INTRODUCTION

Overview
The Rapid City Area Metropolitan Planning Organization (MPO) is soliciting proposals from qualified consultants to develop a Meade County Corridor Study from Erickson Ranch Road to 143rd Avenue (Study).
**Background**
Due to increased development generating additional demands on the county road system, *MEADE Moving Forward 2040 Transportation Plan* identifies a need for an additional east/west connection between Erickson Ranch Road and 143rd Avenue. Identifying a conceptual alignment will enable Meade County to plan for the potential development in the area.

The MPO, in conjunction with Meade County, the South Dakota Department of Transportation (SDDOT), and the Federal Highway Administration (FHWA), desire to retain a qualified firm for consulting services to conduct the Study. Anticipated tasks of the Study include, but are not limited to, data collection, analysis, corridor recommendations, and alternatives development for the area encompassed between Erickson Ranch Road and 143rd Avenue bounded by the Meade County line to the south and Elk Creek Road to the north.

**INSTRUCTIONS TO PROPOSERS**

**Solicitation**
The MPO will negotiate a professional services agreement with the successful respondent in accordance with the SDDOT consultant services manual. All respondents are responsible for the costs incurred in responding to this proposal. The basic agreement template is attached as Attachment A.

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

3. **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 (if different) and the responsible party in each firm who will be providing the required professional experience.

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

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

4. **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.

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. **MPO Obligations** – provide a list of all items to be provided by the MPO 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 MPO. This component should also describe a strategy for project management indicating the mechanisms intended to be used to coordinate the proposed work with the MPO.

7. **Product Example** – provide an example of a Corridor Analysis study completed by your organization along with the project’s contact information.

8. **References** – provide the name, address and phone number for five (5) 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**: Show the estimated cost for the entire project for each task by MPO fiscal year. The MPO’s fiscal years run from January 1 through December 31. A sample budget/invoice is shown below:
Meade County Corridor Study from Erickson Ranch Road to 143rd Avenue

(INsert NAME) COST PROPOSAL

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
<th>Total Estimated Hours</th>
<th>Total Estimated Cost</th>
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<tbody>
<tr>
<td>Salaries</td>
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<tr>
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<td><strong>Subtotal:</strong></td>
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<td><strong>$4,840.00</strong></td>
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<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
<td>$8,000.00</td>
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<tr>
<td>Overhead/Indirect Costs</td>
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<td></td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Fixed Fee (Max of 14% of Subtotal+Overhead)</td>
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<td></td>
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<td>In-State Travel</td>
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<td>Expendable Expenses</td>
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<tr>
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<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$40,840.00</strong></td>
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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/.

The proposed budget shall be submitted in a sealed envelope, and opened only if the proposer is selected to perform the project by the Study Advisory Team. Unopened envelopes will be returned to the unselected proposers.

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 MPO, 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 MPO. All materials submitted become the property of the MPO and may be returned only at the MPO’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 MPO. However, the MPO 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 MPO’s request. The MPO 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.

One (1) original and nine (9) copies of the proposal document should be submitted, along with one (1) scanned submittal in 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 2:00 P.M., MST, on October 11, 2018 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 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/](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](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 MPO by September 28, 2018. All questions and/or clarifications submitted, along with the answers, shall be posted on the home page of the Transportation Planning Division’s webpage, as well as the Rapid City Area MPO home page by October 2, 2018.

**Time Line**  
The proposed schedule for the RFP process is as follows:

- **RFP Publication**: September 18, 2018
- **Deadline for submission of written inquiries**: September 28, 2018
- **Responses posted to inquiries**: October 2, 2018
- **Proposals due**: October 11, 2018
- **Oral presentations (if required)**: October 17-19, 2018
- **Anticipated award decision/contract negotiations**: October 23, 2018
- **Study completed**: November 30, 2019

The above dates are subject to change at the option of the MPO 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 MPO. Proposals will be evaluated on criteria that include:

- The proposed project team.
- Previous experience with similar projects and other relevant agencies within the past five (5) years.
• Familiarity and experience with Meade County road criteria and standards.
• Project management procedures.
• The location of the firm’s offices.
• The overall quality of the proposal.

The award will be made to the qualified respondent whose proposal is most advantageous to the MPO. This list of criteria is meant for informational purposes only. The MPO 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 MPO. The MPO 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 MPO on the date scheduled may result in rejection of their proposal.

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

Study Advisory Team:

A Study Advisory Team has been formed to guide the study through completion. The Study Advisory Team is comprised of representative parties of the South Dakota Department of Transportation (SDDOT), Meade County (County), Rapid City Area Metropolitan Planning Organization (MPO), and the Federal Highway Administration (FHWA). Members of the Study Advisory Team are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization/MPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Brennan</td>
<td>Rapid City Area MPO</td>
</tr>
<tr>
<td>Kip Harrington</td>
<td>Rapid City Area MPO</td>
</tr>
<tr>
<td>Bill Rich</td>
<td>Meade County Planning/Zoning</td>
</tr>
<tr>
<td>Scott Tegethoff</td>
<td>Meade Co Hwy</td>
</tr>
<tr>
<td>Stacy Bartlett</td>
<td>SDDOT</td>
</tr>
<tr>
<td>Brad Remmich</td>
<td>Kirk Chaffee</td>
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<td>Meade County Planning/Zoning</td>
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<td></td>
<td>Mark Hoines</td>
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<td></td>
<td>Federal Highway Administration</td>
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<tr>
<td></td>
<td>Linda Rausch</td>
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<td></td>
<td>Meade County Commission</td>
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Additional team members may be added as the study progresses.
Scope of Study:

The Consultant will, to the maximum extent feasible, utilize existing information, reports, and studies on file with the MPO and/or provided by the MPO. The Consultant will work closely with the Study Advisory Team and the MPO to:

- Conceive a structure and schedule of the Meade County Corridor Study from Erickson Ranch Road to 143rd Avenue public participation activities;
- Assemble and analyze available data;
- Synthesize information gained into a “Meade County Corridor Study from Erickson Ranch Road to 143rd Avenue” document that is formatted for easy reading and viewing on screens;
- Make recommendations for transportation planning improvements to implement Plan recommendations.

The Consultant will lead the committee and public meetings. The Consultant will work with staff to keep the community well informed as the process moves forward implementing a successful community outreach program.

The following outline is offered to describe the general extent of services to be provided by the Consultant. This outline is not necessarily all-inclusive and the Consultant will include in the proposal any tasks or alternatives and services deemed necessary to satisfactorily complete the project. Consultants are encouraged to bring both industry expertise and creative ideas tested elsewhere and tailored to Meade County to help the community design the approach that best suits Meade County.

1. **Kick Off Meeting:**

   The consultant shall facilitate a meeting with the Study Advisory Team to confirm expectations and to finalize the work plan.

2. **Methods & Assumptions:**

   The 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 MPO Planning Studies. Study activities may not proceed until Methods & Assumptions document is signed by both parties.

3. **Data Review and Collection:**

   The consultant shall review documents and coordinate with appropriate staff regarding the following: (1) Meade Moving Forward 2040 Transportation Plan (2) Meade County Comprehensive Plan, (3) Rapid City Major Street Plan (4) RapidTRIP 2040 - Rapid City Area Long Range Transportation Plan Update and (5) Plan Rapid City – Comprehensive Plan Update.
The consultant shall perform those data collection functions identified in the Methods and Assumptions Document necessary to evaluate and analyze existing and future conditions including the road network, land uses, crash history, traffic volumes, environmental factors, and topography. The County will be responsible for providing to the consultant topography data if it is available. The consultant will conduct field investigations to identify and investigate existing manmade and natural features, such as surface drainage patterns and flood plain boundaries in order to provide conceptual proposed alignments. The consultant shall also compile and maintain a mailing list of affected property owners and other stakeholders.

4. Traffic Forecasts:

Current Conditions

Based on the data collected/reviewed, the consultant shall develop baseline (2018) traffic information for multiple scenarios: no-build and build. The consultant shall provide peak season and Average Annual Daily Traffic (AADT) volume projections including morning and evening peaks, movements and directions, design hourly volumes (DHV), peak hour factor (PHF) and traffic composition (i.e., passenger cars, trucks, buses, or recreational vehicles).

Future Conditions

The consultant shall work with data from the Rapid City MPO’s traffic model to project Future (2045) traffic conditions for multiple conceptual scenarios: no-build and build. The consultant shall provide peak season and Average Annual Daily Traffic (AADT) volume projections including morning and evening peaks, movements and directions, design hourly volumes (DHV), peak hour factor (PHF) and traffic composition (i.e., passenger cars, trucks, buses, or recreational vehicles).

5. Analysis of Traffic Operations:

Current Conditions

The consultant will analyze existing traffic conditions. All analyses shall be conducted using the current edition of the Highway Capacity Manual (HCM) for the current year of 2018.

Future Conditions

The consultant will analyze future traffic conditions. All analyses shall be conducted using the current edition of the Highway Capacity Manual (HCM) for the current year of 2018.

6. Development of Alternative Route Alignments:

The consultant shall identify a range of at least three alternatives, including the no build option. Each conceptual alternative shall be examined according to the advantages and disadvantages. The following factors shall be identified and evaluated for each alternative at the planning level:
- Termini and location.
- Typical cross section(s).
- Right-of-way and general easement requirements.
- Environmental scan.
- Access control.
- Typical Road Section.
- Hydraulic analyses, only if needed for conceptual alignment.
- Cost estimates.

These alternatives will further be identified according to their ability to meet street criteria as outlined in the Meade Moving Forward 2040 Transportation Plan.

All computations normally required for planning level conceptual alternatives shall be performed. All relevant, existing studies should be incorporated into the alternative identification process. These studies may include land use, zoning, drainage, water and sewer systems, or transportation. Existing studies will be provided to the selected consultant upon request.

When the alternative analysis is complete, Meade County and the MPO will review and approve a consultant recommended alternative. The consultant will identify the location for the proposed corridor, right-of-way, and access points on the consultant recommended alignment of the proposed roadway through the use of aerial photographs and field surveys. The consultant will be responsible for obtaining permission to access private property for related fieldwork. The consultant will identify property ownership along route alternates, including the consultant recommended alternative using County records.

7. Environmental Overview:

The environmental scan study area will be an approximately 200-foot buffer surrounding the study corridor except where noted below. The Consultant will collect, summarize, and provide the source of relevant existing data along the corridor, but will not develop an environmental finding document. The planning document should provide enough detail to document the project level environmental setting. The environmental scan should meet the regulatory criteria for use of a corridor or sub-area study in NEPA, as required by 23 CFR §§ 450.212(b) and 450.318(b).

The following environmental resources are expected to be required for the environmental scan. This list is not all-inclusive and is subject to change based on meetings with project stakeholders as the study progresses. Modifications to the list may be necessary. The consultant will conduct a "windshield survey" of the study area and utilize existing data from previous studies conducted in the area and other agencies. No additional environmental information will be field collected nor will environmental clearances be obtained.

- The foundation for a purpose and needs statement that defines the goals and objectives or vision statement for the corridor and/or the recommended project(s).
- Local land use, growth management, or development plans and projections of future land use, natural resource conservation areas, and development. This information should be available from the various local agencies.
- Consultation with resource and regulatory agencies for purposes of integrating interagency goals and plans into the corridor plan.
- Planning level evaluation of indirect and cumulative effects. This will need to include:
  - Defining the indirect and cumulative impact study area, which is assumed to be larger than the direct impact study area of the corridor study.
  - Creating a map of the study areas for direct, indirect, and cumulative impacts.
  - Identification of potential indirect impact causing activities of the build scenarios.
  - Identification of the potential direct and indirect impacts that may contribute to a cumulative impact.
- Environmental scans that produce preliminary identification of impacts and mitigation to environmental resources and environmentally sensitive areas:
  - Floodways and 100-year floodplain boundaries – The consultant shall obtain the FEMA FIRM designated floodplain areas within the Study Area.
  - Historic Preservation - The consultant will complete a records search and prepare a memo summarizing the potential of the Area of Potential Effect (APE) to contain archaeological sites and built resources of significance (buildings/structures) based on the windshield survey and preliminary research and outline recommendations for further work for compliance with Section 106 of the National Historic Preservation Act of 1966 (as amended). The records search will include a review of archaeological sites, historic buildings and structures, and previous investigations known to be located in and within a one mile buffer of the APE. Using this information, the consultant will prepare an outline of the results of this preliminary research and windshield survey, identify potential effects and make recommendations for any further cultural resources work to be done during the design phase of any potential project(s).
  - Hazardous Substances – This information will be obtained from various resource agencies.
  - Wetlands and Other Waters of the US – This information will be obtained from various resource agencies and through desktop analysis.
  - Wildlife/Threatened and Endangered Species – This information will be obtained from various resource agencies, including FWS' IPAC system.
  - Section 4(f) and 6(f) Resources— The consultant shall inventory and map the Study Area for Section 4(f) and/or 6(f) facilities. Determine any potential impacts or ROW acquisitions that may have potential to result in a use of Section 4(f) properties (for example publicly owned public parks, recreation areas, and wildlife or waterfowl refuges, or any publicly or privately owned historic site listed or eligible for listing on the National Register of Historic Places) or Section 6(f) properties (those that have received Land and Water Conservation Funds). Using this information, the consultant will prepare recommendations for any further Section 4(f) or 6(f) work to be done during the design phase of any potential project(s).

The objective for the Environmental Overview is preparation for the initiation of the NEPA process for a proposed project action. The results and decisions of the planning process
need to be documented in a way that is clear, suitable, and readily available for incorporation into a NEPA document.

8. Public Involvement:

A. Support the Meade County Corridor Study from Erickson Ranch Road to 143rd Avenue
   Study Advisory Team

The Study Advisory Team is expected to meet 4 to 6 times (including teleconferences and/or videoconferences) during the project period for the consultant to provide regular progress reports and to solicit feedback from members regarding study progress and execution. Three (3) of these meetings are to be scheduled and held at least one (1) week prior to each public meeting to gather the Study Advisory Team’s approval on the information being presented to the public. Other meetings will be held as deemed necessary. The Study Advisory Team may also meet at additional times without the consultant’s involvement during the study period.

B. Conduct Three Public Meetings

There will be a minimum of three (3) public meetings during the project period at which the consultant will make the lead public presentations regarding study methods, findings and recommendations of the study or its sub-elements, and to receive public input. These meetings are expected at the following intervals:

- 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 Alternative Route Alignments (Task 6)
- Recommendations (Draft Final Report Stage)

The consultant will organize and notice these meetings. For each meeting, the consultant shall provide the public meeting notice to the Study Advisory Team for review and approval prior to its publication. At a minimum, publication of the notice shall occur twice in each of the Rapid City Journal and Black Hills Pioneer, with the last notice published a minimum of 10 days prior to the meeting. The final proof from the publisher of the meeting notice shall be provided to MPO prior to publication. An Affidavit of Publication from the publisher will be required in the invoice for reimbursement. The SDDOT, Meade County, and the MPO shall all be allowed to issue press releases based upon the public notice and advertise the meeting on their websites. Mailings shall be sent to all landowners along and adjacent to proposed corridors to directly inform of public meetings. Consultant may provide suggestions for other opportunities for public involvement.

C. Conduct Individual Land/Business Owner/Manager Meetings

There will be meetings moderated by the consultant with the individual land and/or business owners/managers for those parcels and businesses directly affected by potential access changes caused by any of the options developed. It is estimated that these meetings will take place in concurrence with the second public meeting.
D. MPO Meetings

The consultant shall prepare documents for inclusion in MPO committee packets, handouts and any presentation material needed for City staff to present updates on the study throughout the study period. Consultant will present the draft plan to all three MPO committees and the Meade County Commission.

E. Website

The consultant team shall maintain a website dedicated to the study. The website should 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. At a minimum, the website shall allow for public input into the study during the duration of the study. The website 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 is provided. The SDDOT, Meade County, and the MPO shall be allowed to provide direct links to the study website from their websites. The website should be active at least ten (10) days prior to the first public meeting. The website 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. All public meeting notifications and public comment sheets should list the website address.

9. Document Preparation:

The consultant shall provide the following items to the MPO contact person:

- Study Updates in word processing format (Microsoft® Word) or as Portable Document Format (Adobe® .pdf) of the study’s progression due monthly. If the study completion date needs to be extended, study updates will be expected around the 15th of every other month beginning on December 15, 2019 until submittal of the draft final report.
- An electronic copy for Meade County, the MPO, and for the SDDOT, in word processing format (Microsoft® Word) or as Portable Document Format (Adobe® .pdf) of all draft reports and executive summary.
- Ten (10) printed copies of the draft report and executive summary. Sixty (60) printed copies of the final report and executive summary.
- An electronic copy for Meade County, the MPO, and for the SDDOT, in word processing format (Microsoft® Word) as well as Portable Document Format (Adobe® .pdf), of the complete final report, the complete conceptual access management report, and the complete executive summary. The PDF file shall be bookmarked for quick navigation to logical sections of the document.
- ESRI ArcGIS 10.4 or newer Alternative Route geodatabase feature classes.
- Copies of any pertinent working papers and electronic files created during the project.

After the Study Advisory Team’s review of the draft reports, the MPO’s contact person will advise the consultant as to its acceptability and will request any changes that may be desired. It should be anticipated that multiple drafts of the final report documents may be needed before final acceptance. The electronic versions of the executive summary and final
report documents shall be due to MPO’s contact person ten (10) days prior to the study’s completion date.
THIS AGREEMENT made on this day of____ , 2018 between the City of Rapid City, 300 Sixth Street, Rapid City, South Dakota 57701, hereinafter referred to as OWNER, and (Consultant), hereinafter referred to as CONSULTANT. This project will encompass the preparation of the Meade County Corridor Study from Erickson Ranch Road to 143rd Avenue.

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 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 planning services representative for the Project, providing professional planning consultation and advice, and furnishing selected planning services.

1.2 Scope of Work
The Basic Services Scope of Work is described in detail in Exhibit A and shall include tasks one through nine to create a “Meade County Corridor Study Between Erickson Ranch Road and 143rd Street” document formatted for easy reading and viewing on screens.

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, and these services 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 that 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 Community Development Director or their designee shall act as OWNER’S representative with respect to the services to be rendered under this Agreement. The Community Development Director 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

The CONSULTANT’S period of service shall complete the scope of work stated in Exhibit A by ________________, provided a written “Notice to Proceed” is issued by ________________. The
CONSULTANT’S services shall be provided in general accordance with the schedule as defined in Exhibit B. The OWNER may consider a failure by CONSULTANT to meet the schedule in Exhibit B with regard to any phase of the work as a breach of this Agreement.

SECTION 5 - PAYMENTS TO CONSULTANT

5.1 Methods of Payment for Services and Expenses of CONSULTANT

5.1.1 For Basic Services. The OWNER will pay the CONSULTANT the actual costs for services provided in an amount not to exceed ________________ as detailed in the attached Exhibit D “Cost Estimate” for services rendered under Section 1 as detailed in Attached Exhibit A. This includes a lump sum profit/fixed fee in the amount of $____________.

5.1.1.1 Payment will be made pursuant to invoices submitted by the CONSULTANT with a signed voucher.

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 paragraph 5.1.1.1.

5.2 Times of Payments

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

For these services the OWNER shall make prompt payments to the CONSULTANT based on 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 approval of the Final Report for the Project as accepted by OWNER.

5.3 Other Provisions Concerning Payments and Record Keeping

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 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.

5.3.3 Records. The CONSULTANT shall maintain an accurate cost keeping system as to all costs incurred in connection with the subject of this Agreement and shall produce for examination books of accounts, bills, invoices and other vouchers, or certified
copies there of if originals are lost, at such reasonable time and place as may be
designated by the OWNER. CONSULTANT 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, state, and federal
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 this Agreement is made and
all other pending matters are closed.

5.3.4 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.

5.3.5 Audits. If the CONSULTANT expends $750,000.00 or more in federal awards during
the CONSULTANT’s fiscal year, the CONSULTANT must have an audit conducted
in accordance with 2 CFR Part 200, Subpart F - Audit Requirements, by an auditor
approved by the Auditor General to perform the audit. On continuing audit
engagements, the Auditor General’s approval should be obtained annually.
Approval of an auditor must be obtained by forwarding a copy of the audit
engagement letter to:

Department of Legislative Audit A-133
Coordinator
427 South Chapelle Street
% 500 East Capitol Avenue
Pierre, SD 57501-5070

If the CONSULTANT expends less than $750,000.00 during any Sub-Recipient
fiscal year, the State may perform a more limited program or performance audit
related to the completion of the Agreement objects, the eligibility of services or
costs, and adherence to Agreement provisions.

Audits will be filed with and approved by the State Auditor General by the end of the
ninth month following the end of the fiscal year of the entity being audited or thirty
(30) days after receipt of the auditor’s report, whichever is earlier.

For either an entity-wide, independent financial audit, or an audit under 2 CFR Part
200, Subpart F, the Sub-Recipient will resolve all interim audit findings to the
satisfaction of the auditor. The Sub-Recipient will facilitate and aid any such reviews, examinations, and agreed upon procedures, the State or its contractor(s) may perform.

Failure to complete audit(s) as required, including resolving interim audit findings, will result in the disallowance of audit costs as direct or indirect charges to programs. Additionally, a percentage of awards may be withheld, overhead costs may be disallowed, and awards may be suspended, until the audit is completely resolved.

The CONSULTANT will be responsible for payment of any and all audit exceptions which are identified by the State. The State may conduct an agreed upon procedures engagement as an audit strategy. The CONSULTANT may be responsible for payment of any and all questioned costs, as defined in 2 CFR 200.84, at the discretion of the State.

Notwithstanding any other condition of the Agreement, the cooperative audit resolution process applies, as appropriate. The books and records of the CONSULTANT must be made available if needed and upon request at the CONSULTANT’s regular place of business for audit by personnel authorized by the State. The State and federal agency each has the right to return to audit the program during performance under the grant or after close-out, and at any time during the record retention period, and to conduct recovery audits including the recovery of funds, as appropriate.

If applicable, the CONSULTANT will comply in full with the administrative requirements and cost principles as outlined in U.S. Office of Management & Budget (OMB) uniform administrative requirements, cost principles, and audit requirements for federal awards – 2 CFR Part 200 (Uniform Administrative Requirements).

5.3.6 Payment shall be made subject to audit by duly authorized representatives of the OWNER. Payment shall be made as required in 48 CFR 31 and 2 CFR PART 200:

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.

5.3.8 Funding Provision. The payment of federal funds under this Agreement is subject to the availability of Metropolitan Planning Organizations Federal Highway Administration and Federal Transit Administration funds appropriated by Congress.

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. All costs must be accumulated and segregated in accordance with Consultant’s normal business practice, 48 CFR Part 31 and 2 CFR 200.

5.5 Ownership of Data

Documents and all products of this Agreement are to be the property of the OWNER. Any reuse of documents for extensions of the Project or other projects shall be at the OWNER’s sole risk and liability.

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 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 reasonable attorney fees to the extent such claims are caused by any performance of professional services by the CONSULTANT, 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.

5.11 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.

SECTION 6 – TERMINATION

6.1 Notice

If the CONSULTANT breaches any of the terms or conditions of this Agreement, the OWNER may terminate this Agreement or any portion of the Agreement at any time with or without notice. In any other case, the OWNER may terminate the entire Agreement or any portion of the Agreement upon ten (10) days’ written notice to CONSULTANT.

6.2 Take over Work

Upon termination, the OWNER may take over the work and/or may award another party an agreement to complete the work under this Agreement.
6.3 Delivery of Work

Upon termination, the CONSULTANT shall deliver to the OWNER all work product completed to the date of termination. The CONSULTANT’S work product shall become the OWNER’S property.

6.4 Payment upon Termination

6.4.1 Termination for Default. If the OWNER terminates the Agreement due to CONSULTANT’S default, the OWNER may pay the CONSULTANT for work satisfactorily performed and delivered to the OWNER up to the date of termination. After audit of the CONSULTANT’S billed costs to the date of termination and after determination by the OWNER of the amount of work satisfactorily performed, the OWNER will determine the amount to be paid to the CONSULTANT. The OWNER may adjust any payment to cover any additional costs to the OWNER due to the CONSULTANT’S default. The OWNER shall be entitled to recover payments made to the CONSULTANT for the work which is the cause of the termination.

6.4.2 Termination not for Default. If the OWNER terminates the Agreement for a reason other than default, the CONSULTANT shall be paid for the value of work performed and services rendered up to the date of termination, in an amount decided by OWNER. Any such payment shall constitute total payment for such work and services. This payment to CONSULTANT may be a portion of the fixed fee, plus actual costs. The portion of the fixed fee may be based on the ratio of the actual costs incurred to the estimated actual costs. Actual costs to be reimbursed shall be determined by audit of such costs to the date of termination.

6.4.3 Termination at Completion of Phase. If the Agreement is terminated at the completion of any phase of Basic Services, any progress payments paid to CONSULTANT for services rendered through such phase shall constitute total payment for such services.

6.4.4 Termination During Phase. If the Agreement is terminated during any phase of the Basic Services, CONSULTANT may be reimbursed for the charges of independent professional associates and consultants employed by CONSULTANT to render Basic Services incurred through such phase. CONSULTANT may also be paid for unpaid Reimbursable Expenses incurred during such phase.

SECTION 7 – GOVERNING LAW

This Agreement and any dispute arising out of this Agreement shall be governed by the laws of the State of South Dakota, without regard.

7.1 Forum Selection

Any dispute arising out of this contract shall be litigated in the Circuit Court for the 7th Judicial Circuit, Rapid City, South Dakota.
7.2 **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 8 – MERGER CLAUSE**

This written agreement which includes the Request for Proposals and associated exhibits, to include Exhibit A - Scope of Work, Exhibit B - Project Schedule, Exhibit C – Cost Proposal, Exhibit D – Standard Title VI/Nondiscrimination Assurances (Appendix A&E), Exhibit E – Debarment, Exhibit F – Certification of Consultant, and Exhibit G – Evaluation forms constitute the entire agreement of the parties. No other promises or consideration are a part of this agreement.

**SECTION 9 – COMPLIANCE WITH CLEAN AIR ACT**

Consultant stipulates that any facility to be utilized in the performance of this contract, under 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 10 – TITLE VI ASSURANCE**

The CONSULTANT will be bound by Exhibit D, attached to and made a part of this Agreement, said assurance being entitled, “STANDARD TITLE VI/NONDISCRIMINATION ASSURANCES APPENDIX A & E.”

**SECTION 11 – 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 12 – 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:

A. 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.

B. 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.

C. Business Automobile Liability Insurance: CONSULTANT shall maintain business automobile liability insurance or equivalent form with a limit of not less than $1,000,000.00 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.

D. 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.

SECTION 13 – 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 its 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 14 – DISCLOSURE TO REPORT LOBBYING

CONTRACTOR certifies, to the best of CONTRACTOR'S knowledge and belief, that: No Federal appropriated funds have been paid or will be paid, by or on CONTRACTOR’S behalf, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal
grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any of the above mentioned parties, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

The CONSULTANT will require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients will certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification will be subject to a civil penalty of not less than $10,000.00 and not more than $100,000.00 for each such failure.

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65. Any CONSULTANT who applies or bids for an award of $100,000.00 or more will file the certification required by 49 CFR Part 20, “New Restrictions on Lobbying”. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier will also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-federal funds with respect to that federal contract, grant, or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

SECTION 15 - 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.

SECTION 16 – CONFLICT OF INTEREST

The CONSULTANT agrees to establish safeguards to prohibit any employee or other person from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain as contemplated by SDCL §§ 5-18A-17 through 5-18A-17.6. Any potential conflict of interest must be disclosed in writing and approved, in writing, by the OWNER. In the event of a conflict of interest, the CONSULTANT expressly agrees to be bound by the conflict of interest resolution process set forth in SDCL §§ 5-18A-17 through 5-18A-17.6.

SECTION 17 – ASSIGNMENT PROVISION

The CONSULTANT will not assign any portion of the work to be performed under this Agreement, or execute any contract, amendment, or change order, or obligate the CONSULTANT in any
manner with any third party with respect to the CONSULTANT’S rights and responsibilities under this Agreement without the STATE’S prior written consent.

SECTION 18 – EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this Agreement, the CONSULTANT will not discriminate against any employee, or applicant for employment, because of race, religions, color, sex, disability, or national origin. Such actions will include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay, other forms of compensation, and selection for training, including apprenticeship.
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:

Attest: ________________________________________________

Mayor Date

Finance Officer Date

APPROVED AS TO FORM

Wade Nyberg Date
Assistant City Attorney

CONSULTANT:

By: ________________________________________________

Name/Title: __________________________________________

STATE OF _____________

COUNTY OF _____________

On this _____ day of _____________, 2018, before me, a Notary Public, personally appeared ____________________, a Principal of ____________________________, and acknowledged to me that s/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:

Meade County Corridor Study from Erickson Ranch Road to 143rd Avenue
City of Rapid City
Community Development Department
300 Sixth Street
Rapid City, South Dakota 57701

Consultant
Attn:
Street Address
City, State Zip Code
Sample Contract Exhibit B
Project Schedule
# Sample Contract Exhibit C
## Cost Proposal/Rates

### Meade County Corridor Study from Erickson Ranch Road to 143rd Avenue

**(INSERT NAME) COST PROPOSAL**

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During the performance of this contract, the CONSULTANT, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

(1) **Compliance with Regulations**: The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended (hereinafter referred to as the “Regulations”), incorporated by reference and made a part of this contract.

(2) **Nondiscrimination**: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, religion, national origin, sex, age or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment**: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, religion, national origin, sex, age or disability.

(4) **Information and Reports**: The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the South Dakota Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the South Dakota Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain this information.

(5) **Sanctions for Noncompliance**: In the event of the contractor’s noncompliance with the nondiscrimination provisions of this contract, the South Dakota Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including but not limited to:

(a) withholding of payments to the contractor under the contract until the contractor complies, and/or
(b) cancellation, termination or suspension of the contract, in whole or in part.

(6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as the South Dakota Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that, in the event of a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the South Dakota Department of Transportation to enter into such litigation to protect the interest of the State, and, in addition, the contractor may request the United States to enter such litigation to protect the interests of the United States.

During the performance of this Agreement, the CONSULTANT, for itself, its assignees, and successors in interest, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

**Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq. [78 stat. 252]) (prohibits discrimination on the basis of race, color, national origin), and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 et seq.) (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), as amended (prohibits discrimination on the basis of disability), and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC Ch. 471, § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. Ch. 471, §
47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).
CERTIFICATION FOR DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS

The CONSULTANT certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental agency (federal, state or local) with commission of any of the offenses listed in paragraph (2) of this certification; and

4. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

The CONSULTANT certifies that if it becomes aware of any later information that contradicts the statements of paragraph (1) through (4) above, it will promptly inform the City of Rapid City.
Sample Contract Exhibit F
Professional Services Agreement
CERTIFICATION OF CONSULTANT

I certify that I am the ________________ and duly authorized representative of the firm of _______ ________________, whose address is _____________________________________________, and that neither I nor the above firm I represent has:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this Agreement.

2. agreed, as an expressed or implied condition for obtaining this Agreement to employ or retain the services of any firm or person in connection with carrying out the Agreement, or

3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the State of South Dakota Department of Transportation, the Federal Highway Administration, and United States (U.S.) Department of Transportation, in connection with this Agreement involving participation of Federal-aid Highway Funds, and is subject to applicable state and federal laws, (both criminal and civil).

______________________________
Signature

Title: _________________________

Date: ________________
Sample Contract Exhibit G  
Request For Proposals  
Consultant Evaluation Forms

PROPOSAL EVALUATION FORM (25 Total Points Possible)

| Project Name: __________________________ | Interviewer: __________________________ |
| Firm Name: ______________________________ | Date: ________________________________ |

<table>
<thead>
<tr>
<th>PROPOSAL EVALUATION CRITERIA</th>
<th>Scoring (Circle One)</th>
</tr>
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<tbody>
<tr>
<td><strong>P1: Firm’s Project Team - 25% of total</strong></td>
<td></td>
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<tr>
<td>The evaluator should consider the following information when scoring this category:</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Size of the contract as compared to the size or ability of the firm and its’ associate firms and consultants as one team to handle the project;</td>
<td></td>
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<tr>
<td>The education, experience, and qualifications of the personnel within the submitting firm; and by attachment that of its’ associate firm(s), if any. These are the Key Designers, Construction Inspectors, and Sub-consultants. Should include professional registrations, education, certifications, and other pertinent qualifications of the indicated individuals;</td>
<td></td>
</tr>
<tr>
<td>Name, experience and past performance of person(s) to be assigned as project manager(s) and will have direct contact with City staff. These typically are the Design Project Manager and Construction Administration Project Manager. These are in addition to those indicated in item B. above;</td>
<td></td>
</tr>
<tr>
<td>Ability to expand the firm’s capabilities by working with other consultants or branch offices (if required).</td>
<td></td>
</tr>
</tbody>
</table>

| **P2: Firm's Experience with Similar Projects and Other Relevant Agencies within the Past 5 Years – 20% of total** | 1 2 3 4 5 6 7 8 9 10 |
| The evaluator should consider the following information when scoring this category: | |
| A summary of similar work that has been done in-house over the past five years; as it pertains to municipal engineering, operations, maintenance, replacement, planning, design surveying, construction staking, construction administration, GIS, finance, economics, and other; | |
| Prior experience with other relevant agencies for the past five years such as other municipalities, South Dakota DOT, South Dakota DENR, and others. | |

| **P3: Firm’s Experience and Familiarity with Meade County Design Criteria and Standards – 20% of total** | 1 2 3 4 5 6 7 8 9 10 |
| The evaluator should consider the following information when scoring this category: | |
| If the firm’s familiarity with the City's design criteria and standards and City bidding, contracting methodology, and construction administration processes is limited then the firm’s familiarity with other municipalities’ and agencies’ shall be considered. Firm’s staff’s direct experience (in-house capability) with this type of project | |
| Firm’s familiarity with City design criteria and standards. | |
| Other information to consider would be the firm’s experience, knowledge, and understanding of City bidding and contracting methodology and City construction administration processes and the firm’s experience with other City Departments and Divisions. | |
### P4: Firm’s Management Procedures – 20% of total

The evaluator should consider the following information when scoring this category:

- Firm’s organizational structure must be clearly defined with personnel qualifications and where actual work will be done;
- A statement regarding whether any litigation is pending or underway regarding activities of the firm or its principals within the last five years and the circumstances of the litigation;
- A current certificate of insurance, including errors and omissions, executed by the insurance carrier’s authorized agent;
- Firm’s Management Procedures; Past performance meeting budgets & schedules, including methodology and procedures used to accomplish this objective. Successful QA/QC processes, and accuracy of construction cost estimates. The firm’s history in meeting project design budgets, construction budgets, and schedules. The firm’s ability to provide accurate construction cost estimates throughout the design process (preliminary submittal through bid opening). The firm’s QA/QC methodology and procedures including personnel responsible for QA/QC. The firm’s methodology, procedures and ability to meet project schedules.

### P5: Office Location – 10% of total

The evaluator should consider the following information when scoring this category:

Indicate the office location of the project manager, key designers, sub-consultants, and construction staff for the project?

### P6: Quality of Proposal – 5% of total

The evaluator should consider the following information when scoring this category.

Proposal should be clear, concise, well written, well organized, utilize correct spelling, proper grammar, exemplify the characteristics of a professional document, and address the “Proposal Evaluation Criteria”.

1 = Fails to meet the expectations of the reviewer in this category
10 = Fully meets the expectation of the reviewer in this category
# INTERVIEW EVALUATION FORM (75 Total Points Possible)

**Project Name:** ____________________________  
**Interviewer:** _______________________________  
**Firm Name:** _____________________________  
**Date:** _____________________________________

## INTERVIEW EVALUATION CRITERIA

### I1: Project Approach and Demonstration of Project Understanding and Issues – 45% of total

The evaluator should consider the following information when scoring this category:
- Familiarization and understanding of the project and project issues including potential alternatives;
- Approach toward project design and construction administration;
- Experience with key project elements;
- Project components including constructability, project phasing and sequencing;
- Innovative design and construction administration techniques and methods;
- Approach toward public involvement as it pertains to easement/ROW negotiations, public meetings, and dealing with individuals. Approach toward dealing with other governmental entities and City Departments & Divisions;
- Understanding of the project schedule and critical milestones;
- Identification or recognition of potential project pitfalls and challenges.

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<th>Scoring (Circle One)</th>
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### I2: Past Design and Construction Administration Performance – 20% of total

The evaluator should consider the following information when scoring this category:

**A. Design** - has the firm’s prior work products demonstrated the following:
- Ability to meet design budgets;
- Ability to meet design timelines/milestones/completion dates;
- Ability to produce complete and understandable submittal documents;  
  d. Ability to stay within scope;
- Ability to obtain easements and ROW;
- Ability to produce accurate construction cost estimates;
- Effectiveness in working with the public;
- Past work products (drawings and specifications) have limited review comments and red lines;
- Adhered to City design criteria and standards and produced documents that are legible and organized.

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**B. Construction** - has the firm’s prior work products demonstrated the following:
- Past work products (drawings and specifications) have limited unnecessary construction change orders?
- Effectiveness in working with the public;
- Ability to produce accurate and timely contractor pay applications;
- Ability to effectively coordinating with the contractor;
- Ability to verify contract obligations (Final Inspection compliance with drawings and specifications);
- Ability to successfully coordinate and verify startups for electrical and mechanical types of facilities;
- Ability to produce complete and understandable drawings and specifications;
- Ability to verify that shop drawings, product literature, and submittals comply with City specifications, drawings, and supplemental provisions
- Ability to produce accurate, detailed, quality construction deliverables (construction diaries, quantity books, and construction documentation including photos, as-built drawings, etc.);
- Ability to produce drawings and specifications that minimize field orders;
- Ability to produce drawings and specifications that minimize Contractor questions and uncertainties;
- Ability to mitigate construction problems from escalating;
- Ability to effectively keep the City’s PM apprised of construction issues and potential project cost savings and increases;
| I3: Past Performance of Quality Control and Quality Assurance (QA/QC) – 15% of total |
|---|---|
| The evaluator should consider the following information when scoring this category: |
| Completeness of submittals, drawings and specifications; |
| Minimizing the number and frequency of design errors; |
| Project Constructability - Successfully addressed project constructability, sequencing, and phasing; |
| Clarity - the contractor easily understands the intent of the project and what is being conveyed in the drawings and specifications; |
| Expectations - the project meets the owner’s objectives and intent for the project; F. Quality - past deliverables are of high quality (adherence to City design criteria and standards as well as general document legibility and organization). |

| I4: The Firm’s Project Team and Task Assignment Summary – 15% of total |
|---|---|
| The evaluator should consider the following information when scoring this category: |
| If a consortium of individuals or firms, amount and type of work to be done in respective offices and how quality and schedule of work will be controlled by assigned project manager(s); |
| Name, experience and past performance of person(s) to be assigned as project manager(s) and to have direct contact with City staff (Design and Construction); |
| Names of firm’s staff to be assigned to project tasks with description of each person’s experience and how it relates to this project’s specific requirements. The firm shall indicate the project team members assigned to each task identified in the RFP draft scope of services. The firm shall provide the proposed billing rates for each team member proposed to be working on the project for design and construction services. |

| I5: Quality of Interview – 5% of total |
|---|---|
| The evaluator should consider the following information when scoring this category. The firm’s interview should be articulate, clear, concise, and organized. The firm should communicate project issues, ideas, alternatives, and address the “Interview Evaluation Criteria”. |

1 = Fails to meet the expectations of the reviewer in this category
10 = fully meets the expectation of the reviewer in this category