EXHIBIT A
SCOPE OF SERVICES

The MPO is interested in receiving proposals from a consultant possessing experience with Transit Feasibility Studies and a proven record of accomplishment when working with FTA.

The Transit Feasibility Study work elements include:

A. **Purpose and Need Statement**: The purpose and need statement will form the basis for developing goals, objectives, and the evaluation criteria used for the study. The consultant is expected to interact with Rapid Transit System, FTA, the MPO and its member agencies, SDDOT, the private transportation providers, and others as required to complete the process.

B. **Public Participation**: The MPO desires to involve all stakeholders throughout the MPA. Currently, there is no public transit service outside of the Rapid City city limits, and many of the residents of the surrounding area have not been involved in the discussion of transit service but will benefit from the enhanced regional connections via transit. The engagement of these residents and communities is a critical element of the Transit Feasibility Study and will require effective outreach and communication skills.

The MPO requires a consultant with a proven track record of community engagement in regards to a discussion of transit alternatives and concerns. The consultant should possess the skills to analyze transit issues and alternatives, and communicate with area residents on feasibility, funding possibilities, and financial constraints. The MPO will assist the consultant with the development of an effective Public Participation plan. This shall include project information provided by the consultant to be placed on the websites of the MPO and the member agencies to update the projects status and opportunities for public involvement. Public participation opportunities include, but are not limited to, the following:

- **Steering Committee**: The consultant will develop a Steering Committee meeting schedule and the MPO will assist with meeting space and communications coordination.

- **Stakeholder Interviews**: In order to involve as many participants as possible, the MPO requests that interviews be held with an approved list of stakeholders. The consultant will be responsible for scheduling and coordinating the interviews.

- **Focus Groups**: Public support of an expanded transit system is crucial to the success of the study. The consultant should hold focus groups with
area decision makers and business leaders to inform, educate, and receive feedback on the study.

- **Public Open Houses:** The consultant will coordinate with the MPO and hold a series of public open houses to gather input on transit needs, to inform the public on the study process, and to receive on proposed transit alternatives and community impacts related to the Transit Feasibility Study.

- **Surveys:** The consultant will be responsible for any surveys used to obtain current information on transit needs in the MPA.

C. **Development of Alternatives:** The consultant will develop a broad range of potential alternatives that address the purpose and need, provide details on the methods used to review and rank the alternatives, and conduct initial and final alternatives recommendations on an expanded transit system for the MPA.

D. **Develop Transit Criteria:** The consultant will evaluate alternatives based on criteria that will determine whether an alternative is reasonable to pursue. The analysis should involve impacts on the transportation system, mobility, and travel patterns, and consider barriers to implementation of the alternatives.

E. **Evaluate Costs, Benefits, and Impacts:** The consultant will evaluate all reasonable alternatives to provide for an expanded public transit system. The evaluation of the costs, benefits, and impacts should focus on the pros and cons between alternatives. As a part of the study, the consultant will be required to any possible impacts that the transit program may have on minority and low-income populations. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities which receive Federal funding assistance.

F. **Develop Ridership Forecasts:** The consultant will develop ridership forecasts based on the results of the community surveys and available data regarding land use, economic development, and population and employment growth.

G. **Develop Organizational and Operational Plans:** The consultant shall develop organizational and operational plans for the alternatives that include standards of service, facility and stop locations, days and hours of operation, type and number of vehicles, travel times, fare structure, peak load capacity, and vehicle/passenger miles and hours traveled.

H. **Develop a Comprehensive Transit System:** The consultant will review the existing transit services provide by other organizations and agencies in the MPA and determine the level of additional transit services required to serve the population of the MPA. Identification of transit enhancements can be developed
in phases. The proposed expanded transit system must determine the feasibility of the program and identify possibilities to serve residents not serviced in the initial phases.

I. Develop Operating Financial Plan: The consultant will develop an operating financial plan which includes factors that impact financial projections. The financial plan shall include both Capital and Operations and Maintenance costs.