis as outlined in paragraphs 5.1.1.1, 5.1.1.2 and 5.1.1.3.

5.2 Times of Payments

5.2.1 CONSULTANT shall submit monthly statements for Basic and Additional Services rendered and for Reimbursable Expenses incurred. OWNER shall make prompt monthly payments in response to CONSULTANT'S monthly statements.

For these services the OWNER shall make prompt monthly payments to the CONSULTANT based on monthly billings submitted by the CONSULTANT up to 90% of the maximum fee for each Task as shown on Exhibit D, "Cost Estimate". The remaining 10% shall be due upon final approval of the Final Report for the Project as accepted by OWNER.

5.3 Other Provisions Concerning Payments

5.3.1 If OWNER fails to make any payment due CONSULTANT for services and expenses within forty-five (45) days after receipt of CONSULTANT'S statement the CONSULTANT may, after giving seven (7) days written notice to OWNER, suspend services under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

- 5.3.2 In the event of termination by OWNER upon completion of any phase of Basic Services, progress payments due CONSULTANT for services rendered through such phase shall constitute total payment for such services. In the event of such termination by OWNER during any phase of the Basic Services, CONSULTANT also will be reimbursed for the charges of independent professional associates and consultants employed by CONSULTANT to render Basic Services incurred through such phase. In the event of any such termination, CONSULTANT will be paid for unpaid Reimbursable Expenses previously incurred.
- 5.3.3 The employees of CONSULTANT, professional associates and consultants, whose time is directly assignable to the program shall keep and sign a time record showing the element of the Project, date and hours worked, title of position and compensation rate.
- 5.3.4 *Records.* The CONSULTANT shall maintain an accurate cost keeping system as to all costs incurred in connection with the subject to this Agreement and shall produce for examination books of accounts, bills, invoices and other vouchers or certified copies thereunder if originals be lost at such reasonable time and place as may be designated by the OWNER and shall permit extracts and copies thereof to be made during the contract period and for three years after the date of final payment to CONSULTANT.

All personnel employed by CONSULTANT shall maintain time records for time spent performing work on study described in this Agreement for a period of three years from the conclusion of the study. Time records and payroll records for said personnel shall be similarly retained by CONSULTANT for a period of three years from the conclusion of the study.

Upon reasonable notice, the CONSULTANT will allow OWNER auditors to audit all records of the CONSULTANT related to this Agreement. These records shall be clearly identified and readily accessible. All records shall be kept for a period of three (3) years after final payment under Agreement is made and all other pending matters are closed.

- 5.3.5 *Inspection of Work.* The CONSULTANT shall, with reasonable notice, afford OWNER or representative of OWNER reasonable facilities for review and inspection of the work in this Agreement. OWNER shall have access to CONSULTANT'S premises and to all books, records, correspondence, instructions, receipts, vouchers and memoranda of every description pertaining to this Agreement.
- 5.3.6 *Audits.* The CONSULTANT shall, with reasonable notice, afford representatives of the OWNER reasonable facilities for examination and audits of the cost account records; shall make such returns and reports to a representative as he may require; shall produce and exhibit such books, accounts, documents and property as he may determine necessary to inspect and shall, in all things, aid him in the performance of his duties.
- 5.3.7 Payment shall be made subject to audit by duly authorized representatives of the OWNER.

5.3.7.1 Payment as required in 49 CFR 26.29.

The CONSULTANT shall pay subcontractors or suppliers within 15 days of receiving payment for work that is submitted for progress payment by

the OWNER. If the CONSULTANT withholds payment beyond this time period, written justification by the CONSULTANT shall be submitted to the OWNER upon request. If it is determined that a subcontractor or supplier has not received payment due without just cause, the OWNER may withhold future estimated payments and/or may direct the CONSULTANT to make such payment to the subcontractor or supplier. Prompt payment deviations will be subject to price adjustments.

5.38 In the event the service to the contract are terminated by the OWNER for fault on the part of the CONSULTANT, the agreement shall be null and void, and, the OWNER shall be entitled to recover payments made to the CONSULTANT on the work which is the cause of the at-fault termination. The CONSULTANT shall be paid only for work satisfactorily performed and delivered to the OWNER up to the date of termination. After audit of the CONSULTANT'S actual costs to the date of termination and after determination by the OWNER of the amount of work satisfactorily performed, the OWNER shall determine the amount to be paid the CONSULTANT.

5.4 Definitions

Reimbursable Expenses means the actual expenses incurred by CONSULTANT or CONSULTANT'S independent professional associates or consultants directly in connection with the Project, including expenses for: transportation and subsistence incidental thereto; reproduction of reports, graphics, and similar Project related items; and if authorized in advance by OWNER, overtime work requiring higher than regular rates. In addition, if authorized in advance by OWNER, Reimbursable Expenses will also include expenses incurred for computer time and other highly specialized equipment, including an appropriate charge for previously established programs and expenses of photographic production techniques times a factor of 1.0 as determined in accordance with CONSULTANT'S normal accounting practices.

5.5 Ownership of Data

Documents and all products of this Agreement are to be the property of the OWNER.

5.6 Publication and Release of Information

The CONSULTANT shall not copyright material developed under this Agreement without written authorization from the OWNER. The OWNER reserves a royalty-free non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, the work for government purposes.

5.7 Acquisition of Property or Equipment

The acquisition of property or equipment will be in accordance with 49 CFR 18.32.

5.8 Independent Consulting and Subcontracting

While performing services hereunder, CONSULTANT is an independent contractor and not an officer, agent, or employee of the City of Rapid City.

Any employee of the CONSULTANT engaged in the performance of services required under the Agreement shall not be considered an employee of the OWNER, and any and all claims that may or might arise under the Worker's Compensation Act of the State of South Dakota on behalf of said employees or other persons while so engaged and any and all claims

made by any third party as a consequence of any act or omission of the part of the work or service provided or to be rendered herein by the CONSULTANT shall in no way be the obligation or responsibility of the OWNER.

CONSULTANT shall perform all work except specialized services. Specialized services are considered to be those items not ordinarily furnished by CONSULTANT which must be obtained for proper execution of this Agreement. Specialized services required by the study, if any, will be provided pursuant to Section 2 of this Agreement.

Neither this Agreement nor any interest therein shall be assigned, sublet or transferred unless written permission to do so is granted by the OWNER. Subcontracts are to contain all the required provisions of the prime contract as required by 49 CFR Part 18, definitions.

5.9 Personnel Employment

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gifts, or any other considerations, contingent upon or resulting from the award of making of this Agreement. For breach or violation of this warranty, the OWNER shall have the right to annul this Agreement without liability or, in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fees, commission, percentage, brokerage fee, gift or contingent fee.

5.10 Nondiscrimination/ADA

The CONSULTANT agrees to comply with the requirements of Title 49, CFR Part 21 and Title VI of the Civil Rights Act of 1964. The CONSULTANT agrees to submit upon request quarterly Title VI (Civil Rights) State of Contractor reports to the State. The CONSULTANT agrees to provide services in compliance with the Americans With Disabilities Act of 1990.

5.11 Claims

To the extent authorized by law, the CONSULTANT shall indemnify and hold harmless the OWNER, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses and attorney fees, to the extent such claims are caused by any negligent performance of professional services by, the CONSULTANT, its employees, agents, subcontractors or assignees.

To the extent authorized by law, the OWNER shall indemnify and hold harmless the CONSULTANT, its employees and agents, against any and all acclaims, damages, liability and court awards including costs, expenses and attorney fees , to the extent such claims are caused by OWNERS negligent acts in connection with the PROJECT and acts of its employees, agents, subcontractors or assignees.

It is further agreed that any and all employees of either party, while engaged in the performance of any work or services, shall not be considered employees of the other party, and that any and all claims that may or might arise under the Worker's Compensation Act of the State of South Dakota on behalf of said employees, while so engaged on any of the work or services provided to be rendered herein, shall in no way be the obligation or responsibility of the other party.

5.12 Acceptance and Modification

This Agreement together with the Exhibits and schedules identified above constitute the entire agreement between OWNER and CONSULTANT and supersede all prior written or oral understandings. This Agreement and said Exhibits and schedules may only be amended, supplemented, modified or canceled after consultation with, and approval in writing by, the parties to this Agreement.

5.13 Termination or Abandonment

The CONSULTANT and the OWNER share the right to terminate this Agreement upon giving thirty (30) days written notice of such cancellation to the other party. If this Agreement is terminated under this paragraph, CONSULTANT shall deliver to OWNER all work product produced up to the time of termination. OWNER shall reimburse CONSULTANT for all work completed to the date of termination.

In the event the CONSULTANT breaches any of the terms or conditions hereof, this Agreement may be terminated by the OWNER at any time with or without notice. If termination for such a default is effected by the OWNER, any payments due to CONSULTANT at the time of termination may be adjusted to cover any additional costs to the OWNER because of CONSULTANT'S default. Upon termination the OWNER may take over the work and may award another party an agreement to complete the work under this Agreement. If after the OWNER terminates for a default by CONSULTANT it is determined that CONSULTANT was not at fault, then the CONSULTANT shall be paid for eligible services rendered and expenses incurred up to the date of termination.

SECTION 6 – GOVERNING LAW

This agreement and any dispute arising out of this agreement shall be governed by the laws of the State of South Dakota.

6.1 Forum Selection

Any dispute arising out of this contract shall be litigated in the state court in South Dakota, which includes the City of Rapid City, currently, the Seventh Circuit Judicial Court for the State of South Dakota.

6.12 Compliance Provision

The CONSULTANT shall comply with all federal, state and local laws, together with all ordinances and regulations applicable to the work and will be solely responsible for obtaining current information on such requirements. The CONSULTANT shall procure all licenses, permits or other rights necessary for the fulfillment of its obligation under the Agreement.

SECTION 7 – MERGER CLAUSE

This written agreement including Exhibit A "Scope of Work"- Rapid City Area Long Range Plan Transportation Update, Exhibit B "Schedule", Exhibit C "Rate Sheet and Exhibit D "Cost Estimate" constitute the entire agreement of the parties. No other promises or consideration are a part of this agreement.

SECTION 8 – COMPLIANCE WITH CLEAN AIR ACT

CONSULTANT stipulates that any facility to be utilized in the performance of this contract, under

05TP001

the Clean Air Act, as amended, Executive Order 11738, and regulations in implementation thereof is not listed on the U.S. Environmental Protection Agency List of Violating Facilities pursuant to 40 CFR 15.20 and that the OWNER and the State Department of Transportation shall be promptly notified of the receipt by the CONSULTANT of any communication from the Director, Office of Federal Activities, EPA, indication that a facility to be utilized for the contract is under consideration to be listed on the EPA List of Violating Facilities.

SECTION 9 – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

CONSULTANT certifies, by signing this agreement that neither it nor its Principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

SECTION.10 - INSURANCE AND REPORTING

Before the CONSULTANT begins providing service, the CONSULTANT will be required to furnish the OWNER the following certificates of insurance and assure that the insurance is in effect for the life of the contract:

10.1 Commercial General Liability Insurance:

CONSULTANT shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.

10.2 Professional Liability Insurance or Miscellaneous Professional Liability Insurance:

CONSULTANT agrees to procure and maintain professional liability insurance or miscellaneous professional liability Insurance with a limit not less than \$1,000,000.00.

The insurance provided for general liability and errors and omissions shall be adequate for the liability presented, and shall be written by an admitted carrier in the State of South Dakota.

10.3 Business Automobile Liability Insurance:

CONSULTANT shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$500,000.00 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.

10.4 Worker's Compensation Insurance:

CONSULTANT shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Before beginning work under this Agreement, the CONSULTANT shall furnish the OWNER with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this Agreement and which provide that such insurance may not be canceled, except on 30 days' prior written notice to the OWNER. The CONSULTANT shall furnish copies of insurance policies if requested by the OWNER.

REPORTING

CONSULTANT agrees to report to the OWNER any event encountered in the course of performance of this Agreement which results in injury to any person or property, or which may otherwise subject CONSULTANT, or the OWNER or it officers, agents or employees to liability. CONSULTANT shall report any such event to the OWNER immediately upon discovery.

CONSULTANT'S obligation under this section shall only be to report the occurrence of any event to the OWNER and to make any other report provided for by their duties or applicable law. CONSULTANT'S obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the OWNER under this section shall not excuse or satisfy any obligation of CONSULTANT to report any event to law enforcement or other entities under the requirements of any applicable law.

SECTION 11 - SEVERABILITY PROVISION

In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement by their duly authorized officers on the day, month and year first written above.

OWNER:

CONSULTANT

BY: _____
Jim Shaw, Mayor Date

BY: _____
LSA Associates, Inc. Date
132 West Mountain Avenue
Ft. Collins, CO 80524

ATTEST: _____
Finance Officer

APPROVED AS TO FORM

Joel Landeen DATE
Assistant City Attorney

STATE OF SOUTH DAKOTA

COUNTY OF PENNINGTON

On this ____ day of February, 2005, before me, a Notary Public, personally appeared Jim Shaw, known to me to be the Mayor of the City of Rapid City, and acknowledge to me that he did sign the foregoing document as such officer and for the purposes therein stated.

Notary Public

05TP001

My Commission Expires:

(SEAL)

STATE OF _____

COUNTY OF _____

On this _____ day of February, 2005, before me, a Notary Public, personally appeared _____, known to me to be a Principal of LSA Associates, Inc., and acknowledge to me that he did sign the foregoing document as such officer and for the purposes therein stated.

Notary Public

My Commission Expires:

(SEAL)

Address for Giving Notices:

City of Rapid City
Growth Management Department
300 Sixth Street
Rapid City, South Dakota 57701

Address for Giving Notices:

LSA Associates, Inc.
132 W. Mountain Ave
Ft. Collins, CO 80524

Exhibit A

Scope of Work

The scope of services to be provided by the CONSULTANT for transportation planning services is as follows:

TASK 1 – PROJECT MANAGEMENT AND COORDINATION

The preparation of the Rapid City Area MPO Long Range Transportation Plan Update will involve a number of agency and consultant staff, several local government representatives, federal and state agency coordination, and of course, the public. Throughout the duration of this project, it will be important to maintain communication with these and other project stakeholders. This task provides for the development of an organization framework for the Plan, which defines management and reporting structures, meeting schedules, public and key decision points, and schedule milestones so that the Transportation Plan is accountable to the Citizens Advisory Committee, Technical Coordinating Committee and Executive Policy Committee, staff, the public, and other community stakeholder. Task 1 consists of project initiation; staff communication and coordination; committee support; and coordination with federal, state, and local partners.

SUBTASK 1.1 – PROJECT INITIATION

At the onset of the project, it will be desirable to determine the details of the planning process that will lead to the successful development of the Rapid City Area MPO Long Range Transportation Plan. Since it is so important to establish working relationships among the MPO and consultant staff, we propose a Kickoff Meeting during the project initiation phase.

Topics at the Kickoff Meeting will include the overall project scope and schedule refinement, including specific discussion on the introductory tasks, such as initial public involvement and the availability of relevant studies, the TransCAD model, and relevant data. With regard to public involvement, we will identify potential stakeholders, understand the level of participation desired, and define objectives for the public process. The Kickoff Meeting will be an ideal opportunity to discuss local transportation issues and concerns as well. Finally, we should also go over the electronic GIS and file formats and other related items during the Kickoff Meeting.

SUBTASK 1.2 – STAFF COMMUNICATIONS AND COORDINATION MEETINGS

LSA proposes that regular meetings be established once a month to ensure that project coordination, issues, deliverables, and work efforts are being continually addressed. These meetings will be conducted via teleconference and include the pertinent LSA management team members required by the agenda, as well as other team members as necessary. Participation on behalf of the Rapid City Area MPO staff will be at the discretion of the MPO's Project Manager. Other participants may also be invited, particularly when coordinating analysis data and developing and evaluating alternatives. LSA's Project Manager will develop the agendas for these staff coordination meetings in advance of the meeting and will have the MPO's Project Manager review and approve the agenda for distribution to members of the management team.

Another necessary element of this project will be routine, ongoing communication and coordination. In addition, LSA will establish and maintain an address and email list.

SUBTASK 1.3 – MPO CITIZENS ADVISORY COMMITTEE, TECHNICAL COORDINATING COMMITTEE AND EXECUTIVE POLICY COMMITTEE

The standing committees that make up the Rapid City Area MPO include a Citizens Advisory Committee, a Technical Coordinating Committee and an Executive Policy Committee. These committees will require ongoing briefings, formal presentations, and informational materials so that they can provide the necessary oversight and direction to guide the Plan's development to its successful completion. With regard to committee support, our proposal assumes the basic premise that the committees will review materials at one meeting, and be asked to take action at a subsequent meeting. Materials will be reviewed by MPO staff prior to distribution to committees, and the mail outs are assumed to occur one week prior to the meeting.

It is our understanding that the Citizens Advisory Committee, the Technical Coordinating Committee and the Executive Policy Committee meet on the same day. In order to be good stewards of the resources available for the Plan's development, we propose strategically utilizing these committees to develop and guide the project. For example, the appropriate LSA management staff will attend Citizens Advisory Committee, Technical Coordinating Committee and Executive Policy Committee meetings when key issues and decision points will be discussed. We envision that MPO staff will provide regular, ongoing meetings and forward meeting minutes to the LSA management team. Furthermore, our proposal assumes that public meetings will be coordinated to optimize project resources. How the study process interfaces with the MPO Committees is critical to the success of the planning effort. In our experience, successfully involving elected officials in the planning process requires a combination of solid information and strategic involvement. We propose to involve the MPO Citizens Advisory Committee, Technical Coordinating Committee and Executive Policy Committee by seeking direction in a step-wise fashion at key milestones. Typically, we will address the Committees near the end of each work phase so that they can provide direction regarding the completion of the current work phase and the beginning of the next. The proposed schedule identifies the monthly Citizens Advisory Committee, Technical Coordinating Committee and Executive Policy Committee meetings, Public Meetings, and Public Hearings. To establish a level of effort, the consultant will prepare nine (9) monthly progress reports and three (3) formal presentations at key decision points in the project.

SUBTASK 1.4 – COORDINATION WITH STATE AND FEDERAL PARTNERS

As the MPO staff is well-aware, a maze of federal and state planning requirements affect the development of a transportation plan for an MPO. These include the TEA-21 planning factors, the metropolitan planning regulations, air quality conformity regulations, and others. As a result, it may be desirable to coordinate with representatives from federal and state partner agencies in person to establish working relationships among agency representatives and the consultant team and to understand the priorities of the local agency offices in the context of the plan's development. These could include the state transportation agencies, such as the South Dakota Department of Transportation, the State Air Pollution Control/Environmental Protection Agency, and the regional representatives of the U.S. Environmental Protection Agency, Federal Highway Administration, and the Federal Transit Administration. As part of this effort, LSA will prepare a technical memorandum and slideshow that describes the planning elements required in the Plan development process.

TASK 1 DELIVERABLES

- Refined Scope of Work and Schedule from Kickoff Meeting
- Management Team Phone Numbers and Email List
- Staff Coordination Meeting Agendas and Minutes
- Schedule Compliance Monitoring Reports

- Monthly Progress Reports, Briefing Materials, and Formal Presentations in Support of Committee Activities
- Planning Requirements Technical Memorandum
- **All project deliverable reports, documents, maps, graphics and presentation materials will be submitted in camera-ready, color-reproducible hard-copy format and Microsoft compatible or Adobe Acrobat compatible digital format for digital reproduction, as well ArcGIS project files (using shape files, coverage export files or personal geodatabase files) and TransCAD project files. All GIS data supplied and returned as deliverables will be projected in feet, South Dakota State Plane, South Zone, NAD 83.**

TASK 2 – PUBLIC INVOLVEMENT PROGRAM

Our approach to designing and conducting the public involvement program will be to integrate the public with the major decision points in the planning process. At the start, we will conduct research to understand the wide-range of stakeholders, their concerns, and their expectations for participation. We will clearly define the goals and objectives for the public process and design a program that meets those effectively and efficiently. The Citizen Participation Program will be well integrated with the overall project work plan. Keys to the success of the Plan are the early and meaningful involvement of the public and continued citizen participation throughout the project. We envision a strong program to maximize the public's involvement by utilizing enhanced public outreach techniques that involve newsletters, press releases, web-based information dissemination, and collection.

We also encourage an emphasis on environmental justice considerations, so that those traditionally underserved or historically impacted by transportation decisions, will have a meaningful voice in the development of the Transportation Plan. We will do this by initially identifying minority, low income, and other potentially impacted groups (e.g., seniors). As the project progresses, we will continually adjust our environmental justice information and approach. For example, in the Existing Conditions phase we will review the Census 2000 data and other information sources to refine the density and spatial attributes of the groups.

SUBTASK 2.1 - PUBLIC WORKSHOPS, MEETINGS, AND OPEN HOUSES

Public workshops will provide citizens with hands-on opportunities to contribute to the Plan's development effort in the early stages of the project and at key decision points. We anticipate conducting workshops to obtain input on issues, concerns, alternatives, screening/evaluation criteria, and the assessment of alternatives. For this project, we propose to encourage participation in the workshops by extending individual invitations to key stakeholder representatives. A series of three (3) public involvement activities (e.g., public meetings, workshops, or open houses) are anticipated throughout the project at major milestones. The workshops will be designed to provide focused public input on future transportation choices.

- **Workshop #1 - Issues, Concerns and Vision:** Initial public involvement will review the Plan's policies, goals, objectives, and overall direction and to collect comments on the public's issues and concerns including a review of existing conditions. Key questions that will be asked include: 1) what do you like about the existing transportation system, 2) what do you not like about the existing transportation system and 3) what would you like to see in the future.
- **Workshop #2 - Preliminary Alternatives:** This second workshop will focus on alternative development and evaluation. We anticipate starting with a brief 30-minute open house for people to view project materials and talk to project team members. A brief presentation will provide background information on transportation issues in the MPO area and how the public can best

contribute to the Plan. During the workshop portion of the meeting, people will respond to questions related to how they like the various alternatives developed, what modes of travel best fit which corridors in the region and how to prioritize among the multi-modal corridors, and which TDM measures might be appropriate for the area.

- **Workshop #3 – Recommended Plan:** The third workshop will focus on the draft plan. We will use a similar format to Workshop #2, but the presentation will focus on key elements in the draft plan. The workshop will likely be organized around the key plan elements – pedestrian, bicycle, transit, street, and TDM – to provide an opportunity for participants to discuss what is proposed and comment on suggested refinements. The plan will also discuss overall cost, available funding and fiscal constraints.

The LSA Project Manager will attend all of the public meetings. Facilitation of the workshops and meetings will be conducted by the LSA’s Project Manager. It is assumed that the MPO will be responsible for arranging meeting space for the public process.

SUBTASK 2.2 – OUTREACH PROGRAM

Beyond the public meetings and open houses, it will be important to augment the Citizen Participation Plan with a tailored public outreach program involving website-compatible materials and possibly web-based public comment collection capability, and press releases. The press releases will be developed by LSA using enhanced graphical techniques to minimize unnecessary text. We envision preparing these at the onset of the project and at key decision points throughout the process for a total of four (4). Since they will be prepared at strategic times during the Plan development, they will serve as “announcements” for the Citizen Participation Plan and the public meetings and open houses. This proposal assumes that the Rapid City Area MPO will be responsible for any mailings and advertising associated with the outreach effort.

SUBTASK 2.3 – DEVELOPMENT AND MANAGEMENT OF TRANSPORTATION PLAN WEBSITE

LSA will develop a Rapid City Area MPO Long Range Transportation Plan Update Website and maintain this website throughout the course of the project. Virtually all of the materials prepared as part of the Plan’s development will be developed in web-compatible file formats and uploaded for public review and comments. It is further proposed that this website be designed to collect public comments and other information.

TASK 2 DELIVERABLES

- The level of effort by the consultant team includes attendance at three rounds of public meetings throughout the duration of the Plan’s development
- Public Workshop/Meeting Organization and Preparation
- Public Meeting summaries, including analysis, perspective, and recommendations to consider public input in the Plan’s development
- Transportation Plan Website

TASK 3 – EXISTING CONDITIONS INVENTORY AND ANALYSIS (TASK 100 DATA REVIEW AND COLLECTION)

This work effort will consist of two basic tasks, which include an inventory and collection of available data and an analysis of existing conditions for determining “Issues and Needs Identification.”

TASK 3.1 DATA COLLECTION AND INVENTORY

The team will prepare an inventory of materials to be used during the planning process. This list is per the request for proposal and is assumed that this information is readily available from existing sources.

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, the 2005 Update to the Transit Development Plan, 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. 2

Other data that might be requested for this effort include:

- Land Use, Demographic, and Socioeconomic Data
 - Population and Income Levels
 - Employment (including locations of major employers from potential sources such as the state demographer, or Bureau of Economic Analysis)
 - Schools (type, enrollment, and boundaries)
 - Adopted Land Use and Development Plans
- Street/Highway Networks and Street Centerline Files
 - Pennington County-Rapid City GIS Street Centerline Files
 - Network, including functional class from City's Travel Model
 - Signal Locations
- Planned Improvements (Capital Improvement Programs)
- Traffic Counts (peak hour and 24 hour)
- Policies and Standards (Current MPO and member jurisdictions) Local and State Plans and Policies)
- Transit (routes, hours of service, headways, stops, transfer points, ridership and planned improvements and private carriers such as church or medical services Dial-A-Ride (DAR))
- Bicycle Trails, Lanes and Routes
- Pedestrian Districts (areas with high potential for pedestrian mobility and identification of missing connections)
- Safe Routes to Schools and School Crossings
- Freight (locations of major trucking terminals, air cargo)
- Aerial Photography as maintained by the Pennington County-Rapid City GIS Division

TASK 3.2 EXISTING CONDITIONS ASSESSMENT

LSA will review information regarding the status of the transportation system, including the transportation improvement program and letting schedules, to identify and summarize the current transportation system and projects already “in the pipeline” for construction. We will document the system attributes and develop Existing and Committed networks for use in the evaluation phase using the regional travel model. Summaries will be documented in the Existing Conditions report and included in the GIS mapping inventory. This work effort will address the following potential issues and needs:

1. **Safety** – Area of actual or potential safety problem areas.
2. **Connectivity** – Multi-modal transportation connections/missing linkages.
3. **Access Control** – Identify arterials where current access techniques might jeopardize long-term carrying capacity.
4. **Enhancements** – Historic bicycle and pedestrian investments.
5. **Capacity** – Current arterial capacity analysis to identify existing volume-capacity ratios and level of service for arterials within the area.
6. **Funding** – Historic and anticipated funding levels which are generated from either within the area or a projected to be available to the Rapid City Area MPO. (Note: This information will be critical to the development of a long-range fiscally constrained plan.)
7. **Environmental Justice** – Actions to address environmental justice in minority and low-income populations.

TASK 3 DELIVERABLES

- Existing Conditions Report and GIS Mapping
- Existing and Committed Networks for Evaluation using the Travel Demand Model

TASK 4 – TRAFFIC FORECASTING (RFP TASK 200)

As stated in the request for proposal, the consultant shall develop future (25-year) peak season and Average Annual Daily Traffic (AADT) volume projections. These will include 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. LSA understands that the MPO currently has an operating TransCAD model, which can provide these estimates, and will be used as a base for enhancements and update to the 2030 forecast horizon. The development of traffic forecasts will require four general tasks: 1) model review and adjustments, 2) enhancements, 3) update socioeconomic data for 2030, and 4) model runs.

SUBTASK 4.1 – TRAVEL MODEL REVIEW AND REFINEMENT

LSA will review the existing Rapid City Area MPO TransCAD model inputs, parameters, and methodologies. Based on this review, LSA will recommend basic changes to the modeling structure, based on our modeling expertise. It should be noted however, that this work effort is not intended to provide a major update to the model itself, but rather to identify the capabilities and limitations of the existing model. As an example LSA might share with the MPO the differences between all or nothing, unconstrained, capacity constrained, stochastic, equilibrium, and stochastic/equilibrium assignments and which is the most appropriate for the Rapid City Area MPO to take advantage of the state of the art travel model best practices. Because of the magnitude and seasonal variations of recreational travel within the Rapid City Area MPO LSA might also compare the methodologies used in the MPO model with those used by other models elsewhere in the country. Implications of any adjustments to the existing methodology will be discussed with MPO staff.

SUBTASK 4.2 – ENHANCEMENTS TO THE MODEL

In addition to peer review and possible adjustments to the existing model, additional analysis tools will be provided by LSA to increase the functionality and reliability of the model. LSA has worked extensively to develop reliable, sound procedures that interface TransCAD travel models with other analysis tools. The packages are designed for integration with any TransCAD model and can be adapted for seamless integration with the Rapid City Area MPO travel model. These modules that will be added include:

- **Performance Module:** In order to compare one alternative with another, LSA has developed standardized model output reports that will be produced for each alternative tested. The specific output reports will be developed in coordination with MPO staff. They would include information such as trip generation, vehicle miles of travel, speeds, vehicle hours of travel, and congestion. In addition, the standardized performance module will include standardized mapping such as volumes by bandwidth and level of service by color maps.
- **NCHRP Post Processing Module:** Consultants proprietary NCHRP Post Processing Module adjusts forecasts based on the relationship between absolute and this module is consistent with methods described in the National Cooperative Highway Research Program Report 255 (NCHRP 255). All model results, including level of service, VMT, and emissions of pollutants are based on the adjusted model results.
- **Intersection Turn Movement Estimator and Synchro Intersection Evaluation Module:** Consultants proprietary intersection turn movement module provides the ability to interface the results of a TransCAD model with the Synchro intersection analysis package. This package provides a reliable and well documented method of interfacing TransCAD with simulation packages such as Synchro and VISSIM. LSA will add LSA's proprietary intersection turn movement module to the Rapid City Area TransCAD model and provide forecast peak hour intersection turn movements at up to ten intersections. In addition, LSA will provide intersection level of service calculations for these ten intersections utilizing the Synchro intersection analysis package. The analysis of these ten intersections will be prepared for three preliminary alternatives and the final alternative. It is further assumed that the Rapid City Area MPO will provide LSA with the a.m. and p.m. peak hour turn movements which will be used as the seed in the intersection turn movement forecast module and will enter this information into a TransCAD database under the direction of LSA.

In addition to the ten intersections, which will be included in LSA's proposed work effort and fee, LSA may provide the Rapid City Area MPO additional intersection forecasts and intersection level of service analysis based on the cost of \$350 per intersection.

- **Cost Estimator Module:** Because it will be necessary to test various improvements to accommodate short and long range transportation demand, the tradeoff of performance versus costs is typically addressed. Given the TransCAD modeling platform, which is GIS based, it is possible to attach access databases that provide planning level unit cost estimates for various improvements. The Consultant has developed a proprietary alternative cost estimator that examines the differences in the existing and future network and applies this unit cost to estimate planning level project costs. This module is particularly beneficial when developing a Fiscally Constrained alternative or evaluating the cost benefits of one improvement over another.
- **Mobile 6 Air Quality Analysis (Optional):** It is not known whether the Rapid City Area MPO is currently a non-attainment area. However, LSA has developed air quality modules based on the

most recent emission model provided by the EPA, Mobile6. These modules allow for link-level analysis or a more aggregate application and can be customized to replicate processes used by state and federal agencies. Besides being a useful tool for measuring benefits in the alternatives analysis phase of the Plan's development, the air quality module will provide a technical foundation for evaluating conformity of the transportation plan through either an emission budget or build, no-build comparison. The air quality emissions module is not included as part of LSA's scope and budget. (Estimated cost to include is \$5,000.)

TASK 4.3 - 2030 DEMOGRAPHIC FORECASTS

The Rapid City Area MPO staff will prepare 2030 demographic forecasts and provide that data to LSA for peer review and incorporating within the TransCAD model. The population and employment projections will be allocated to jurisdictions and assigned to traffic analysis zones. The demographic data will be provided for base year and for the 30-year planning horizon.

TASK 4.4 – TRAFFIC FORECASTING

Initially, LSA will conduct a 30 year forecast for base line conditions. The baseline will include the 2030 data set or sets and the existing plus committed network. The objective is to determine 2030 problem areas from which to examine potential solution sets, including roadway, alternative modes and travel demand management. The land use/socio economic distribution of growth might also be included as part of the traffic forecasting assessment. Land use alternatives such as trends, compact development, corridor development or radial corridor land use patterns might identify a preferred growth direction for the region. Examining various improvement options can also be tested and compared to one another.

Each alternative will be evaluated using the performance module. This will permit detailed comparison between each alternative to the baseline and each other. Identifying cost estimates for the improvements using the cost estimating module will permit what if cost effectiveness type analysis such as the cost of mitigation to dollar spent. LSA will conduct up to ten alternative land uses and transportation alternative model runs as part of the alternative analysis and three additional model runs in refining the preferred alternative.

Rapid City Area MPO staff will code and conduct model runs and provide the model data to LSA for evaluation and interpretation for determining alternatives for subsequent model runs and selection of a preferred alternative. This work effort would include close coordination and assistance from LSA.

TASK 4 DELIVERABLES

- Calibrated and Validated Rapid City Area MPO TransCAD Travel Model (base year and forecast year),
- Enhancement Modules (Performance, NCHRP 255, Intersection Turn Movement Estimator and Cost Estimator Module),
- 2030 socioeconomic data forecasts (to be provided by Rapid City MPO staff),
- Forecast peak hour intersection turn movements and intersection level of service analysis for up to ten intersections for three preliminary alternatives and the final alternative, and
- Ten alternative and 3 preferred recommended plan model runs and analysis.

TASK 5 – PLAN DEVELOPMENT (TASK 300)

The development of a preferred Rapid City Area Long Range Transportation Plan will consist of evaluating a series of alternatives. These alternatives will be evaluated based on future travel demand and

other factors and from this evaluation, plus input from the Citizens Advisory Committee, the Technical Coordinating Committee, the Executive Policy Committee and the general public, a preferred alternative will be selected and refined. Evaluation criteria will be applied, and a prioritized set of transportation solutions will be established for the unconstrained vision plan and the financially constrained plan. LSA will prepare a Transportation Alternatives Review and Development Report that will summarize the assumptions, process, and results of this effort.

SUBTASK 5.1 – EVALUATION CRITERIA

LSA feels that the evaluation criteria upon which the transportation alternatives are to be measured should reflect the Plan's goals and objectives. This includes mobility measures such as lane miles by level of service or congestion delay reductions; quality of life measures; efficiency criteria, environmental/emissions reductions; accessibility; economic factors; and others. LSA will develop a list of potential evaluation criteria early on in the project and coordinate their definition and applicability with MPO staff and the Technical Coordinating Committee. We will work with the various committees to establish an appropriate vision, goals and objectives for evaluating the alternatives. As an example, many communities are seeking a more balanced transportation system, which includes pedestrian, bicycle, transit and the automobile. What might be more balanced for Lincoln, Nebraska is different than what would be considered balanced in Boulder Colorado. Identifying the balance and direction will be an important metric for evaluating the various alternatives for the Rapid City Area MPO.

SUBTASK 5.2 – BASELINE FORECAST PROBLEMS AND NEEDS

The future land use alternative will be applied to the base year and Existing and Committed (E+C) networks to characterize the problem areas associated with significant socioeconomic growth loaded onto a transportation system with limited improvements. From this, we will prepare a needs assessment and determination of available capacity, which may be fed back to the land use process for refinement of future land use assumptions. This information will be made available to the public and committee members for use in identifying potential transportation alternatives for testing.

SUBTASK 5.3 – ALTERNATIVES ANALYSIS AND SELECTION OF PREFERRED ALTERNATIVE

Based on the needs assessment and other information, we will begin to identify potential transportation alternatives for implementation to address the Plan's goals and objectives. Potential alternatives will come from several sources. Projects already contained in the MPO's committed projects list. MPO Staff, Citizens Advisory Committee, Technical Coordinating Committee and Executive Policy Committee members and the public will be solicited as well. A series of tests and measures will be applied to each potential alternative using the weighted evaluation criteria. As presented in Task 4, future 2030 travel demand, impacts, and performance summaries will be generated by LSA for each alternative. Project cost information will be solicited from the project sponsor or calculated based on unit cost factors developed from local agency and government figures. Funding program eligibility will be considered as well. Projects that are eligible for more funding sources tend to have a higher opportunity for funding.

SUBTASK 5.4 – DRAFT PLAN DEVELOPMENT

Completion of the transportation alternatives and project evaluations for the transportation alternatives are significant steps towards the development of the modal plans to support the Rapid City Area MPO Long Range Transportation Plan. LSA will build upon these efforts by identifying an unconstrained vision plan, financial assumptions, and a constrained transportation plan as well. The constrained plan will be developed based on a series of financial allocation scenarios in which the amounts of discretionary and new funding are varied along with different resource allocations by mode. Modal plans will be projected

and include a longer-term analysis of land use and travel demand as well. The draft plan document will include several chapters summarizing the planning and public processes, the alternatives evaluations, and resulting constrained and unconstrained plans. Throughout the Plan's development, alternative modes, recreational travel, the relationship between land use, urban design and transportation, opportunities for implementing travel demand management and intelligent transportation systems, freight movement and intermodal issues will be addressed in relationship to business and economic centers, the corridors that connect them, and their local freight movement is critical to the region's economic development opportunities, full consideration of airport, trucking, railroad, and Intermodal operations will be provided. This work phase marks another Decision Point in the process in which public involvement should occur. Selection of projects and funding scenarios will be important exercises in the Plan's development. The Draft Plan will consist of a number of elements described as follows:

- **Develop Unconstrained Vision Plan:** The Rapid City Area MPO Long Range Transportation Unconstrained Vision Plan will not be fully funded given the financial realities of the region, similar to virtually every community and metropolitan area across the country. It is useful, however, from the perspective of a needs-based solution, and it serves to support the pursuit of new funding sources or additional funding leverage from existing sources. The unconstrained plan is a wish list of sorts, similar to the manner in which plans were typically prepared previous to ISTEA and TEA-21. The Unconstrained Vision Plan will be summarized in the draft document and a series of maps will be generated and added to the project's GIS mapping inventory.
- **Financial Analysis:** To support ISTEA and TEA-21's financial constraint requirements and to do what we feel is prudent planning; LSA will prepare a financial resource summary. Existing funding sources, discretionary funding, and likely and possible new funding sources will be identified and a series of financial forecasts will be developed by LSA.
- **Transportation System Plan Scenarios and Prioritization:** LSA will apply the various financial constraint resources allocation scenarios to the rank-ordered projects by mode and potential funding source to determine prioritized project lists for each financial scenario. The funding scenarios and project listings should be reviewed by the committees and public prior to selection. LSA will develop summary materials including spreadsheets and graphics to support these efforts. Once the financial issues are settled, LSA will develop prioritized project listings by mode as part of the draft plan's preparation. Environmental justice issues will be examined with each funding scenario to assist with the selection and to minimize unnecessary impacts to potentially affected groups.
- **Develop the Draft Plan Document:** LSA will document all aspects of the planning process through which the Rapid City Area MPO Long Range Transportation Plan is developed, including the alternatives analyses, financial constraint scenario evaluations, air quality, freight movement and intermodal issues, the public process including environmental justice considerations, and other efforts. We will add discussions and specific policy actions for each of the modal chapters of the draft plan. Again, the draft plan's development represents a key Decision Point in the process, and committee and public involvement activities should be conducted at this point to receive public comment on the financial assumptions, project prioritizations and selection, air quality analysis, environmental justice review, and other aspects of the planning process.

TASK 5 DELIVERABLES

- Transportation Alternative Evaluation Criteria
- Transportation Alternatives Development and Review Report - containing the project evaluations and rank order prioritization of the transportation alternatives

- Draft Rapid City Area MPO Long Range Transportation Plan with an Unconstrained Vision Plan and a Financially Constrained Plan
- GIS mapping of the Vision and Constrained Plans

TASK 6 – TRANSPORTATION PLAN REFINEMENT AND ADOPTION (TASK 400 REPORTS AND MEETINGS)

The final steps in the Transportation Plan process are refinement and adoption. These activities will be based on comments received from the MPO Citizen’s Advisory Committee, the Technical Committee, the Executive Policy Committee, the City Council, and the General Public. LSA will finalize the Plan in this task and provide an implementation plan with identifiable milestones for each policy action and modal category. These activities will be coordinated with the MPO and implementation schedule for the regional Transportation Improvement Program (TIP). The final plan will contain a statement verifying that the plan meets the air quality objectives.

The adoption of the plan through the MPO Executive Policy Committee will be led by LSA, the MPO staff and the Technical Coordinating Committee, since many of the important decisions will have been determined previously to this task. LSA’s Project Manager and Assistant Project Manager will be available to attend any final plan adoption meetings and any final public hearings by the Board if necessary.

SUBTASK 6.1 – REFINEMENT AND ADOPTION OF THE PLAN

LSA will prepare the final plan as described above. We will provide an electronic file in a format specified by the client for web and future printing. In addition, we will provide 60 black and white and one (1) color original copy. An option to the black and white copies might be to provide the Plan on 60 CD’s, which is popular with many of our clients. The draft plan will include an executive summary, findings and recommendations.

SUBTASK 6.2 – PUBLIC PRESENTATIONS

LSA will present the proposed draft and final Rapid City Area MPO Long Range Transportation Plan to the Rapid City Council, the Citizen’s Advisory Committee, the Technical Coordinating Committee and the Executive Policy Committee.

TASK 6 DELIVERABLES

- Final Plan Documents including a Technical Appendix
- Attendance at Public Hearings
- Summary of Public Comment
- Executive Summary of the Plan

EXHIBIT B Schedule

The following conceptual schedule highlights the general work effort to be prepared for the plan. Specific dates for meetings and materials will be defined through the overall work effort.

Rapid City Area Long Range Transportation Plan Schedule

	2005							
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug
Task 100: Data Review & Collection		■						
Task 200: Traffic Forecasting		■						
Task 300: Plan Development								
Alternatives			■					
Recommendations					■			
Task 400: Reports & Meetings								
Public Meetings			●		●		●	
			Issues/Concerns		Alternatives		Recommended Plan	
Technical Coordinating Committee			●		●		●	●
Citizens Advisory Committee			●		●		●	●
City Council							●	●
Executive Policy Committee							●	●
Plan Adoption								★

Draft Report Final Report

EXHIBIT C

Rate Sheet

RATES AND REIMBURSABLE EXPENSES	
FIRM NAME: LSA ASSOCIATES, INC.	
ADDRESS: 132 WEST MOUNTAIN AVENUE	
CITY/STATE/ZIP: FORT COLLINS, COLORADO 80524	
PERSONNEL	HOURLY RATE
Ray Moe, Principal	\$160.00
Everett Bacon, Senior Planner/Associate	\$125.00
Sean McAtee, Transportation Planner/Engineer	\$85.00
Michael Hallock-Solomon, Planner/GIS Analysis	\$90.00
Ravi Palakurthy, Transportation Planner	\$75.00
Jessica Kramer, Graphic Designer	\$75.00
Elissa Palmer, Office Manager	\$70.00
EXPENSES	UNIT RATE
Mileage	\$0.375 per mile
Reproduction	\$0.10 per page
Reproduction (8 ½ X 11 - Inch Copies)	\$0.10/Page
Reproduction (8 ½ X 11 - Inch Color Copies)	\$1.00/Page
Reproduction (11 X 17 - Inch Copies)	\$2.00/Page
Reproduction (11 X 17 - Inch Color Copies)	\$3.00/Page
Facsimile	\$1.00 per page
Plotting	\$5.00 per linear ft.
Facsimile Transmittals	\$1.00/Page
CD-Rom Data Transmittal	\$5.00/CD
Expendable Supplies & Other Direct Costs	Cost + 5%

EXHIBIT D Cost Estimate

Task	Description	Ray Moe	Everett Bacon	Michael Hallock-Solomon	Sean McAttee	Jessica Kramer	Ravikumar	Elissa Palmer	Total Hours by Task	Costs by Task
		Estimated Hours Per Person								
		\$160	\$125	\$90	\$85	\$75	\$75	\$70		
1	Project Management Plan and Coordination	96	16	0	0	20	0	16	148	\$19,980
2	Public Involvement Program	72	0	0	48	88	16	16	240	\$24,520
3	Existing Conditions Inventory and Analysis	16	0	22	48	24	56	8	174	\$15,180
4	Traffic Forecasting	12	12	36	80	0	28	0	168	\$15,560
5	Plan Development	56	0	16	72	68	88	26	326	\$30,040
6	Transportation Plan Refinement and Adoption	56	0	0	8	8	0	8	80	\$10,800
TOTAL - Labor Hours and Cost		308	28	74	256	208	188	74	1,136	\$116,080
Reimbursable Direct Expenses (Copying, Plots, Photos, Mail)										\$3,482
Reimbursable Direct Expenses - 10 Consultant Trips to Rapid City at \$600 per trip										\$6,000
Total Project										\$125,562