

## **REQUEST FOR PROPOSALS**

10 Year Update to the  
2014 Comprehensive Plan  
City of Rapid City, South Dakota

Submittal Deadline:

August 15, 2023

### ***INTRODUCTION***

The City of Rapid City (CORC) requests proposals from qualified firms with considerable experience in community design, land use, environmental planning, economic analysis, and community engagement. The project will entail an update, rather than a re-write of the currently adopted Comprehensive Plan, *Plan Rapid City* (2014). The consultant/s will work with the Community Development Department to facilitate public engagement and confirm or re-confirm goals, objectives, and recommendations within the plan elements. In addition, the consultant/s will lead an update to the Community Profile, analyze and update the Future Land Use Plan, and recommend planning frameworks for future neighborhood /planning areas and priority corridor planning in order to respond to community needs. A detailed scope of work follows.

### ***PURPOSE***

Rapid City is the second largest community in South Dakota and serves a 200 mile radius trade area. Despite being the most geographically remote metropolitan area in the US, the community is known for extraordinary amenities including a vibrant downtown and recreational opportunities. As of the 2020 census, Rapid City's population was 74,703, a 10% growth in population since 2010. In-migration to Rapid City over the last decade, particularly over the last few years, has resulted in accelerated growth creating challenges for housing affordability and putting pressure on City infrastructure, systems, and services. The City has an active and engaged Sustainability Committee with 7 priority focus areas resulting from a sustainability retreat in 2022.

Rapid City has a strong arts identity as evidenced by both the built environment, and its people. Arts and culture as community identity can be seen in Rapid City's downtown, art alley and muralist community, Main Street Square, and among the many bronze sculptures. At a larger, and regional scale, Crazy Horse Memorial and Mount Rushmore National Memorial also shape South Dakota's identity. The beauty, culture, and creativity of the Native and non-native community is also expressed at events like Native POP, the Black Hills Pow Wow, Culture Shock Fashion and Music Festival, neighborhood festivals, and the Black Hills Stock Show and Rodeo. In addition, Rapid City has a rich community of visual and performance artists spanning many genres and mediums. South Dakota Mines, situated just east of downtown is an incredible asset fostering people, ideas, and innovation to be further developed and supported in the vision for an "innovation district" downtown. The Rapid City Arts Council exists to champion inclusive, innovative, and inspiring arts opportunities to enrich the Rapid City Community. As

part of this mission, the Arts Council manages the municipally owned arts facility, the Dahl Arts Center on behalf of the people. Several other arts-based organizations and programs support artists working in the community. These are but few of many examples.

Because the arts are central to community vitality and development in Rapid City, this Plan update seeks to incorporate an arts-based approach to both the policy development and public participation components of the project. The Rapid City Arts Council and other local arts organizations will help to guide a community engagement strategy that leverages our community's unique artists and cultural resources to empower local citizens to participate in the planning and policy development process.

## **OVERVIEW**

The Request for Proposals seeks to establish a relationship with a qualified consult/s to conduct the 10 year update to Rapid City's Comprehensive Plan. The Plan shall refine the vision for the community.

The opportunities and issues facing the community must be met with new ideas and/or continued expansion in the following areas:

- Continue with redevelopment of Downtown Rapid City, including the Innovation District;
- Prioritize strategies to respond to housing needs and changing demographics;
- Implement land use and policy tools which promote efficient delivery and maintenance of infrastructure, fiscally sustainable development, and mechanisms to reduce urban sprawl and its associated costs;
- Deliver programs, projects, and policies which advance equity, inclusivity and quality of life community wide;
- Expand investment in recreation, culture, and the arts for the benefit of residents and visitors;
- Develop a diversified economy which creates opportunities and a healthy workforce;
- Practice conservation and stewardship of land and natural resources for a healthy and resilient environment and economy;
- Enhance coordination between leadership in joint jurisdictional areas to respond to regional growth demands in an orderly fashion

With these factors in mind, the following scope of work has been prioritized for this project. Interested consultants are encouraged to base a scope of work on the services/tasks below, and include other project components recommended based on experience with Comprehensive Plan 10 year updates.

## **PLAN ELEMENTS/SCOPE OF WORK**

1. **Review Plans.** Review the 2014 Comprehensive Plan in its entirety and subsequent plan amendments including the Coordinated Transit-Human Services Plan, Metropolitan Transportation Plan, Bicycle and Pedestrian Master Plan, Sixth and Omaha Pedestrian Crossing, Transit Development Plan, Downtown Area Master Plan, Cultural Plan, Historic Preservation Plan, Rapid City and Black Hills Area Housing Study, and similar land use plans. Assess areas of progress and align the Comprehensive Plan Update to existing adopted plans as applicable.

The existing Comprehensive Plan can be accessed here:

<https://www.rcgov.org/departments/community-planning-development/long-range-planning.html>

2. **Public Engagement.** The consultant will develop a public involvement strategy for the study process. This strategy will be consistent with the MPO's Public Participation Plan and an outreach program will be conducted to involve the elderly, persons with disabilities, minorities, the low-income community and other groups traditionally under-represented in the planning process. The approach should include a broad array of methods which incorporate a Study Advisory Team and arts-based practices throughout. This can include traditional approaches such as staff interviews, additional steering committee/s, surveys, charrettes, social media, and virtual based strategies. However, the approach should also introduce techniques to make public participation in the process more accessible, inclusive, relevant, and engaging for the community. The consultant must identify a community engagement strategy which leverages our unique local artistic and cultural resources in ways that bring people together to guide policy making and the planning process. This strategy should involve local artists. Since the project utilizes federal funds, the consultant shall develop a Methods and Assumptions Document in accordance with the "Methods and Assumptions Template for SDDOT Planning Studies." The study shall include a project website managed and updated by the consultant.
3. **Assess Goals and Values.** Re-visit the Vision and Core Values and retain, revise, remove as applicable based on the public engagement process.
4. **Update the Community Profile.** Perform research, analysis, and projections to update population growth, socioeconomic, housing, growth, and economic data for a 10 and 20 year planning horizon.
5. **Land Use Assessment.** Assess the Future Land Use Map, Land Use Designations including their definitions/purposes, their associated current zoning districts, and the acreages within each by neighborhood area. This analysis is requested within the existing City limits and the MPO area to guide development of the City. Guiding questions include: How much commercially and industrially zoned property is available to meet current and future needs? Where should industrial areas and strip commercial corridors be preserved vs. where are mixed use development pattern opportunities? What are housing typologies not allowed within current zoning districts/land use designations? The consultant should use this information to form recommendations for changes to the Future Land Use Map in service to integrating the City's Land Use and Transportation plans, promoting housing diversity, and encouraging infill and mixed-use development. The 2014 Comprehensive Plan identified revitalization corridors and Activity Centers which should be used as a guide. The Land Use Assessment should inform any recommended revisions to the land use framework by demonstrating current land use patterns, desired land use patterns, and policy strategies to align the zoning code other applicable regulations with the community's vision.
6. **Evaluate and Expand Guidance on Neighborhood Areas.** The 2014 Comprehensive Plan established Neighborhood Areas, Goals, and Policies. Many of the recommendations between Neighborhood Areas are repetitive and not specific to their respective geography. The City seeks to build on neighborhood area planning initiatives. While the Scope of Work for this Comprehensive Plan Update cannot perform individual

neighborhood plans, the City seeks an expanded Neighborhood Area evaluation, with recommendations for future planning frameworks to be conducted by the City.

7. **Reformat/Redesign the plan.** The City seeks formatting solutions which improve user-friendliness, accessibility and makes easier subsequent administrative updates to the Plan. The City is open to possibilities ranging from minimal changes to a more substantial overhaul as warranted and budget allows.
8. **Identify Sprawl Reduction Strategies.** The 2014 Comprehensive Plan prioritized a compact development pattern. In an effort to continually promote fiscally sustainable development, the City seeks policy guidance on sprawl reduction strategies including: joint jurisdictional coordination, infill incentives, greenfield strategies, and methods to plan and deliver urban infrastructure and services which reduce sprawl and its associated costs.
9. **Plan Adoption.** Following acceptance by the project Study Advisory Team, the consultant shall present the plan in person to the Planning Commission, MPO committees, and City Council for full adoption as required by ordinance and South Dakota State Statute.

## DELIVERABLES

- Project Kick-Off meeting with Study Advisory Team members
- Study updates in word process format or as PDF of the study's progression due with each submitted invoice.
- Produce a study website to be managed and updated by the consultant.
- Produce Methods and Assumptions Document, Public Participation Plan, and all materials for public presentations in conjunction with an arts-based approach.
- Provide digital, web ready drafts of the Plan for posting on the City's website as well as the required project website. The consultant shall deliver draft documents in hard copy unless agreed otherwise.
- Produce final copies for approval and adoption by the City Council. The Comprehensive Plan format shall consist of both print-ready and standard pdf digital documents in formats agreeable to the City. Maps shall be produced in ESRI geodatabase format compatible with Rapid City/Pennington County GIS. A minimum of (20) hard copy final plans shall be included as a deliverable.
- All final maps and overlays must be delivered in ESRI geodatabase format compatible with Rapid City/Pennington County GIS, along with map templates generated throughout the process. All final maps and source data files shall be provided to the City.
- In-person presentations to the Planning Commission, MPO Committees, and City Council to adopt the Comprehensive Plan.
- The proposal shall identify any other intermittent deliverables such as advisory memos, analyses, and similar to be provided for the review of existing plans, goals and values, creation of the Community Profile Update, Land Use Assessment, Neighborhood Areas, Redesign Alternatives, and Sprawl Reduction Strategies, etc.

## SCHEDULE

The project schedule assumes the selected consultant will be under contract by October 16, 2023. The project will launch in late January of 2024 and must be completed within 12 – 18 months. As a submittal requirement, the applicant must submit a project schedule showing key task target dates, including public meetings and hearings, and estimated task duration. Any proposed variations from the City's intended timeline shall be discussed in the proposal.

## BUDGET

The project budget is not disclosed. Interested consultants shall provide their proposed scope of work, and a practical budget for undertaking the project. **The proposed budget shall be submitted in a sealed envelope, and opened only if the proposer is selected to perform the project.** Unopened envelopes will be returned to the unselected proposers.

## FORMAT

The total length of the proposal is not to exceed 25 pages maximum. Each proposer must demonstrate that they have the professional capabilities needed to accomplish this study. At a minimum, the proposal should contain the following:

- A. Statement of Study Approach: Describe the proposed planning process methodology including an explanation of technical approaches and a detailed outline of the proposed services for executing the requirements of the Scope of Services. This section should focus on how the consultant will refine and enhance the currently adopted Comprehensive Plan, rather than starting from scratch.
- B. Proposed 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.
  1. 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.
  2. 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 City.
  3. Project management including:
    - a. Project organizational chart including key staff to be assigned;
    - b. Location of office from which the management of the project shall be performed; and
    - c. Summary/matrix of key personnel's shared project experience.

- C. 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.
- D. Previous project summaries, including reference contact information, for a minimum of three (3) projects which are similar in scope to the project described herein which demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included. (The City reserves the right to contact any references provided herein or otherwise obtained). This section should focus on Comprehensive Plan Updates projects.
- E. Project Schedule: Provide a graphic or text calendar to define the proposed study schedule for tasks and set milestone dates. The amount of time in months, and as a percentage of total workload, for each component of the planning process; the map production program; and the preparation of the draft and final versions of the Comprehensive Plan.
- F. 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.
- G. Proposed Plan of tasks detailing specific milestones within each phase and element and the deliverables/working documents associated with each. The City reserves the right to negotiate work tasks prior to finalizing a contract with the selected firm.
- H. **Budget (SEALED BID):** Show the estimated cost of the entire study. A sample budget is shown below. 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/>.

Proposals must contain the following information on the outside of the packaging:

1. Proposal for your Comprehensive Plan Update
2. Your company name

Seven paper copies and 1 digital copy (thumb drive) of each proposal is required. All proposals will be retained by the City of Rapid City and will not be returned.

Sample Budget – **SUBMIT IN SEALED BID**

Item	FY2022			FY2023			Total
	Rate	Total Estimate Hours	Total Estimated Cost	Rate	Total Estimate Hours	Total Estimated Cost	
<b>Salaries</b>							
Name - Title or ID#	\$20.00	90	\$1,800.00	\$20.60	125	\$2,575.00	
Name - Title or ID#	\$18.00	45	\$810.00	\$18.54	50	\$927.00	
Name - Title or ID#	\$25.00	20	\$500.00	\$25.75	20	\$515.00	
Name - Title or ID#	\$15.00	10	\$150.00	\$15.45	10	\$154.50	
Name - Title or ID#	\$11.50	5	\$57.50	\$11.85	15	\$177.68	
Subtotal:			\$3,317.50			\$4,349.18	\$7,666.68
<b>Fringe Benefits<sup>1</sup></b>			\$829.00			\$1,087.00	\$1,916.00
<b>Overhead / Indirect Costs</b>			\$2,654.00			\$3,479.00	\$6,133.00
<b>Fixed Fee</b>			\$680.00			\$892.00	\$1,572.00
<b>In-State Travel</b>			\$1,250.00			\$2,500.00	\$3,750.00
<b>Out-of-State Travel</b>			\$0.00			\$0.00	\$0.00
<b>Equipment Purchase<sup>2</sup></b>			\$0.00			\$0.00	\$0.00
<b>Expendable Supplies<sup>3</sup></b>			\$350.00			\$710.00	\$1,060.00
<b>Subcontracts</b>			\$0.00			\$0.00	\$0.00
<b>Computer Time<sup>3</sup></b>			\$0.00			\$700.00	\$700.00
<b>Report Publication<sup>3</sup></b>			\$0.00			\$1,200.00	\$1,200.00
<b>TOTAL</b>			\$9,080.50			\$14,917.18	\$23,997.68

Notes: 1. May be included with Overhead / Indirect Costs, Must be in accordance with 48CFR Part 31

2. Must be in accordance with 49CFR Part 1B

3. Only if normally treated as a direct cost

**DEADLINE + METHOD**

**Only proposals with sealed bids will be accepted and considered.**

**Proposals will be accepted at the Community Development Department, Planning Projects Division, 300 Sixth Street, Rapid City, SD, 57701 until 4:00 p.m. Tuesday, August 15, 2023.** Proposals may be delivered in person, by U.S. Postal Service, or by private carrier/courier. Proposals may not be faxed or emailed to the City.

Questions regarding this Request for Proposals may be addressed to Sarah Hanzel, Division Manager, Community Development Department, Planning Projects Division, 300 Sixth Street, Rapid City, SD, 57701; by calling 605.394.4120; or emailing [sarah.hanzel@rcgov.org](mailto:sarah.hanzel@rcgov.org).

**Questions are due by Friday, July 28<sup>th</sup>. All questions and their responses will be made available by close of business on Wednesday, August 2.**

**EVALUATION AND CONSULTANT SELECTION**

A review committee will evaluate the proposals. Qualified firms may be invited to make a presentation to the committee. Final selections will be based on written proposals and if applicable, presentations.

A scoring matrix is attached. The evaluation will consider but not be limited to the following:



- A. The firm's overall project approach and proposal quality;
- B. The firm's public engagement strategy;
- C. The firm's project team;
- D. The firm's demonstrated experience with relevant projects and past work products;
- E. The firm's project management practices.

Proposals shall be evaluated and ranked based on the attached criteria as determined by the City of Rapid City. The City of Rapid City 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 will be notified of the results of the selection process in writing once the selected firm is under contract.

#### ***OWNERSHIP OF PROPOSALS***

All proposals submitted become the property of the City of Rapid City. The City has the right to use all information presented in any proposal, unless it is annotated as being proprietary. The City 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. The City reserves the right to reject any and all proposals submitted. The City may, under certain conditions, negotiate with the proposer to address specific weaknesses in a submitted proposal. The City is not responsible for any costs incurred by proposers, including proposal preparation, prior to execution of a contract.

#### ***PROFESSIONAL SERVICE CONTRACT***

A signed Professional Service Contract, provided by the City, is required prior to any work initiated on this study. A standard Professional Service Contract template is included with the RFP.

#### ***SUBLETTING OF CONTRACT***

The Consulting Firm shall agree, after the contract is awarded, not to assign or sublet the whole or any part of the contract without the prior written consent of the City.

#### ***CHANGES IN SCOPE OF SERVICES***

The Consulting Firm shall agree that any change of scope in the work to be performed after the original contract has been signed shall be documented as a written change order, be accepted by all parties, and made a part of the original contract by addendum.

#### ***CHANGES IN PERSONNEL***

The personnel identified in the proposal shall work on the project until completion. Any substitution of personnel shall require the approval of the City in writing. Personnel changes shall only be considered for valid reasons, such as an employee leaving the firm, major illness or accident. Only persons determined by the City to be well qualified shall be approved.

#### ***GENERAL INFORMATION***

The City reserves the right to inspect and investigate the business reputation, or other qualifications, of any firm and to reject any proposal, irrespective of quoted prices, if it is determined to be lacking in any of the essentials necessary to assure acceptable standards of performance. The City reserves the right to obtain financial data or other supplemental information concerning the firm and/or its subcontractors. Proposals submitted in response to the Request for Proposals shall constitute a binding offer.

Acknowledgement shall be indicated by the original signature of a Principal legally authorized to execute contractual obligations and shall also signify acceptance of all terms and conditions including compensation, as set forth in the Request for Proposals. The firm shall identify clearly and thoroughly any variations between its proposal and the City's Request for Proposals. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms and/or conditions.

The Consultant shall comply with all federal, state, and local laws and regulations in the performance of service.

### ***PROHIBITED ENTITY CERTIFICATION***

The Bidder must submit a Certification of Prohibited Entity Status with its bid that certifies that the Bidder is not a Prohibited Entity as defined in SDCL 5-18A-1(19A), defined as a company or organization which is ultimately owned or controlled by a foreign parent entity or the government of the People's Republic of China, the Republic of Cuba, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Russian Federation, or the Bolivarian Republic of Venezuela. This Certification shall be provided in a form acceptable to the City of Rapid City. A Bidder shall provide any information requested by the City to verify the certification, upon request; however the City may rely on the certification without conducting any further investigative research or inquiry.

Sarah Hanzel  
Community Development Department  
300 Sixth Street  
Rapid City  
SD 67701  
(605) 394-4120  
[www.rcgov.org](http://www.rcgov.org)

### **CONTRACT PROVISIONS AND ASSURANCES**

Federal funds received by the Rapid City Area Metropolitan Planning Organization will be used as a component of the overall funding of this project. Accordingly, the selected consultant will be required to comply with all applicable Federal regulations and contracting provisions required by the Federal funding authority, including 49 CFR Part 31- Allowable Costs, Civil Rights, Minority Business Enterprise, and other applicable assurance provisions. Additionally, the contract must comply with state and local requirements applicable to such contracts.