

City of Rapid City

Request for Proposal Consultant Services – Downtown Parking Study and Strategic Plan Update



RFP Deadline: September 1, 2023, at 4:00PM

Overview

The City of Rapid City seeks the services of firms or individuals engaged in professional parking and transportation consulting and/or management to undertake a Downtown Parking Study and Strategic Plan Update that will:

- Determine how parking is being utilized now in order to determine if the existing parking supply is adequate;
- If the existing parking supply is not determined to be adequate, determine where additional supply is needed based on current and future demands;
- Review the City's management approach and make recommendations for improvements;
- Review the City's enforcement area to determine if the enforcement area is promoting the goals of the parking program, and if necessary, whether expansion of metered or timed-parking areas would be beneficial;
- Review the City's fee structure to determine appropriateness for market, and identify possible changes to deter long-term parkers from parking in metered spaces;
- Review the need for EV charging stations in the downtown area and if applicable, identify optimal locations for charging stations;
- Review the downtown area's ADA parking supply to determine if ADA regulations are being met and make recommendations to improve safety, quality and access for ADA spaces; and,
- Prioritize efficient use of parking resources, including surrounding City-owned resources, and recognize the desire for downtown to be safe and promote walkability.

The final plan shall reflect knowledge and understanding of the City's downtown parking inventory and resources, as well as the community's values and objectives.

Background

In 2017, a Downtown Parking Study and Strategic Plan was developed by Walker Consultants. In 2019, this plan was implemented. Rapid City went from using mechanical meters and manually tracking 3-hour and permitted parking to using smart meters, an electronic permitting system, and license-plate reading cameras to monitor parking. All recommendations from the 2017 study have been implemented and the downtown area is steadily redeveloping.

Of note, the Block 5 Project located west of 5th Street in the "historic core" of downtown is currently under construction. Formerly a City-owned 150-space surface parking

facility, this is the future site of a 10-story mixed-use structure with 5,000 square feet of commercial space, a 117-room hotel/conference Center, 130 loft apartments, and a 330-space privately owned parking structure.

In 2019, a new zoning district, the Urban Commercial District, was created in the “innovation district” an area adjacent to downtown Rapid City that extends east to South Dakota Mines. The Urban Commercial District was created to promote infill development, housing, and mixed-use development in the downtown area.

New development in this general area includes:

- The David Lust Accelerator Building, a 40,000-square-foot business incubator and innovation center;
- The Elements, a mixed-use development comprised of 21,000 square feet of commercial space and 99 loft-style apartments;
- KC Lofts, a mixed-use development consisting of commercial suites on the first floor and 3 floors of residential;
- Property Meld, a 14,000-square-foot expansion of a local software company;
- and,
- Other adaptive reuse and redevelopment of historic and older building stock.

Further master planning and redevelopment in the innovation district area is anticipated to build on the vision of the Downtown Area Master Plan. The City is currently evaluating redevelopment of another City-owned parking lot, the Stockgrowers Lot, at 428 Saint Joseph St. The City offers permits for downtown employees and residents to use the 70-stall parking lot. Currently, 108 users have a permit for the parking lot. If the parking lot is redeveloped, the current users will be relocated to surrounding on-street parking spaces and the parking structure.

The project study area corresponds with the City’s entire downtown area and includes the innovation district to the east of downtown. The City’s downtown area is bounded by East Boulevard to the East, West Boulevard to the West, Omaha Street to the North and Columbus St to the South. A map of the downtown area is attached. This map shows metered parking, 2-hour parking, and unmonitored parking.

The City of Rapid City experiences its highest parking demand during summer tourism season, which is between Memorial Day and Labor Day, as well as for popular special events at Main Street Square.

The City of Rapid City operates a downtown parking system that comprises three surface lots containing approximately 170 leased parking spaces; a 3-level parking structure that consists of approximately 375 lease parking spaces and 100 metered parking spaces; approximately 615 metered on-street parking spaces; and approximately 1,200 on-street 2-hour parking spaces that double as permitted parking.

There are a small number of private off-street parking lots in the downtown area, some of which also lease out parking spaces to the public.

The parking system is managed through an Enterprise Fund (i.e. outside the General Fund) intended to cover capital improvements, operations and ongoing maintenance budgets. Maintenance work is undertaken mainly by contracted services.

Project Outcomes

This report will be used by staff, the Parking Advisory Board, and elected officials to manage, evaluate and implement improvements to the parking system, parking supply and options. Outcomes from the project include:

- A realistic plan for enhancing the efficiency and quality of the downtown parking system;
- Credible information that can be communicated to the public and stakeholders;
- A parking system that contributes to a positive image of the City;
- A parking system that supports livability and economic development in Downtown; and,
- A parking system that optimizes technology to improve user experience.

Scope of Services

A final scope of work will be developed by the City and the selected consultant ("The Consultant"). The items outlined below are the City's minimum expectations.

- **Project Coordination:** The Consultant shall coordinate with Community Development Department staff regarding schedule, deliverables and the scope of work. A steering committee comprised of City staff and downtown stakeholders including but not limited to Downtown Rapid City, Elevate, Visit Rapid City, Pennington County, YMCA of Rapid City, Rapid City Area Schools, South Dakota Mines, and innovation district representatives will be created to oversee the direction of the study. The Consultant shall host a minimum of three steering committee meetings.
- **Existing Conditions Assessment:** The Consultant shall complete a review and analysis of the parking system including location, type, rates, hours of operation, use restrictions, ADA parking and adequacy of public and private parking availability. This includes metered areas, leased parking areas, 2-hour parking areas, and unmonitored areas, in addition to private parking assets. The Consultant shall assess prevalence of long-term parkers in metered areas. The Consultant shall create a data collection plan to gather field observations and perform data collection. This shall occur for the entire study area, including South Dakota Mines, which plays a significant role in the innovation district. The City will provide data from the existing parking system to use as a basis. The Consultant shall review 2017 study and evaluate conclusions of the 2017 study.

The Consultant should take into consideration that Block 5 Project construction is underway until 2025 and renovations on the downtown parking structure will continue until Fall 2023. These construction projects are causing temporary displacement of leaseholders and general parkers. The Consultant should consider these projects in data collection and analysis to the greatest degree possible, forecasting for higher parking usage after development as applicable. The Consultant should take into consideration the potential redevelopment of the Stockgrowers Lot, which is currently the only City-owned leased parking lot east of Fifth Street, and the impact losing this parking lot will have on parking availability in the area. The Consultant should also consider future development of the parking lot and the burden that will place on the surrounding parking areas.

- Community Outreach: The Consultant shall facilitate at least one community meeting and at least one stakeholder meeting that is targeted to downtown merchants and businesses. The Consultant shall also develop and conduct a community survey on the downtown parking system. The City is open to additional strategies and approaches to enhance community engagement at the recommendation of the Consultant.
- Identify and Evaluate Parking Recommendations: Based on findings from the data collection, analysis, current conditions assessment, and community outreach process, the Consultant shall make recommendations for optimizing public parking assets. As applicable, the Consultant shall identify any need for, the feasibility of, and strategic partnerships to expand the public parking system to meet future development needs in alignment with the Downtown Area Master Plan. The City seeks plan recommendations for a 5- to 10-year period with immediate needs and long-term goals. As applicable, the Consultant shall make recommendations for land use/zoning parking standards that will further support the vision for downtown and the parking program.
- Public/Private Partnership: The Consultant shall identify potential public/private partnerships to support the recommendations of the Parking Plan and identify strategies to encourage private development of parking facilities.
- Report: The Consultant shall prepare a draft report for review by the steering committee prior to finalizing the report.
- Presentation to Governing Board: It is anticipated that the Consultant shall prepare and present the final report to the Governing Board upon completion. This will include presentations to the two committees and the full City Council.

Final Products

The Consultant will provide two (2) copies of a final report, one unbound, and an additional digital copy in a commonly accessible format. All work products associated with the project, preliminary or final, paper and/or electronic format, shall be the property of the City of Rapid City.

Schedules and Submittals

Proposal due: Friday, September 1, 2023
Consultant selection by Monday, September 25, 2023
Complete project by Friday, May 31, 2024

Proposal Submission Requirements

Responses to this RFP shall consist of:

- A. *Letter of Transmittal* (1 page) – A letter of transmittal that includes a single contact (Project Manager), mailing address, telephone number, and email address.
- B. *Introduction/Summary* (2 pages maximum) – A short introduction and summary of the company/Consultant (i.e. how long the company/Consultant has been in business, number of employees, etc.). In addition, a description of what disciplines are included within the firm.
- C. *Scope of Work* (10 pages maximum) – Include a detailed work program that addresses:
 - a. Tasks to be performed.
 - b. Estimated timeline.
 - c. Schedule of work products.
 - d. Proposed budget with a cost breakdown by Scope of Work element and a lump sum fee for the services required to fulfill this RFP, including all expenses. 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 the subcontractors' involvement.
- D. *Project Management and Communication* (1 page maximum) – Methods the Consultant proposes to use to manage the project and communicate with the City of Rapid City and the public as to project progress, reviews, and conduct of public meetings.
- E. *Personnel Qualifications and Experience* (7 pages maximum) – Resumes of the individuals who will be assigned to the project.
- F. *Comparable Projects with References* (3 pages maximum) – Identify 2 comparable projects in progress or completed, with the following information:
 - a. Current contact names and telephone numbers
 - b. Summary of the project
 - c. Nature of public involvement in the project
- G. *Representative Work Sample* – A representative work sample similar to the work being requested. The sample may be provided digitally (e.g., a PDF). Directing the City to an online document or file-sharing site is also acceptable. Only one (1) representative work sample is required per submittal.
- H. *Signature/Certification*: The proposal shall be signed by an official authorized to bind the offer and shall contain a statement that the proposal is a firm offer for a ninety (90) day period from the submittal deadline. The proposal shall also provide the following information: name, title, address and telephone number of

the individual(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

Proposal Format and Due Date

Submit six (6) complete proposal sets. All submissions become the property of the City of Rapid City upon submission.

Submittals must be hand-delivered or mailed to:

Community Development Department
 Parking Enforcement Division
 City of Rapid City
 Attn: Anna Gilligan
 300 Sixth St
 Rapid City SD 57701

Submissions must be received by 4:00 P.M. on Friday, September 1, 2023.

Emailed or faxed submittals will NOT be accepted.

Questions Concerning Responses to this RFP: All questions regarding this RFP must be submitted by email to Anna Gilligan at anna.gilligan@rcgov.org and received not later than 4:00 pm on **Friday, August 11, 2023.**

Answers to submitted questions will be posted as an addendum to the bid listing on the City's Public Purchase System on Monday, August 21, 2023. The BID listing is available at [Link](#) to website.

Proposal Review Criteria and Award

A Selection Committee consisting of representatives from the Steering Committee will evaluate the proposals based on the following criteria:

Review Criteria	Weight	Max. Points	Points* Weight
Understanding of the Project Goals (Scope-of-Work)	5	5	25
Past Performance on Similar Projects	4	5	20
Qualifications / Experience of Proposed Staff	3	5	15
Ability to Meet Schedules & Budgets	3	5	15
Cost and proposed distribution of effort	3	5	15
Overall quality of the RFP submittal	2	5	10
TOTAL			100

The City of Rapid City reserves the right to seek clarification of any proposal submitted and to select the consultant that is best able to address the project purpose and to reject any and all of the proposals. The City of Rapid City reserves the right to withdraw this Request for Proposals, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of the City to do so, and to award a contract as deemed to be in the best interest of the City.

The Selection Committee, at its discretion, anticipates conducting interviews of finalists during the week of Monday, September 18, 2023. The City anticipates making the award no later than Monday, September 25, 2023.

This solicitation of proposals in no way obligates the City of Rapid City to award a contract.

Equal Opportunity – The selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Rapid City is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

Contract requirements

The Consultant will be registered with the Secretary of State to do business in the State of South Dakota prior to contract signing.

The awarded contract will be provided on a fixed fee basis. The reimbursement rate for direct expenses, such as meals, mileage, etc., will conform to the City of Rapid City travel policy rates. All products and borrowed materials shall be delivered prior to final payment.

The Consultant shall be solely responsible for all claims of whatever nature arising out of rendering of services by the Consultant during the terms of the contract. The Consultant shall indemnify and hold the City of Rapid City and other participants harmless against the same to the extent permitted by law.

The Consultant shall comply with all applicable federal, state, and local laws and regulations in the performance of service. Pursuant to SDCL 5-18A Section 3, each bid or proposal must include a certification of the bidder's status, indicating whether or not a Prohibited Entity designation applies under SDCL 5-18A-1(19A).

A draft Agreement for Professional Services is attached as part of this RFP.