

# **A REQUEST FOR PROPOSALS**

## **LONG-RANGE TRANSPORTATION RESEARCH STUDY AND SURVEY**

For  
The Sioux Falls, South Dakota  
Metropolitan Planning Organization

**October 2009**

## I. SUMMARY INFORMATION

**Project Title:** Long-Range Transportation Research Survey

**Issuing Agency:** Sioux Falls Metropolitan Planning Organization

**Submit Proposals to:** Ms. Shannon Ausen, P.E.

**Proposal Due:** 2:00 PM CT on November 20, 2009.  
Submit proposals to Ms. Shannon Ausen, PE, Office of Public Works-Engineering, 224 West Ninth Street, Sioux Falls, SD 57104-6407. Submittals received after the stated time will be returned unopened and will not be considered.

Any questions regarding the study must be e-mailed to Shannon Ausen at [sausen@siouxfalls.org](mailto:sausen@siouxfalls.org) by 2:00 CT on November 13, 2009. Written responses to all questions will be posted on the Sioux Falls website within the RFP section. Consultants should review the website for daily updates.

A consultant selection team comprised of Sioux Falls Public Works Engineering and Planning staff, Southeastern Council of Governments, and South Dakota Department of Transportation staff will review all proposals. The selection team shall select the firm they feel will supply the MPO the best and most complete effort. The selection team may interview for this project. The selection of a qualified firm will be made no later than December 17, 2009.

**Schedule:** Request for Proposal posted on website - October 30, 2009  
Deadlines for Questions - November 13, 2009  
Proposals due at City Hall - November 20, 2009  
Consultant short list (if needed) - December 4, 2009  
Oral Interviews, if necessary . December 16, 2009  
Consultant selection . December 17, 2009

**Oral Interviews:** Upon review, the selection team may choose finalists for oral interviews or the selection team may opt to select the most qualified firm directly from the submitted proposals.

**Number of Copies: 5**

**Performance Schedule:** The actual schedule for performance of the project will be negotiated with the successful Consultant. However, funding for this activity is governed by other agreements and rules, which may restrict the actual timeframe. The agencies wish to hold as closely as possible to the following schedule:

January 4, 2010 . Notice to proceed issued to the Consultant following contract approval;

January 15, 2010 . Meet with Public Involvement Team to identify research issues, interview stakeholders, and identify focus groups.

February 12, 2010 . Meet with Public Involvement Teams. Review citizen and employer survey questions. Complete stakeholder interviews and focus group meetings.

March 15, 2010 . Complete citizen and employer surveys

April 15, 2010 . Provide preliminary report of findings to Public Involvement committee;

May 1, 2010 - Final Draft Complete

May 19-20, 2010 . Results presented to all transportation planning committees;

June 1, 2010 . Completion of the project.

## **II. INTRODUCTION**

The City of Sioux Falls, South Dakota, the South Dakota Department of Transportation (SDDOT), Minnehaha and Lincoln Counties, and the South Eastern Council of Governments have entered into a Memorandum of Understanding to establish a cooperative, continuing and comprehensive transportation planning process for the Sioux Falls metropolitan area. The governing body of this Memorandum of Understanding is the Urbanized Development Commission of the South Eastern Council of Governments collectively known in this document as the Sioux Falls MPO [Metropolitan Planning Organization]. The Sioux Falls MPO is soliciting proposals from qualified firms and individuals interested in providing services the Long-Range Transportation Research Study and Survey.

## **III. PROJECT HISTORY**

In 1999 and 2005, the Sioux Falls MPO contracted with a consultant to survey the attitudes and issues regarding transportation. The Sioux Falls Area Long-Range Transportation Research Study+included a citizen and employer survey, stakeholder interviews, and focus group sessions (underrepresented population survey in 2005) to gain an understanding of the priorities and needs for long-term transportation planning. The research study information was used to determine the goals and objectives of the Sioux Falls Long-Range Transportation Plan. (See [http://www.siouxfalls.org/Planning/transportation/long\\_range\\_transportation](http://www.siouxfalls.org/Planning/transportation/long_range_transportation) ) An update of the Research study and survey is needed to help prepare the update of the Long-Range Transportation Plan.

## **IV. SCOPE OF WORK**

A long-range transportation research study and survey will be initiated to assess the needs and desires of users of the Sioux Falls area transportation system. The information will be used to guide the preparation of the Long-Range Transportation Plan (LRTP) Update for the Sioux Falls MPO area. The research study may include but is not limited to the involvement of focus groups and surveys to determine the public's perception of the MPO area's current transportation system, recommendations on transportation policy and the establishment of a list of seed projects for the LRTP Update. Some examples of

issues to be discussed should include congestion, proposed street and highway safety, bicycles, pedestrians, transit, freight, underrepresented populations, Intelligent Transportation System (ITS) measures, and proposed construction projects. A 25-year planning horizon for the LRTP Update will be followed as a basis for all projects. The MPO Area boundary is shown on the Request for Proposals website.

The current guiding objectives of the Long-Range Transportation Plan (LRTP) are:

1. Preserving people's ability to travel across the City of Sioux Falls.
2. Maintaining the region's existing multimodal transportation system.
3. Improving connections between smaller communities in Minnehaha and Lincoln Counties and the city of Sioux Falls.
4. Improving the quality of pedestrian travel in the Sioux Falls area.

To achieve these objectives, the LRTP following strategic initiatives should be accomplished:

1. Improvements to east-west traffic flow in the city of Sioux Falls.
2. Maintenance of non-interstate highways and streets.
3. Acquisition of land for future growth corridors.
4. Improvement to traffic signal coordination.
5. Improvements to pedestrian facilities.

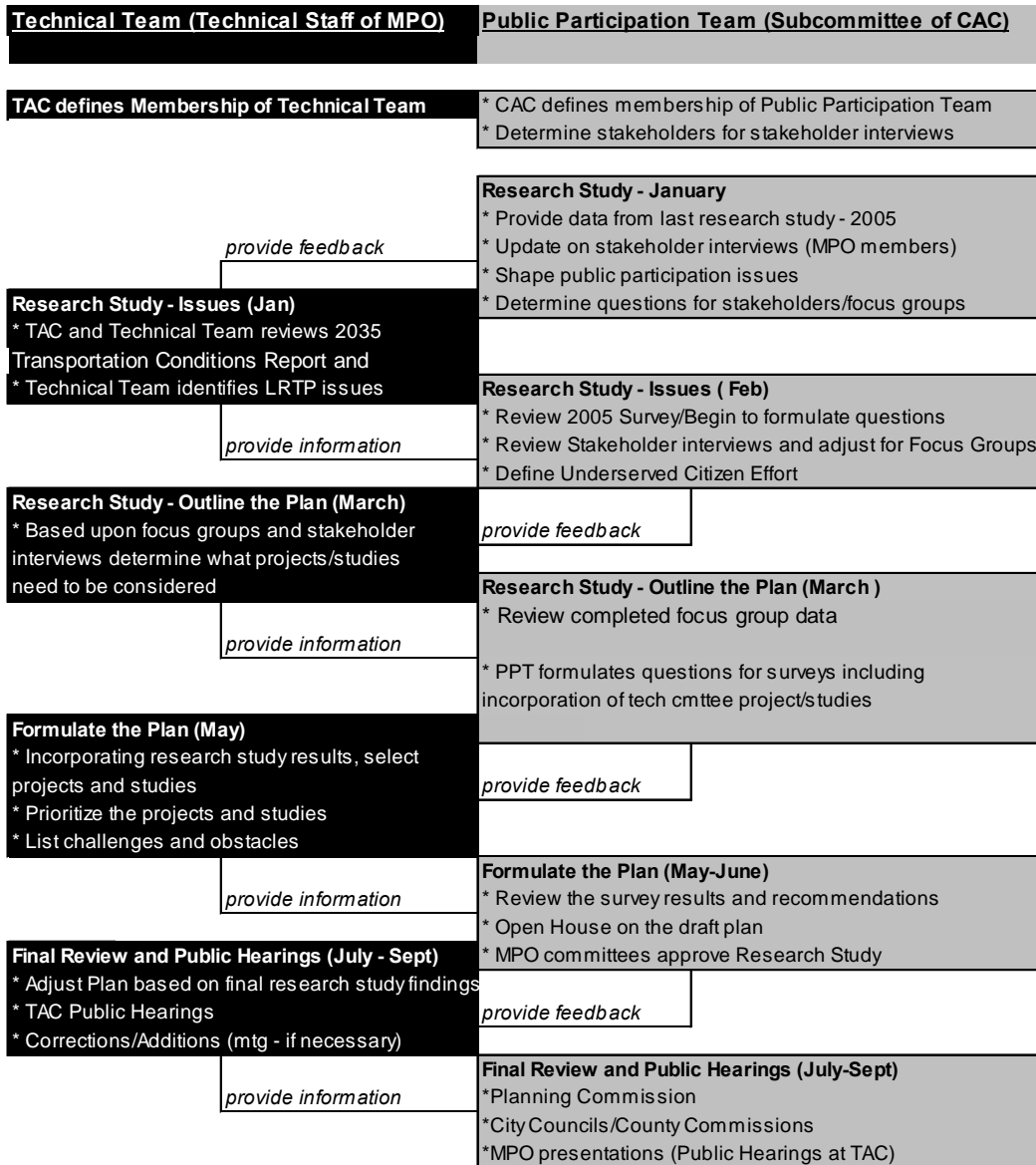
The document will be in conformance with the requirements of all applicable state and federal guidelines regarding the use of transportation planning funds.

## **V. PUBLIC INVOLVEMENT**

The LRTP Update will heavily involve the participation of the Citizen Advisory Committee and the Technical Advisory Committee. The Citizen Advisory Committee will lead the market research study and lead the public participation process. The public participation process will strive to educate and learn about transportation issues from all citizens in the Sioux Falls MPO area. This will include open houses, focus groups, meeting presentations, surveys, and informal comments. The Technical Advisory Committee and technical team subcommittee will lead the development of the specific projects, initiatives, and studies for inclusion in the LRTP.

**The chosen consultant will work with the Citizen Advisory Committee and assigned Public Participation Team subcommittee as their steering committee for the research study.** Below is process flow chart to illustrate how both teams will interact. The flow chart also details the steps to update the Long-Range Transportation Plan including the research study and survey component. Also, the approved Public Participation plan for the LRTP is shown on the Request for Proposal Website.

**Sioux Falls MPO  
2035 Long-Range Transportation Plan Update  
Process Flow Chart**



**VI. FORMAT**

**A. Content**

Responding individuals and firms must submit a detailed proposal including the following:

- 1. Cover Letter** – Include the name of a contact person, address, phone number, fax number, and e-mail address.
- 2. Understanding of the Project** . A demonstration of the consultant's understanding of the scope of the project, summarizing the key activities to be undertaken, and explaining how the Sioux Falls MPO's needs will be fulfilled.

3. **Technical Response** – A detailed work plan that addresses all elements of the project, describes the consultant's proposed approach to each task, and justifies the methodology employed.
4. **Project Schedule, Estimate of Staff Hours, Sealed Cost Estimate** – The schedule should outline the time from the Notice to Proceed to completion of the final products. The schedule should indicate the starting and completion dates of each task and other milestones. The study shall be completed and final products submitted to the Sioux Falls MPO by the dates specified in Section I. The Consultant should also include an estimate of staff hours corresponding to project team members (as detailed in #6). The consultant should submit a confidential and **sealed** cost estimate with the staff hours. All proposals received by the City will remain confidential.
5. **Statement of Qualifications** – A description of the consulting firm and a statement of the firm's qualifications to perform studies of this type.
6. **Project Organization and Staffing** – A list of project personnel including role in the project, an organizational chart and resumes detailing the project personnel's work on related projects. Also include name(s) and telephone number(s) of personnel in your organization authorized to negotiate the contract. Note: Upon negotiation of the final contract, any changes in personnel by the consultant must receive prior approval by the Project Manager.
7. **References** – A list of similar studies and project descriptions undertaken by the firm (preferably project personnel) with beginning and ending dates, and name, address, phone number, fax number, and e-mail address of a contact person for each reference.

#### **B. Signature Requirements**

Proposals must be signed by a duly authorized official of the consultant firm. Consortiums, joint ventures or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

#### **C. Rejection Rights**

The Sioux Falls MPO retains the right to reject all proposals and re-solicit if deemed to be in their best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful

consultant firm and readiness to enter into a binding agreement by January 1, 2010.

#### **VIII. AVAILABLE INFORMATION**

The following information will be made available to proposers and the consultant on the City of Sioux Falls website.

- A. Sioux Falls MPO 2025 Long-Range Transportation Plan** (at [Siouxfalls.org](http://Siouxfalls.org))
- B. Sioux Falls MPO Major Street Plan**; (at [Siouxfalls.org](http://Siouxfalls.org))
- C. Geographic Information System (GIS) Maps** (at [Siouxfalls.org](http://Siouxfalls.org)).

#### **IX. SELECTION CRITERIA**

A selection committee will evaluate proposals based on the following criteria:

- A. Technical ability, past experience, and reliability** . The following will be evaluated as they apply to the proposing firm to be utilized: technical approach; demonstrated knowledge; demonstrated experience with similar assignments; knowledge of transportation market research and surveying; a satisfactory record of performance; and knowledge of and ability to meet applicable federal, state, and local requirements.
- B. Project organization and management** . Project organization and management will be evaluated including the following: the project team; management procedures; ability to provide reasonably accurate costs; past record of performance; and the familiarity of the firm with the Sioux Falls MPO area.
- C. Level of effort** . The Sioux Falls MPO is soliciting expertise first and foremost and will use compensation factors in relative magnitude to the overall agreement responsibilities.
- D. Other factors** . Proposers may submit additional information that maybe of benefit to the Sioux Falls MPO as part of the project.

Upon review, the committee will select the most qualified firms as finalists. The selected finalists may appear for an oral presentation and evaluation by the committee that will then select a firm.

#### **X. GENERAL REQUIREMENTS**

- A.** Southeastern Council of Governments will be the contracting agency for this project. Close coordination with City of Sioux Falls, Minnehaha County, Lincoln County, State of South Dakota and Federal Highway and Transit Association will be needed.
- B.** The consultant shall make an effort to involve DBE/MBE businesses in this project.

- C.** The successful firm shall comply with the requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful firm shall submit upon request quarterly Title VI (civil rights) State of Contractor reports to the SDDOT. The successful contractor shall provide services in compliance with the American with Disabilities Act of 1990.
- D.** Any and all resulting agreements from this RFP shall require the successful firm to provide and maintain professional liability insurance as well as workers compensation, public liability and property damage insurance in amounts set forth by the City of Sioux Falls policy in force at the time of agreement or subsequent revisions of said policy.
- E.** Federal funding will be utilized in this project; and thus, this project will be subject to all requirements that are incurred as a result.
- F.** No member officer or employee of the City of Sioux Falls, the State of South Dakota or SECOG or member of its governing body or of a local public body having jurisdiction within the metropolitan area during his or her tenure or one year thereafter shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.
- G.** Unless otherwise indicated the process shown shall not include taxes of any kind. All agency members are exempt from Federal Excise Tax under Chapter 32 of the Internal Revenue Code. The City of Sioux Falls is exempt from all state taxation including state sales and use taxes.
- H.** Professional liability and statutorily required insurance will be required, upon selection.