



# **REQUEST FOR PROPOSAL**

FOR SERVICES TO CONDUCT THE

**PENNINGTON COUNTY MASTER TRANSPORTATION PLAN**

PENNINGTON COUNTY, SOUTH DAKOTA

## **Request for Proposals for Pennington County Master Transportation Plan**

Pennington County is soliciting proposals from consulting firms prequalified by the SDDOT for transportation planning to perform a master transportation planning study of Pennington County, South Dakota. A listing of firms prequalified for state transportation planning can be found at <https://dot.sd.gov/doing-business/engineering/design-services/consultant-services/consultant-search>

### **Background:**

Pennington County, South Dakota, located in the western end of South Dakota, is one of the most picturesque counties in the state. The geology of the county is a mixture of mountains, prairie and badlands. Non native settlers came quickly after the discovery of gold in 1874. The Dakota Territorial Legislature officially established Pennington County in 1875. A number of towns began to pop up either as a direct result of gold mining or as a result of providing supplies to miners. Eventually the surface deposits of gold diminished, other types of mining took over and other resources (logging) proved more important in the development of Pennington County. The first railroad came into Pennington County in 1906/1907 and helped with the agricultural development of the county, primarily cattle ranching, which eventually became the major economic emphasis of Pennington County as the railroads facilitated the movement of cattle to eastern markets.

With the advent of the automobile, paved roads, and a carving on Mount Rushmore the next economic boom arrived in Pennington County – tourism. The Black Hills in the western part of the county and the Badlands National Park in the eastern part of the county are visited by millions of people every year and provide a major economic impact to the area.

With a total land area of 2,783 square miles, Pennington County is geographically larger than the state of Rhode Island. The county is responsible for approximately 837 miles of the 2,506 miles of roadways in the county. The county contains the city of Rapid City, which is the county seat and center of commerce for western South Dakota. At the time of the 2020 Census Pennington County had a population of 109,222.

Pennington County has recognized a need to reevaluate baseline conditions, to categorize and prioritize roadways, and determine future transportation improvements for the County.

**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 Rapid City MPO and Pennington County. Members of the Study Advisory Team are:

Joseph Miller	Pennington County Highway Department
Sean Smith	Pennington County Highway Department
Josh Lietz	Pennington County Highway Department
Kip Harrington	Rapid City MPO
Brittney Molitor	Pennington County Planning and Zoning
Jason Theunissen	Pennington County Planning and Zoning

Additional team members may be added as the study progresses.

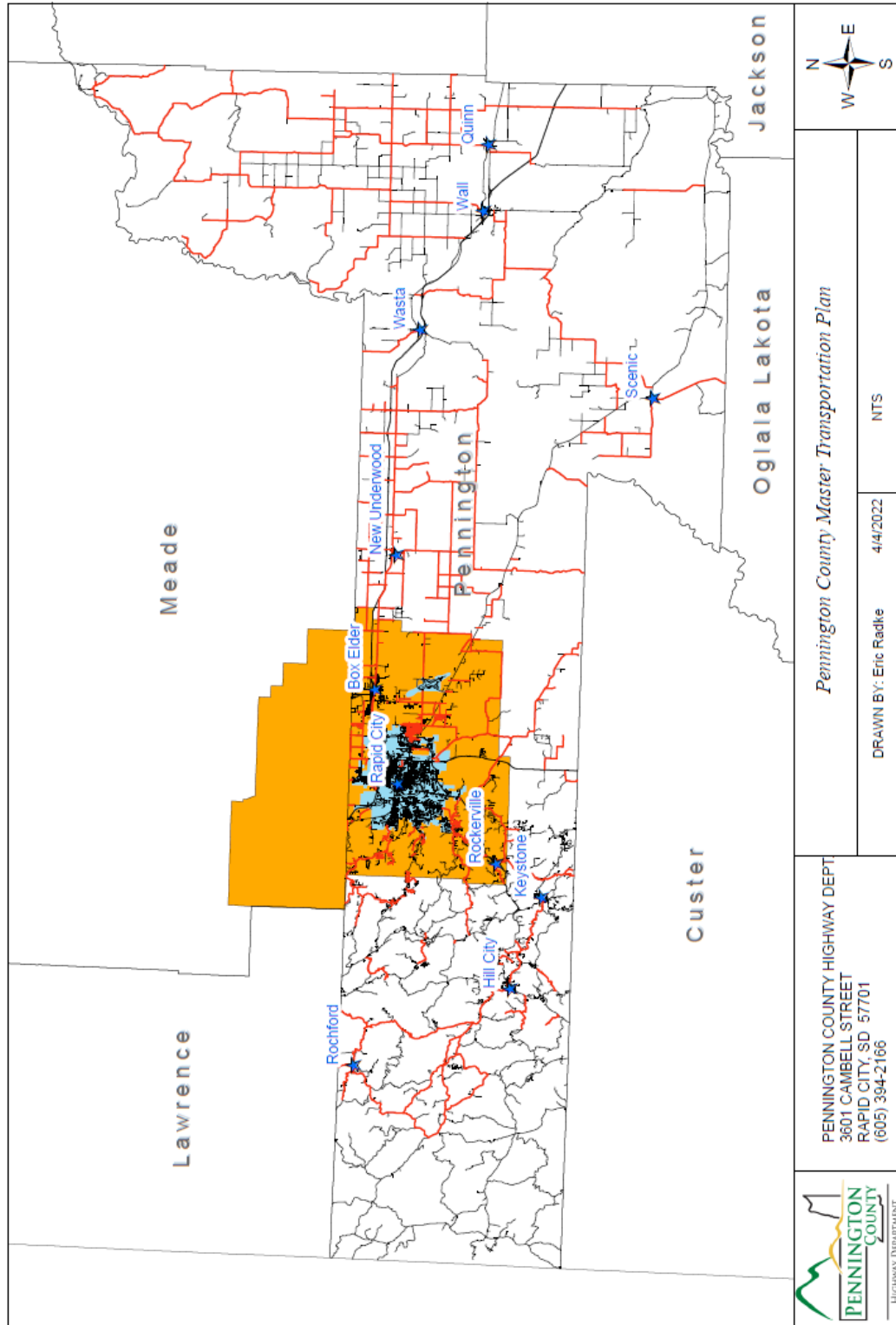
**Study Expectations:**

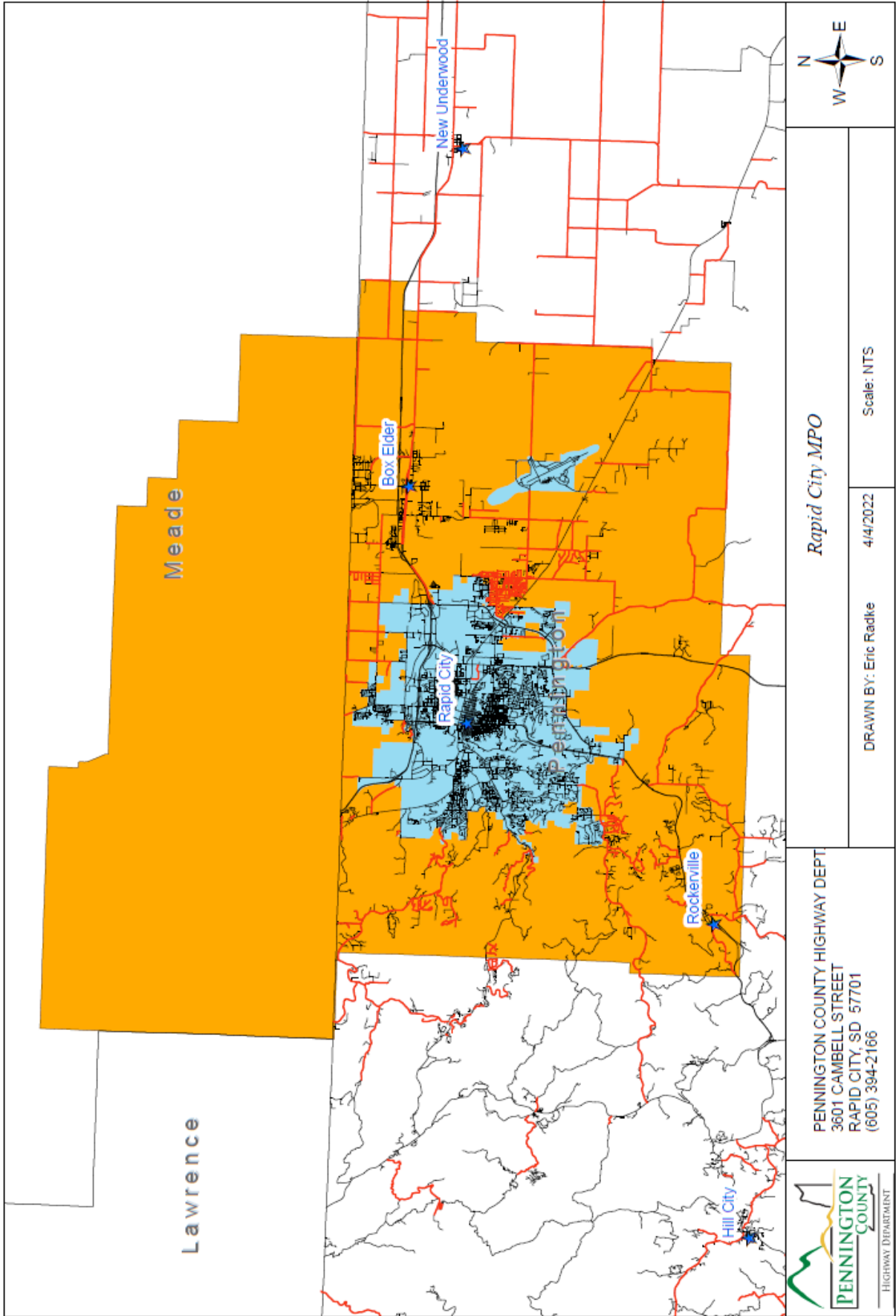
The study is expected to fulfill the following objectives:

1. Complete a list of transportation issues and needs facing Pennington County.
2. Develop feasible solutions to address those issues and needs that meet current design standards and/or traffic level of service expectations under both the current and predicted future traffic conditions while promoting a livable community that will enhance the economic and social well-being of Pennington County residents.
3. Create final products for use by Pennington County which will provide guidance to implement recommended improvements and react to future development plans within the area.

**Area of Study:**

The study area encompasses all of Pennington County, South Dakota indicated in the map below, with primary focus to be on the roadways under Pennington County jurisdiction (shown in red) and ordinance control. The Rapid City Metropolitan Planning Organization's area is within Pennington County and is indicated by the orange shading in the map on the following page.





## Scope of Study:

The Study Advisory Team believes the study needs to include, but not be limited to, the following tasks:

- 1) Baseline Conditions Analysis: The consultant should prepare an approach to assess the existing transportation network within the study area. At a minimum, the Study Advisory Team believes this analysis will need to:
  - a) Obtain and review current ordinances and guidelines.
  - b) Gather base mapping data.
  - c) Obtain from all available sources daily traffic volume counts where needed. Available SDDOT counts off of the state highway system can be found at: <https://dot.sd.gov/transportation/highways/traffic>  
Pennington County traffic counts can be found at: <https://rcpc.maps.arcgis.com/apps/webappviewer/index.htm?id=9c935d9c160645e6b2d2d4495e98afe7>
    - i) If additional volume count data is needed, Pennington County staff will collect data after a written request, the request must be made with enough lead time to schedule before data is needed for analysis purposes. A minimum of 3 weeks lead time is required with a maximum of 24 counts in a month's timeframe. Most current count available upon request, counts shown on the map reflect 2021 data.
  - d) Collect intersection turning movement counts at intersections where needed. It is estimated that a minimum of fifteen (15) weekday count locations will be needed. (SDDOT has some limited data available along the state highway system.)
  - e) Conduct an internet based survey(s) to gather information regarding origin-destination, travel modes, and transportation needs. This survey shall be active a minimum of four weeks and shall overlap the 1<sup>st</sup> public meeting's comment period. The Study Advisory Team shall review and approve the survey questions prior to the survey being active. The survey shall be hosted by the consultant's or a third party website.
    - i) If a third party website is used and the consultant desires reimbursement for the third party's website fees, the consultant must provide a statement claiming that the fees from the website host(s) were and are for the exclusive use for conducting surveys for this study to receive reimbursement of the third party's fee. A proposal for cost of a third party website must be provided prior to the approval of a statement.
    - ii) At a minimum, the survey shall be advertised at least once each week while it is active in the Hill City Prevaler News, Pennington County Courant (Wall) and Rapid City Journal newspapers. An Affidavit of Publication from the publisher will be required for reimbursement.
  - f) Gather other relevant data (land use, design plans, photography, utilities, functional classifications, existing development plans, etc.)
  - g) Identify traffic safety problems based on accident history and potential traffic safety areas based upon local knowledge.
  - h) Identify bicycle / pedestrian facilities, connections and needs.
  - i) Identify transit issues and needs.
  - j) A cursory review to identify airport issues and needs.

- k) Identify freight issues and needs.
  - l) Determine existing levels of service and operating conditions along key routes and intersections. Include analyses of AM peak, PM peak, and volume/capacity ratio for the existing time frame.
  - m) Review City and County development practices within the study area.
  - n) Review existing street / roadway design standards of all applicable agencies.
  - o) Identify existing capacity, geometric, right of way, and other deficiencies along key routes identified.
  - p) Develop a list of transportation issues currently facing the area.
- 2) Standards Development: The consultant shall work with the Study Advisory Team to update existing roadway network and cross section standards and develop a roadway network and cross section standards where lacking. At a minimum, the Study Advisory Team believes this will include:
- a) Update current roadway classification system that meets local needs and will correspond with the FHWA functional classification system.
  - b) Development of a short term and long term major road plan for 2030 & 2045 that includes the preferred location for future arterials & collectors within the study County.
  - c) Development of a master bicycle and pedestrian plan for 2045.
  - d) Development of a process and draft ordinances by which development plans will address roadway and transportation needs associated with new development.
  - e) Confirm and develop where needed base typical cross sections for various roadway types dependent upon classification.
  - f) Confirm and develop where needed standards and draft ordinances for needed access management by roadway classification.
  - g) Confirm and develop where needed standard traffic levels of service for various roadway types dependent upon classification and surface type.
- 3) Future Needs Analysis: The consultant shall build upon the baseline analysis and standards developed to determine the future transportation needs within the study area. At a minimum, the Study Advisory Team believes this analysis will need to:
- a) Forecast traffic for 2030 & 2045 along key routes considering forecasted changes in local land use.
  - b) Determine future levels of service and operating conditions along key routes and intersections without improvements. Include analyses of AM peak, PM peak, and volume/capacity ratio for 2030 & 2045.
  - c) Identify capacity, geometric, right of way, and other deficiencies along key roadway routes identified for 2030 & 2045.
  - d) Identify roadway, airport, transit, freight, pedestrian, and bicycle transportation future needs that will help promote Pennington County as a livable and sustainable community.
- 4) Roadway Management System: The consultant shall work with Pennington County Highway, Planning & Zoning staff to develop and program within their existing databases the queries and table linkages to do basic roadway

management activities. Pennington County has established roadway inventory, condition databases and existing procedures to collect surface condition data and determine a roadway condition index. The County desires a methodology and system that uses the existing data elements from these databases that can be annually updated and used by staff to determine a construction and maintenance plan for the County's Capital Improvement Program (CIP). The existing databases are Microsoft® Access and Microsoft® Excel. It is the County's intent to migrate these databases to tables in Microsoft® SQL Server database and make linkages to the County's GIS. At a minimum, the Study Advisory Team believes this system will need to:

- a) Be compatible with Pennington County's existing computer network, hardware, and software.
  - b) Be able to be used annually without an annual fee.
  - c) If not done with Microsoft® SQL Server database, be able to be easily converted for use with Microsoft® SQL Server database or be compatible with current county software.
  - d) Be able to be updated by staff after the study is completed.
  - e) Be able to generate improvement strategies and costs per roadway/project segments.
  - f) Be able to objectively compare the generated improvement strategies and recommend treatments for each roadway/project segment.
  - g) Be able to objectively compare the recommended treatments with the corresponding costs to determine a future construction and maintenance plan for the county highway network based upon a certain budget.
- 5) Final Report: The consultant shall prepare and submit a final report, including an executive summary. The report, at a minimum, shall:
- a) Identify projects needed to address existing and future deficiencies, including description of work, estimated range of year of need and cost estimates.
  - b) Highlight enhancements to existing transportation facilities and future roadway links.
  - c) Proposed solutions for identified problem areas.
  - d) Proposed action plan for the handling of special events.
  - e) Listing of desirable but not necessarily needed projects, including description of work and cost estimates
  - f) Prioritization for the implementation of recommended solutions
  - g) A methodology for the prioritization of improvement projects
  - h) An assessment of potential impacts of proposed solutions
  - i) A quantification of benefits of proposed solutions and improvement projects
  - j) A quantification of costs of proposed solutions and improvement projects
- 6) Public Meetings: The consultant team shall prepare and facilitate a minimum of two (2) sets of three (3) stand alone public meetings to be held on consecutive Monday, Tuesday, Wednesday; or Tuesday, Wednesday, Thursday evenings. Each set of public meetings shall contain an evening meeting in Hill City, an evening meeting in Rapid City, and an evening meeting in Wall. The consultant shall also prepare a comprehensive written review of each meeting. It is



anticipated that the meetings may include some discussion regarding issues outside of the study area. These issues should be recorded within the written review of the public participation meeting; however, it is not the intent of the study to solve issues outside of the study area. The consultant shall have, but not be limited to, the following:

- One set of public meetings are to be held as part of the evaluation of baseline conditions analysis within 90 days of beginning the project to introduce the project and gather information pertaining to the needs and desires of the County.
- One set of public meetings are to be held at least 30 days prior to the submitting the draft final report to present preliminary results and gauge public reaction to solution ideas to be included within the final report.

Additional public meetings may be needed as determined by the Study Advisory Team. For each meeting, the consultant shall provide the County the public meeting notice for review and approval prior to its publication to ensure the notice meets County requirements. At a minimum, publication of the notice shall occur twice in each of the County's official newspapers (Hill City Prevalier News, Pennington County Courant (Wall) and Rapid City Journal), 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 the County prior to publication. An Affidavit of Publication from the publisher will be required for reimbursement. Pennington County shall be allowed to issue press releases based upon the public notice and advertise the meeting on their websites.

- 7) Public Input Period: The consultant shall allow for the public to provide input into the study for a minimum period of two (2) weeks following each public meeting. Public comment sheets shall be made available at all public meetings. The public comment sheets shall include a return address. An email address shall also be provided for the public to send their comments and concerns.
- 8) County Commission Meetings: The consultant shall present the final findings of the study at a regular meeting of the Pennington County Commission, gather input, and gauge reaction to the ideas and prepare a comprehensive written summary of their meeting with the Pennington County Commission. For other Pennington County Commission meetings, the consultant shall provide information to Pennington County staff as requested to provide updates to the Commission.
- 9) Stakeholder Group Meetings: The consultant shall facilitate stakeholder group meeting(s) in the morning(s) or afternoon(s) during the same week as each set of public meetings. The consultant shall gather input, gauge reaction to the ideas presented and prepare a comprehensive written summary of their meeting with the stakeholder group(s). The stakeholder group(s) shall be selected by the Study Advisory Team. The consultant shall maintain a mailing list of the stakeholder group(s) and send an invite to each stakeholder at least one (1) week in advance of the stakeholder group meeting.

- 10) MPO Meetings: Prior to the final public meeting, the consultant shall present to all three Rapid City MPO committees the preliminary results of the study, gather input, and gauge reaction to solution ideas to be included within the final report. For other MPO Committee meetings, the consultant shall provide information to Pennington County staff to provide updates to the MPO committees.
- 11) Website: The consultant team shall provide the County information for a webpage (County) dedicated to the study as it becomes available. The webpage 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 providing links to 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 ten (10) days prior to the first public meeting and shall remain active for a period of at least 6 months after completion of the study to allow public access to the final report.
- 12) Study Advisory Team Meetings: The consultant shall have a minimum of four (4) face to face meetings with the Study Advisory Team for study coordination (it is the preference of the County to conduct face to face meetings but will consider virtual alternatives). A kick-off meeting should be held within 30 days of the beginning of the study and a meeting should be held during the standards development phase of the study. Two (2) Study Advisory Team meetings are to be scheduled and held prior to each public meeting to gather the Study Advisory Team's approval on the information being presented. Other meetings will be held as deemed necessary. The Study Advisory Team meeting prior to the last public meeting shall also occur prior to the meeting with the Pennington County Commission.
- 13) Project Deliverables: The consultant shall provide the following items to the County contact person:
  - ◆ Study Updates in word processing format (.doc) or as Portable Document Format (.pdf) of the study's progression due March 15, 2023, May 17, 2023, July 19, 2023, September 20, 2023, and November 15, 2023. If the study completion date needs to be extended, study updates will be expected around the 15<sup>th</sup> of every other month beginning on January 15, 2024, until submittal of the draft final report.
  - ◆ An electronic copy, in the .dwg format of all approved standard typical sections.
  - ◆ A GIS file database (ESRI® ArcMap \*.gdb) of the final Master Road Plan.
  - ◆ Documentation regarding usage and updating procedures for the developed roadway management system methodology.
  - ◆ An electronic copy, in word processing format (.doc) or as Portable Document Format (.pdf) of the draft final report and executive summary.
  - ◆ Twenty (20) printed copies of the final report and executive summary

- ◆ An electronic copy, in word processing format (.doc) as well as Portable Document Format (.pdf), of the complete final report and the complete executive summary.
- ◆ 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 County’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 may be needed before final acceptance. The executive summary and final report shall be due to the County’s contact person twenty-one (21) days prior to the study’s completion date.

**Available Information:**

The most current available of the following will be made available to aid the selected consultant in performing the study if the consultant deems them needed:

- ◆ Existing vehicular traffic data
- ◆ Pennington County Comprehensive Plan
- ◆ Pennington County Zoning Ordinances
- ◆ Pennington County Subdivision Regulations
- ◆ Rapid City MPO
- ◆ Existing structure condition data
- ◆ SDDOT Road Design Manual
- ◆ SDDOT Local Roads Plan
- ◆ Available construction plans
- ◆ Available GIS data, including aerial photography

The Rapid City MPO has a travel demand model capable of forecasting and scenario analysis for use (if needed) to analyze anything within the MPO area. Any modeling deemed necessary for areas outside of the MPO area will need to be developed by the consultant.

Many of these documents are available on the SDDOT’s website, [www.sddot.com](http://www.sddot.com) for review during proposal preparation. Information regarding the availability of specific data from the County can be obtained from Josh Lietz at 605-394-2166 or [Josh.Lietz@pennco.org](mailto:Josh.Lietz@pennco.org), Joe Miller at 605-394-2166 or [Joe.Miller@pennco.org](mailto:Joe.Miller@pennco.org).

## **Proposal Guidelines and Requirements:**

Each proposer must demonstrate in their proposal that they have the professional capabilities needed to accomplish this study. The proposal should contain all information relevant to indicate the consultant team's abilities to successfully complete this study and give the Study Advisory Team a better understanding of the consultant team's qualifications.

At a minimum, the proposal should contain the following:

- **Statement of Study Approach:** Describe the approach the consultant proposes to accomplish the study.
- **Proposed Study Team Members:** Provide a written description of the consultant team composition, including disciplines, primary role in regards to the study, and relevant experience. The information provided must clearly indicate the consultant team's point of contact, the team leader for the study (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 the 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 Pennington County.

- **Individual Experience:** Provide a description of the background of key members of the consultant team and their specific participation in previous projects that would directly relate to the work planned to be done for this study. This may be done in descriptive text or in resume format.
- **Study Schedule:** Provide a graphic or text calendar to define the proposed study schedule for tasks and set milestone dates.
- **Budget:** Show the estimated cost for the entire study by County fiscal year. The County's fiscal years run from January 1 through December 31.

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/>.

**Proposal Deadline:**

Proposals are to be submitted to:

Pennington County Highway Department, 3601 Cambell St, Rapid City, SD 57701

Proposals must be received no later than **4:00 pm on December 9, 2022**. The deadline is firm. Extensions will not be granted. The consultant must submit ten (10) paper copies and one (1) digital copy of their proposal to this RFP. The chosen consultant will be required to provide their proposal in word processing format (.doc) or as Portable Document Format (.pdf) to be included as part of the work order.

Proposals must remain valid for at least 90 days after the deadline. The County will not acknowledge receipt of proposals unless a stamped, self-addressed post card is included in the proposal package.

**Anticipated Start Date:**

January 16, 2023

**Anticipated End Date:**

December 19, 2023

**Proposal Evaluation:**

Proposals will be evaluated by the Study Advisory Team. Selection will be made by the advisory team in consideration of:

- ◆ the proposer’s demonstrated understanding of the issues;
- ◆ the merit of the proposed approach to the study;
- ◆ the probability of success in the achieving the study’s objectives;
- ◆ the proposer’s record of accomplishments in related areas;
- ◆ the adequacy of the proposer’s staff and facilities;

The County will afford equal opportunity to all those who submit proposals and will not discriminate in its selection of consultants on the grounds of race, sex, color, physical handicap or national origin.

Proposers should anticipate being notified of the results of the selection process in writing no later than December 19, 2022.

**Ownership of Proposals:**

All proposals submitted become the property of Pennington County. Pennington County has the right to use all information presented in any proposal, unless it is annotated as being proprietary. Pennington County considers all information contained in proposals as privileged and reserves the right to maintain its confidentiality. Selection or rejection of a proposal does not affect these rights. Pennington County reserves the right to reject any and all proposals submitted. Pennington County may, under certain conditions, negotiate with the proposer to address specific weaknesses in a submitted proposal.

Pennington County is not responsible for any costs incurred by proposers, including proposal preparation, prior to execution of a contract.

Questions should be submitted to:

Josh Lietz  
Project Manager Pennington County Highway Department  
3601 Cambell St  
Rapid City, SD 57701  
Phone: (605) 394-2166  
Email: [josh.lietz@pennco.org](mailto:josh.lietz@pennco.org)