

**Request for Proposals
Safe Streets and Roads for All Action Plan
For the City of Rapid City**

INTRODUCTION

Overview

The City of Rapid City (City), in conjunction with the Federal Highway Administration (FHWA) and the federal Transit Administration (FTA), is soliciting proposals from qualified Consultants (Consultant) to prepare the Safe Streets and Roads For All (SS4A) Safety Action Plan for the City.

Background

In 2020, the Rapid City Area Metropolitan Planning Organization adopted the *Bicycle and Pedestrian Master Plan* (Bike/Ped Plan) in conjunction with the *RapidTRIP 2045 Metropolitan Transportation Plan* (MTP). The MTP is required to be updated every 5 years, and is currently underway, to be adopted in August, 2025. While the Bike/Ped Plan provided a list of recommended improvements throughout the Metropolitan Planning Area, it did not provide the emphasis on safety required to serve as a Safe Streets and Roads for All Safety Action Plan (SS4A Plan).

The City applied for and was awarded a Planning Grant to produce a SS4A Plan in 2023. Additionally, the neighboring City of Box Elder received a Planning Grant in 2022. Three other communities in South Dakota (the City of Spearfish, the City of Sturgis, and Lincoln County) received Planning Grant funds in 2023.

Project Description

The intent of this project is to build upon the foundation created by the Bike/Ped Plan to create a plan to reduce or eliminate roadway fatalities and serious injuries in Rapid City for all roadway users, and provide a list of prioritized projects for future SS4A Implementation. The purpose of the SS4A program is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators.

The Consultant will develop a comprehensive Safety Action Plan focused on promoting a culture of safety through collaboration among all safety stakeholders that refocuses transportation design and operations on anticipating human mistakes and limiting impact forces to reduce crash severity and save lives.

A successful Safety Action Plan will demonstrate engagement with a variety of public and private stakeholders and seek to adopt innovative technologies and strategies to:

- Promote safety;
- Employ low-cost, high-impact strategies that can improve safety within all areas of the City;
- Ensure equitable investment in the safety needs of underserved communities: and,
- Incorporate evidence-based projects and strategies.

Area of Study

The area of study includes all roadways, sidewalks, and pathways inside of the corporate limits of

the City.

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 City 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 City's needs in the proposed project and your staffing commitments to assure your ability to meet the City'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 the City.

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. City Obligations – provide a list of all items to be provided by the City 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 City. This component should also describe a strategy for project management indicating the mechanisms intended to be used to coordinate the proposed work with the City.
7. Product Example – provide a link to an example of a Safe Streets and Roads for All Safety Action 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 City fiscal year. The City's fiscal years run from January 1 through December 31. A sample budget/invoice is shown below:

Item	FY2024			FY2025			Total
	Rate	Total Estimate Hours	Total Estimated Cost	Rate	Total Estimate Hours	Total Estimated Cost	
Salaries							
Name - Title or ID#	\$20.00	90	\$1,800.00	\$20.60	125	\$2,575.00	
Name - Title or ID#	\$18.00	45	\$810.00	\$18.54	50	\$927.00	
Name - Title or ID#	\$25.00	20	\$500.00	\$25.75	20	\$515.00	
Name - Title or ID#	\$15.00	10	\$150.00	\$15.45	10	\$154.50	
Name - Title or ID#	\$11.50	5	\$57.50	\$11.85	15	\$177.68	
Subtotal:			\$3,317.50			\$4,349.18	\$7,666.68
Fringe Benefits ¹			\$829.00			\$1,087.00	\$1,916.00
Overhead / Indirect Costs			\$2,654.00			\$3,479.00	\$6,133.00
Fixed Fee			\$680.00			\$892.00	\$1,572.00
In-State Travel			\$1,250.00			\$2,500.00	\$3,750.00
Out-of-State Travel			\$0.00			\$0.00	\$0.00
Equipment Purchase ²			\$0.00			\$0.00	\$0.00
Expendable Supplies ³			\$350.00			\$710.00	\$1,060.00
Subcontracts			\$0.00			\$0.00	\$0.00
Computer Time ³			\$0.00			\$700.00	\$700.00
Report Publication ³			\$0.00			\$1,200.00	\$1,200.00
TOTAL			\$9,080.50			\$14,917.18	\$23,997.68

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

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 City requires that all contractors, vendors, and suppliers 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 City. All materials submitted become the property of the City and may be returned only at the City'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 City. However, the City 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 City's request. The City 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.

Nine (9) 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: Kip Harrington
Long Range Planning Division
300 Sixth Street
Rapid City, SD 57701

Submit your proposal no later than 2:00 P.M., MDT, on June 14, 2024 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 Kip Harrington at kip.harrington@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 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., MDT, on May 28, 2024**. 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., MDT, on May 31, 2024**.

Time Line

The proposed schedule for the RFP process is as follows:

RFP Publication	May 21, 2024
Deadline for submission of written inquiries	May 28, 2024
Responses posted to inquiries	May 31, 2024
Proposals due	June 14, 2024
Anticipated award decision/contract negotiations	June 21, 2024
Draft plan for review completed	June 2025
Final plan completed	August 2025

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 City. 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 City.
- 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 City. This list of criteria is meant for informational purposes only. The City 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 City. The City

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 City on the date scheduled may result in rejection of their proposal.

The City 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 City reserves the right to waive irregularities in the proposals. The City reserves the right to advertise for new proposals if, in its judgment, the best interest of the City 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 City 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 City.

SCOPE OF WORK

The City is interested in receiving proposals from a Consultant possessing experience with Safe Streets and Roads for All Safety Action Plans, and a proven record of accomplishment when working with communities of similar size.

This Safe Streets and Roads for All Safety Action Plan will have the following components: data collection and analysis, public and stakeholder outreach, project webpage, safety analysis, and an action plan.

The Safety Action Plan shall expand upon the transportation related goals and objectives included in the 2020 Bicycle and Pedestrian Master Plan, Plan Rapid City, the Comprehensive Plan adopted by the City of Rapid City, RapidTRIP 2045, the existing MTP for the MPO, and other planning studies as applicable. Safety Action Plan work elements include:

- A. Project Coordination:** Consultant will develop a work plan that includes, but is not limited to the following:
 - Kick Off Meeting – The Consultant shall facilitate a meeting with the Study Advisory Team to confirm expectations and to finalize work plan.
 - Monthly invoices and Safety Action Plan updates in word processing format (Microsoft® Word) or as Portable Document Format (Adobe® .pdf) informing of the study's progression.

- B. Public Involvement:** Consultant will develop a public involvement strategy for the SS4A Safety Action Plan process. This strategy will include an outreach program to involve the elderly, persons with disabilities, minorities and the low income community and other groups traditionally under-represented in the plan process. Strategies to solicit input from the business, environmental and other communities of local significance will also be addressed. 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 – Three 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 City the public meeting notice for review and approval prior to its publication to ensure the notice meets City requirements.
- One public meeting as part of the kickoff to be held at the beginning of the project to introduce the project to the public, and gather information pertaining to the needs and desires of the community.
- Development of Safety Action Plan
- Recommendations (Draft Report Stage)
- City Committee Meetings –The Consultant will present the draft plan to the City’s Public Works Committee and the Rapid City Common Council.
- Other Opportunities – The Consultant may provide suggestions for other virtual and/or pop-up public involvement opportunities.

C. Webpage: The Consultant shall provide, maintain, and continually update a webpage that will be organized in such a way that will help dispense information to the public regarding the status of the study, public meeting announcements, presentations, meeting summaries, and all reports. The webpage can be used to assist in data gathering through web surveys and for other public participation actions as deemed appropriate as long as adequate advertising can be provided. The page will be active at least 10 days prior to the first public meeting and shall remain active for a period of at least six (6) months after completion of the study to allow public access to the final report. The Consultant shall also provide access to the webpage as requested by the City.

D. Safety Analysis: The purpose of this task is to perform an analysis of existing conditions and historical trends to provide a baseline level of crashes involving fatalities and serious injuries throughout the City. This shall include an analysis of the locations and severity of crashes, along with crash types by mode of travel and contributing factors.

Systemic and specific safety needs, to include high-risk roadway designs, safety needs of user groups, public health influence, analysis of the built environment, and demographics shall be analyzed. Once the analysis is complete, higher-risk locations shall be geospatially catalogued to identify a high-risk network. The network shall be used to determine any disproportional safety impacts to underserved communities.

E. Safety Action Plan: The purpose of this task is to develop a Safety Action Plan that will analyze the entire transportation system to identify high-risk locations and provide recommendations to address any issues at these locations. The recommendations will be prioritized into short-, mid-, and long-term projects to create an implementation plan.

All findings of the Safety Action Plan will be presented in a Draft Report with an Executive Summary, which will be presented to the Rapid City Legal and Finance Committee and the Rapid City Common Council. Any requested changes will be incorporated into the Final Report and Executive Summary.

F. Reports and Meetings: The Consultant will provide local and Federal representatives with twelve (12) copies of the draft Safety Action Plan prior to completion of final draft reports. The draft will include an executive summary, preliminary findings and recommendations, and any other information developed as part of the study. The Consultant shall review and become familiar with the requirements of the SS4A program and include all necessary items in the report to satisfy those requirements.

The Consultant will provide twelve (12) final reports of the analysis for submittal to the City, FHWA, and FTA for use in the planning process.

The Consultant shall be required to present the draft report of the Safety Action Plan to the Rapid City Public Works Committee and the Rapid City City Council.

G. Deliverables: The Consultant shall provide the following items to the City contact person:

- Monthly invoices and Study updates in word processing format (Microsoft® Word) or as Portable Document Format (Adobe® .pdf) informing of the study's progression
- A GIS geodatabase (ESRI ArcMap® *.gdb, version 10.7.1 or higher) and a TransCAD geographic file (version 9.0 or higher) of all model networks and outputs
- Twelve (12) printed copies of the draft report and executive summary
- An electronic copy, in word processing format (Microsoft® Word) and Portable Document Format (Adobe® .pdf), of the draft report and executive summary
- Twelve (12) printed copies of the final report and executive summary
- An electronic copy, in word processing format (Microsoft® Word) and Portable Document Format (Adobe® .pdf), of the complete final report and the complete executive summary
- Copies of any pertinent working papers and electronic files created during the project
- All supporting meeting materials for the public involvement process including any presentations, hand-outs, surveys, etc.