

REQUEST FOR PROPOSALS FOR SIOUX FALLS METROPOLITAN AREA MULTI USE TRAIL CORRIDOR STUDIES

The Sioux Falls Metropolitan Organization (MPO) in Sioux Falls, South Dakota, is accepting proposals from qualified firms for professional services for the following multi use trail feasibility project.

Sioux Falls MPO Multi-Use Trail Corridor Study

Purpose

The purpose of this project is to prepare a Corridor Study of multi-use trail alignments for connections to the Sioux Falls Bicycle Trail System from the communities of Tea, Harrisburg and Brandon. The planning process and final proposed corridors will allow the Cities of Sioux Falls, Tea, Harrisburg and Brandon to involve and inform the public and plan for the future construction of the identified trails.

Background

In 2009, the Sioux Falls MPO Bicycle Plan was adopted. The plan identifies potential bicycle and multi-use corridors for study, including many river, drainage way and old railroad corridor areas. The policies within the MPO Bicycle Plan require that as development occurs, corridors for future bicycle and multi-use trails will be reserved. The proposed Sioux Falls MPO Multi-Use Trail Corridor Study will complete the additional study and analysis necessary to determine the final locations of these multi-use trail corridors.

Project Areas

The consultant shall determine feasibility, identify preliminary corridor alignments, and detail cost information for the following proposed multi-use trails. A map is located on the website for reference. All red trail corridors will be studied and are general in location. This project will identify the specific corridors.

1. East Sioux Falls to Brandon - Great Bear Recreation Area to Big Sioux Recreation Area
2. South Sioux Falls to Harrisburg – From 69th Street to north Harrisburg
3. Southwest Sioux Fall to Tea – 69th Street and Tallgrass Avenue to northeast Tea

Scope of Work

The scope of work shall include but not be limited to:

- Develop a Multi-Use Trail Master Plan for the project areas listed above.
- Analyze and propose preliminary alignments for the proposed multi-use trail corridors. Both sides of drainage ways, rivers, railroads and streets/highways shall be considered.
- Perform minor field survey work, as needed, to verify proposed alignments.

- Identify potential physical barriers and issues/opportunities for connectivity with existing trails.
- Develop a final typical trail cross-section. The cross-section shall include surface type, width, slopes, base material and any other relevant information necessary to inform the public and develop opinions of probable cost. Develop a temporary trail cross-section which may be used in the interim until final trail construction funding is allocated.
- Identify permanent easements and right-of-way requirements, as necessary, for final trail location and construction. The preferred trail corridor shall be located in existing river or drainage way easements, railroad rights-of-way, or street rights-of-way. However, the selected consultant shall identify areas where additional easements or right-of-way will be required.
- Preparation of official right-of-way or permanent easement documents are not required as part of this project.
- Develop a proposed construction schedule for interim and final trails. The selected consultant shall consider unpaved surfaces such as gravel or crushed rock or surfacing and asphalt paving.
- Prepare a trail maintenance program which will be used to trail maintenance responsibilities to the public and adjacent land owners.
- Identify and propose locations of major street, rail, and drainage way crossings. Size and location of the crossings shall be analyzed and included in the final opinion of cost. Storm drainage studies on file with the municipalities may be reviewed as a resource, however no storm water modeling will be required as part of this project.
- Review and coordinate final trail location with other relevant planning documents, including the Sioux Falls MPO 2025 Long-Range Transportation Plan, the Sioux Falls MPO Bicycle Plan, and associated plans for the four affected communities, including comprehensive plans, Safe Routes to School plans, and community trail and parks master plans.
- Coordinate and report to the Project Team which shall include representatives from the Metropolitan Planning Organization and South Eastern Council of Governments; the Cities of Sioux Falls, Tea, Harrisburg, and Brandon; the South Dakota Department of Transportation, Federal Highway Administration and Lincoln and Minnehaha Counties.
- Deliverables will include, but not limited to,
 - Monthly status reports of work completed and work to be completed
 - Corridor Study and Alignment Feasibility Study
 - Meeting minutes from various meetings

Public Involvement

Public involvement for this project will consist of gaining input from the following committees listed below. The selected consultant should plan for presenting to the Metropolitan Planning Organization and one open house. MPO Staff will coordinate and participate in all of the other various presentations to the agencies.

- Metropolitan Planning Organization (Citizens Advisory Committee, Technical Advisory Committee, Urbanized Development Commission)
- One public open house is required. The open house will invite the landowners adjacent to the proposed alignments. Consultant will be responsible for finding a meeting location and invitation mail out.
- Bicycle Committees in Tea, Harrisburg, Brandon and Sioux Falls
- Minnehaha and Lincoln County Commission Meetings
- Brandon, Harrisburg, Tea and Sioux Falls City Council Meeting
- Infrastructure Review Advisory Board

Available Information

The following information is available for review on the City of Sioux Falls website at www.siouxfalls.org. Interested

- A. **Sioux Falls MPO 2025 Long-Range Transportation Plan;**
http://www.siouxfalls.org/Planning/transportation/long_range_transportation/2025_lrtpl
- B. **Sioux Falls Bicycle Plan;**
http://www.siouxfalls.org/Planning/transportation/bicycle_planning/docs/bicycle_plan
- C. **Sioux Falls MPO Bicycle Plan**
http://www.siouxfalls.org/Planning/transportation/bicycle_planning/docs/mpo_bicycle_plan_final
- D. **City of Harrisburg Trails Plan**
<http://www.harrisburg.govoffice.com/vertical/Sites/%7BA7E6811A-D879-4C7C-A19F-F0A55FD49B95%7D/uploads/%7B4E65C7FC-E1A5-42CD-82B4-36C3BC214CC1%7D.PDF>
- E. Geographic Information System (GIS) Maps (at Siouxfalls.org).

Schedule of the Project:

April 2010	Design Team Notice to Proceed
July 2010	Provide Preliminary Alignment Alternatives
August 2010	Landowners Public Meeting
September 2010	Submit Final Draft Report
August 2010	Various Board Presentations by Staff
September 2010	Consultant Present findings to Metropolitan Planning Organization Committees
December 2010	Submittal of the Final Report

FIRMS INTERESTED IN THIS PROJECT ARE REQUESTED TO SUBMIT THE FOLLOWING INFORMATION.

Statement of Interest

- A. State in clear terms your understanding of the proposed project and describe your approach to the project. The approach should include, but not limited to, all items listed above.
- B. State the name of the project manager and other design team members to be assigned to this project. Please address contingency plans should one of these team members be unavailable during the project. Any subcontractors with their roles and responsibilities shall be included in the proposal.
- C. Describe in outline form the proposed work plan and team, total project hours, including an estimated number of hours to be committed to the project by each person involved.
- D. Present a schedule or time line for completion of this project.
- E. A sealed cost estimate should be provided with your proposal.
- F. Describe your involvement in projects of similar scope, providing the name, address, and telephone number of at least three references.
- G. Professional liability insurance will be required upon selection.
- H. Include any other information believed to be pertinent, but not specifically mentioned in this RFP.

Evaluation of Proposal Schedule

A selection team comprised of representatives from the Cities of Sioux Falls, Tea, Harrisburg, Brandon, and Southeastern Council of Governments will review all proposals. The selection team shall select the firm they feel will supply the best and most complete effort. Selection will be based on the proposals and subsequent oral interviews, if needed. The selection of a qualified firm will be made no later than April 16, 2010. The evaluation of proposal shall proceed on the following schedule:

February 26, 2010	RFP posted on Sioux Falls City Website
March 19, 2010	Deadline for Questions
March 26, 2010	Proposals received at City Hall
April 2, 2010	Short list Selection for interviews, if necessary
April 14, 2010	Oral Interviews, if needed

April 16, 2010

Select consultant and prepare agreement

May 3, 2010

Notice to Proceed

Please furnish **FIVE (5)** copies of the proposals to Ms. Shannon Ausen, PE, Office of Public Works-Engineering, 224 West Ninth Street, Sioux Falls, SD 57104-6407 by **2:00 p.m. Central Time, March 26, 2010**. Submittals received after the stated time will be returned unopened and will not be considered.

Questions and/or Revisions to the Specifications and Requirements.

Questions about the proposal should be addressed in writing or email before **2:00 Central Time, March 19, 2010**, to: Ms. Shannon Ausen, PE, Office of Public Works-Engineering, 224 West Ninth Street, Sioux Falls, SD 57104-6407 (605) 367-8601. Email address is sausen@siouxfalls.org. All questions will be posted daily on the City's website on the Request for Proposals home page. This approach allows all respondents to receive the same information.

Respondents are encouraged to monitor the website for daily updates.

Respondents are expected to raise any questions, exceptions, or additions they have concerning the RFP document. If a respondent discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, they should immediately notify the above named individual of such error and request modification or clarification of the RFP document.

Selection Process

The selection committee will review all proposals which are submitted prior to the deadline. The selection committee reserves the right to reject any or all proposals or cancel the selection process at any time. The selection committee also reserves the right to request additional information or clarification from respondents, or to allow the correction of errors or omissions.

The selection committee will select the top firms which it determines to be the most qualified to provide the services requested. The selection committee may require, if necessary, each of these firms to make a presentation to the committee regarding its qualifications to perform the project. The top firms will then be ranked in order of qualifications. The selection committee will then attempt to negotiate a contract at a fair and reasonable price with the top-ranked firm. If unable to negotiate a contract with the top-ranked firm, negotiations will be terminated and the selection committee will then initiate negotiations with the second-ranked firm.

The selection committee shall have the final authority and discretion to make a selection based upon the qualifications, responsibility and capabilities of respondents, the fairness of price and other factors. Any decision by the selection committee shall be

final. The Sioux Falls MPO will not be liable in any way for the costs incurred by respondents in replying to this RFP or the costs incurred in making a pre-selection presentation to the project selection committee.

General Requirements

- A.** The consultant shall make an effort to involve DBE/MBE businesses in this project.
- B.** 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.
- C.** Any and all resulting agreements from this RFP shall require the successful firm to provide and maintain professional liability insurance as well as worker's compensation, public liability and property damage insurance in amounts set forth by the Sioux Falls MPO policy in force at the time of agreement or subsequent revisions of said policy.
- D.** Federal funding will be utilized in this project; and thus, this project will be subject to all requirements that are incurred as a result.
- E.** No member officer or employee of the City of Sioux Falls, Tea, Harrisburg, Brandon, 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.
- F.** 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.