

**Request for Proposals**  
**Coordinated Public Transit-Human Services Transportation Plan**  
for the  
**Rapid City Metropolitan Planning Organization**

## **INTRODUCTION**

### **Overview**

The Rapid City Area Metropolitan Planning Organization (RCMPO) is soliciting proposals from qualified consultants to revise/update the Coordinated Public Transit-Human Services Transportation Plan. The previously adopted 2019 Coordinated Public Transit-Human Services Transportation Plan can be viewed or downloaded at [https://mail.rapidcityareampo.org/application/files/2715/5804/4045/RAPID\\_CITY\\_CHSTP\\_Final\\_Report\\_03-28-2019.pdf](https://mail.rapidcityareampo.org/application/files/2715/5804/4045/RAPID_CITY_CHSTP_Final_Report_03-28-2019.pdf) The update will be prepared with the active involvement of, and consultation with, public, private, and non-profit transportation providers, transportation users, and stakeholders throughout the Rapid City Metropolitan Planning Area.

### **Background**

Federal transit law requires that projects selected for funding under the *Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program* be “included in a locally developed, coordinated public transit-human services transportation plan.” The plan identifies transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, prioritizes funding, and identifies strategies to improve coordination between transportation providers.

## **INSTRUCTIONS TO PROPOSERS**

### **Solicitation**

The City will negotiate a professional services agreement with the successful respondent. All respondents are responsible for the costs incurred in responding to this proposal. The basic agreement template is available upon request.

### **Submission of Proposals**

It is intended that each respondent furnish all information requested in this document. Unless specifically requested, promotional literature is not desired and will not be considered to meet any of the requirements.

The response shall be organized into the following items to address how the respondent will complete items identified within the Scope of Work:

1. Transmittal Letter – shall not exceed two pages in length and shall bear the signature, in ink, of an authorized representative of the respondent and designate by name not more than two individuals authorized to negotiate and sign an agreement with the RCMPO on behalf of the respondent.
2. Organization – include a description of your organization, including qualifications for the project and your organization’s capability to provide the services requested. This shall include a description of subcontractors and associations with other firms you wish to utilize in the performance of the tasks, including the intended working relationships and responsibilities of each. Also include a description of your understanding of the RCMPO’s

needs in the proposed project and your staffing commitments to assure your ability to meet the RCMPO's time frame. Please describe past client projects you have completed that are similar in nature to that proposed in this document.

3. Project Procedures – include a description of how you will produce each of the items requested in this RFP. This must include the methods used and the quality control/ quality assurance procedures that will be observed. Subcontractors or other firms that will work on any part of the project must also be identified, including the general nature and scope of work that will be undertaken by these firms, along with each firm's work location. The vendor shall retain full responsibility for all work completed or uncompleted by any subcontractor.
4. Proposed Project Team Members – provide a written description of the consultant team composition, including disciplines, primary role in regards to the project, and relevant experience. The information provided must clearly indicate the consultant team's point of contact, the team leader for the project, 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' 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 the written consent of RCMPO.

5. Project Schedule – include a schedule for completing the work specified in this request, including a progress reporting strategy. (All invoicing shall be consistent with the reporting strategy.)
6. RCMPO Obligations – provide a list of all items to be provided by the RCMPO to assist you in completing the requested work. This should include any data and/or proposed use of staff, office space, and any equipment or materials/supplies that will be expected from the RCMPO. This component should also describe a strategy for project management indicating the mechanisms intended to be used to coordinate the proposed work with the RCMPO.
7. Product Example – provide a link to an example of a Coordinated Public Transit-Human Services Transportation Plan completed by your organization along with the project's contact information.
8. References – provide the name, address and phone number for three (3) individuals from organizations that have procured similar studies to act as references for the respondent. The individuals identified must at least hold a position of project management or other contract authority.
9. Budget: provide the proposed budget in a sealed envelope, which will only be opened if

the proposer is selected to perform the project. Unopened envelopes will be returned to the unselected proposers. Show the estimated cost for the entire project for each task by RCMPO fiscal year. RCMPO's fiscal years run from January 1 through December 31. A sample budget/invoice is shown below:

**Coordinated Public Transit-Human Services  
Transportation Plan  
(INSERT NAME) COST PROPOSAL**

Item				Total
<b>Salaries</b>	Rate	Total Estimated Hours	Total Estimated Cost	
Name - Title or ID#	\$20.00	110	\$2,200.00	
Name - Title or ID#	\$18.00	88	\$1,584.00	
Name - Title or ID#	\$16.00	66	\$1,056.00	
<b>Subtotal:</b>				\$4,840.00
<b>Fringe Benefits</b>				\$8,000.00
<b>Overhead/Indirect Costs</b>				\$7,000.00
<b>Fixed Fee (Max of 14% of Subtotal+Overhead)</b>				\$6,000.00
<b>In-State Travel</b>				\$5,000.00
<b>Out-of-State Travel</b>				\$4,000.00
<b>Expendable Expenses</b>				\$3,000.00
<b>Computer Time</b>				\$2,000.00
<b>Report Publication</b>				\$1,000.00
<b>TOTAL</b>				<b>\$40,840.00</b>

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/>.

10. Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion – Lower Tier Covered Transactions: By signing and submitting this proposal, the respondent certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.
11. Non-Discrimination Statement: The RCMPO, in conjunction with the State of South Dakota, requires that all contractors, vendors, and suppliers doing business with any State agency, department, institution or recipient of pass-through grants, provide a statement of non-

discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

12. Modification Or Withdrawal Of Proposals: Proposals may be modified or withdrawn by the offeror prior to the established due date and time. No oral, telephonic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.
13. Proprietary Information: The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the RCMPO. All materials submitted become the property of the RCMPO and may be returned only at the RCMPO's option.
14. Governing Law: Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.
15. Discussions With Respondents (Oral Presentation/Negotiations): An oral presentation by a respondent to clarify a proposal may be required at the sole discretion of the RCMPO. However, the RCMPO may award a contract based on the initial proposals received without discussion with the respondent. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the respondent's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the RCMPO's request. The RCMPO reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed. A sample contract is available upon request.

Four copies of the proposal document should be submitted, along with one (1) digital submittal in Portable Document Format (Adobe® .pdf) form. The Proposer's response should contain only the information requested. All cost proposals shall be valid for a period of not less than ninety (90) days from the date of receipt. Articles should be submitted to the following address by the proposal receipt date and time specified:

Attention: Kelly Brennan  
Long Range Planning Division  
300 Sixth Street  
Rapid City, SD 57701

**Submit your proposal no later than 12:00 P.M., MST, on January 5, 2023 in order to be considered a viable response.**

**Clarification and/or revisions to the specifications and requirements**

Respondents are expected to raise any questions, exceptions, or additions they have concerning the RFP document. If a respondent discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, they should immediately contact Kelly Brennan at [kelly.brennan@rcgov.org](mailto:kelly.brennan@rcgov.org) and request modification or clarification of the RFP document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted to the Rapid City Area MPO home page at <http://www.rapidcityareampo.org/> and the City of Rapid City's Transportation Planning Division's home page at <http://www.rcgov.org/departments/community-planning-development/transportation-planning.html>. It is the responsibility of the respondent to check the web page for changed and/or changing documents.

Submit your questions and/or clarifications to the City by **4:00 P.M., MST, on December 15 , 2023**. All questions and/or clarifications submitted, along with the answers, shall be posted on the home page of the Transportation Planning Division's webpage by **4:00 P.M., MST, on December 22, 2023**.

**Time Line**

The proposed schedule for the RFP process is as follows:

RFP Publication	<b>December 5, 2023</b>
Deadline for submission of written inquiries	<b>December 15, 2023</b>
Responses posted to inquiries	<b>December 22, 2023</b>
Proposals due	<b>January 5, 2024</b>
Anticipated award decision/contract negotiations	<b>January 2024</b>
Draft plan for review completed	<b>Fall 2024</b>
Final plan completed	<b>Fall 2024</b>

The above dates are subject to change at the option of the City and negotiations with the selected firm.

**Basis of Award**

The award resulting from this request for services will be made to one firm submitting a response that best serves the needs of the RCMPO. Proposals will be evaluated on criteria that include:

- Firm's Experience – Record of past performance, quality of work, ability to meet schedules, and cost control. May include recommendations from previous clients and/or previous experience with the RCMPO
- Firm's Competence – Demonstrated competence to meet quality requirements and overall approach to project management.
- Firm's Approach – The extent the proposed approach meets the project needs.
- Firm's Management Procedures – Ability to deliver products within the proposed time frame.
- The overall quality of the proposal.

The award will be made to the qualified respondent whose proposal is most advantageous to the RCMPO. This list of criteria is meant for informational purposes only. The RCMPO reserves the

right to make its selection on any subjective criteria it deems appropriate.

A short list of firms will be developed from a review of written responses. These firms may be required to make a presentation to supplement their proposals if requested by the RCMPO. The RCMPO will make every reasonable attempt to schedule presentation times convenient for the short-listed respondents. Failure of a respondent to conduct a requested presentation to the RCMPO on the date scheduled may result in rejection of their proposal.

The RCMPO reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with one or more, or none of the respondents prior to entering into a contract. Omissions, alterations, or irregularities of any kind shall constitute sufficient cause for rejection of a proposal. However, the RCMPO reserves the right to waive irregularities in the proposals. The RCMPO reserves the right to advertise for new proposals if, in its judgment, the best interest of the RCMPO will be served. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

### **Ownership of Completed Products**

All maps, photographs, documents, reports, digital data, html page layout and code developed, written, prepared or completed during the performance of services specified in this RFP shall become the property of the RCMPO and shall not be copyrighted by the proposer. Also, the same materials shall not be released or made available to any third party or used for other purposes at any time without the written approval of the RCMPO.

## **SCOPE OF WORK**

The RCMPO is interested in receiving proposals from a consultant possessing experience with Coordinated Public Transit - Human Services Transportation Plans, and a proven record of accomplishment when working with communities of similar size.

The update shall be prepared with the active involvement of, and consultation with, public, private, and non-profit transportation providers, transportation users, and stakeholders throughout the Rapid City Metropolitan Planning Area. The successful consultant shall be responsible to ensure that the updated Coordinated Public Transit – Human Services Transportation Plan meets all Federal transit law requirements for potential projects selected for funding under the *Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program* be “included in a locally developed, coordinated public transit-human services transportation plan.” The plan shall also identify transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting those local needs, prioritize funding, and identify strategies to improve coordination between transportation providers for individuals within the MPO. Coordinated Public Transit-Human Services Transportation Planwork elements include:

- A. Project Coordination:** Consultant will develop a work plan that includes, but is not limited to the following:
- Kick Off Meeting – Consultant shall facilitate a meeting with the Study Advisory Team to confirm expectations and to finalize work plan
  - Methods and Assumptions – Consultant shall facilitate a meeting to determine the assumptions to be used during the course of the study. Resulting from that meeting, the consultant shall develop a Methods and Assumptions Document in accordance with the Method and Assumptions Template for RCMPO Planning Studies. The

Methods and Assumptions shall include the Federal transit checklist to ensure the updated plan meets all Federal transit regulations associated with the *Enhanced Mobility for Individuals and Individuals with Disabilities* Program. This may be combined with the Kick Off Meeting

- B. Public Involvement:** Consultant will schedule, coordinate, publicize, and facilitate public forums to solicit input about the needs and service gaps for the elderly, persons with disabilities, and low income individuals. This will include, but is not limited to:
- Study Advisory Team – The Study Advisory Team is expected to meet 2-3 times during the project period for the consultant to provide progress reports and solicit feedback. Additional teleconference and/or videoconference meetings may be necessary.
  - Public/Stakeholder Meetings – Two or more public meetings will be held during the project period at which the consultant will make the lead public presentations regarding study methods, findings and recommendations of the study, and to receive public input. The consultant will organize and notice these meetings. For each meeting the consultant will provide the RCMPO the public meeting notice for review and approval prior to its publication to ensure the notice meets RCMPO requirements. Public meetings shall target individuals with disabilities, older adults, and people with low incomes.
  - Transit Provider Meetings – Consultant will identify and catalogue operational information and characteristics for each transit provider.
  - MPO Committee Meetings – Consultant will present the draft plan to all three MPO committees.
  - Other Opportunities – Consultant may provide suggestions for other virtual and/or pop-up public involvement opportunities.
- C. Data Acquisition:** Consultant will obtain information from public transit providers and private non-profit human services providers. This will include operational information and specific services offered by each entity including but not limited to: origin and destinations, cost, fleet inventory, and socioeconomic and demographic data.
- D. Needs and Gaps:** Consultant will analyze needs in the Metropolitan planning area (see attachment A) including how existing programs and services are meeting the current needs, as well as identify gaps where services do not exist or are inadequate.
- E. Plan:** Consultant will complete an update/revision to the existing Coordinated Public Transit-Human Services Transportation Plan located at [https://mail.rapidcityareampo.org/application/files/2715/5804/4045/RAPID\\_CITY\\_CHSTP\\_Final\\_Report\\_03-28-2019.pdf](https://mail.rapidcityareampo.org/application/files/2715/5804/4045/RAPID_CITY_CHSTP_Final_Report_03-28-2019.pdf). The Plan shall address all items identified in the Federal transit checklist to ensure the updated plan meets all Federal transit regulations associated with the *Enhanced Mobility for Individuals and Individuals with Disabilities* Program and shall also include the following:
- Updated demographic information for people with disabilities, elderly and low income populations.
  - An assessment of available services that identifies current public, private, and non-profit transportation providers.
  - An assessment of transportation needs for individuals with disabilities, older adults, and people with limited incomes.

- Strategies to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies.
- Five year prioritization and costs of implementing strategies and prioritizing transportation services for funding.

**F. Document Preparation:** Consultant shall provide the following items to the MPO contact person:

- Twenty (20) bound copies of the final Coordinated Public Transit-Human Services Transportation Plan.
- One (1) unbound copy of the final Coordinated Public Transit-Human Services Transportation Plan.
- An electronic copy for the RCMPO and for the SDDOT, in word processing format (Microsoft® Word) as well as Portable Document Format (Adobe® .pdf), of the final Coordinated Public Transit-Human Services Transportation Plan.
- Original sign-in sheets from all public involvement meetings.
- All supporting meeting materials for the public involvement process including any Presentations, hand-outs, surveys, etc.



**Attachment A**  
**Rapid City Metropolitan Planning Organization Area**

