

# **REQUEST FOR PROPOSALS FOR PROFESSIONAL STUDY SERVICES**

The South Eastern Council of Governments is accepting proposals from qualified firms for the following professional consultant services.

## **LONG-RANGE TRANSPORTATION PLAN MARKET RESEARCH STUDY**

### **Purpose**

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 (SECOG) 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 for the Long-Range Transportation Plan (LRTP) Market Research Study.

### **Background**

In 1999, 2005, 2010, and 2014, the Sioux Falls MPO contracted with a consultant to conduct a comprehensive market research study to gather input from the community about transportation planning issues in Lincoln and Minnehaha Counties. The “2014 Sioux Falls Metropolitan Area LRTP Market Research Study” included a resident survey, an employer survey, a survey of traditionally underserved populations, stakeholder interviews, and focus group sessions. The research study results were used to identify priorities for the Sioux Falls Long-Range Transportation Plan (See the Long-Range Transportation Plan section at <http://siouxfallsmpo.org/resources/publications/>).

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

1. Improve the condition of streets
2. Cross-town travel
3. Links to Sioux Falls
4. Improve bicycling in Sioux Falls

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

1. Maintenance of streets in Sioux Falls and throughout the metropolitan planning area
2. Improvements to east-west traffic flow across Sioux Falls

3. Safety and capacity improvements to roads/highways that link Sioux Falls with other communities in Minnehaha and Lincoln Counties
4. Improvements to biking facilities in Sioux Falls

An update of the research study and survey is needed to help prepare the update of the Long-Range Transportation Plan.

### **Scope of Work**

A Long-Range Transportation Plan Market Research Study will be initiated to assess the needs and attitudes of users of the Sioux Falls area transportation system. The information will be used to guide the preparation of the Long-Range Transportation Plan Update for the Sioux Falls MPO area. The research study may include but is not limited to the involvement of focus groups, stakeholder interviews, and surveys to provide public input regarding the MPO area's current transportation system, recommendations on transportation policy, and the establishment of a list of priority projects for the LRTP update. Some examples of issues to be discussed include congestion, highway safety, bicycles, pedestrians, transit, freight, underserved populations, Intelligent Transportation System (ITS) measures, and proposed construction projects. The results of the Sioux Area Metro transit system's on-board survey completed in October 2018 should be included as part of the underserved populations component. A year 2045 planning horizon for the LRTP update will be followed as a basis for all projects. The MPO Area boundary is posted at: <http://siouxfallsmpo.org/about-us/participants/>.

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

### **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 the public participation process. The public participation process will strive to both educate the public and to learn from citizens about transportation issues in the Sioux Falls MPO area. This may include open houses, internet forums, 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 the 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.

**Sioux Falls MPO  
2019 Long-Range Transportation Research Study  
Process Flow Chart**

**Public Participation Team (Subcommittee of CAC)**

- \* CAC defines membership of Public Participation Team
- \* Determine stakeholders for stakeholder interviews

**Research Study - Stakeholder and Focus Group Interviews (January 2019)**

- \* Provide data from last research study - 2014
- \* Determine list and questions for stakeholder interviews
- \* Shape public participation issues
- \* Determine groups and questions for focus groups

**Research Study - Issues (February - March)**

- \* Review 2014 Survey / Begin to formulate questions
- \* Review Stakeholder interviews and adjust for Focus Groups
- \* Define Underserved Citizen Effort

**Research Study - Outline the Plan (March)**

- \* Review completed stakeholder and focus group data
- \* Review draft survey questions and recommend changes
- \* Review Underserved survey

**Research Study - Formulate Recommendations (April - May)**

- \* Conduct the surveys
- \* MPO committees review preliminary survey data
- \* Public Participation Team determines methods to involve public about results

**Research Study - Review and Adoption (June - August)**

- \* Review the survey results and recommendations
- \* Open House on the draft research study
- \* CAC & TAC recommend and UDC approves Research Study

**Long-Range Transportation Plan and Public Hearings (2019-2020)**

- \* Incorporate results of Research Study
- \* Technical Team Review
- \* City Councils and County Commissions review and input
- \* MPO presentations (Public Hearings at TAC)
- \* CAC & TAC recommend and UDC approves 2045 LRTP

## **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 7, 2019 – Notice to proceed issued to the Consultant following contract approval

January 15, 2019 – Meet with Public Participation Team to identify research issues, determine stakeholders, and identify focus groups

March 19, 2019 – Meet with Public Participation Team to review citizen and employer survey questions. Complete stakeholder interviews and focus group meetings

March - May 2019 – Complete citizen and employer surveys

May 13, 2019 – Provide preliminary report of findings to Public Participation Team

June 28, 2019 – Submit one electronic copy of the draft study to the Sioux Falls MPO for review

July 10-11, 2019 – Present the findings at the Sioux Falls MPO Meetings of Citizens Advisory Committee, Technical Advisory Committee, and Urbanized Development Commission

August 30, 2019 – Incorporate comments and prepare final study; Submit three book-marked DVD copies and five hard copies of the final study

## **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. Project Schedule, Estimate of Staff Hours** – 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 Consultant should also include an estimate of staff hours corresponding to project team members with total estimated staff hours to complete the project design. All submitted proposals will remain confidential.

The current budget for this project is \$100,000 Unified Planning Work Program funds. The Consultant should identify if they believe this project cannot be accomplished with this budget.

The Consultant should include the estimated cost for the entire study by the Sioux Falls MPO's fiscal year, which is January 1 through December 31. A sample budget is shown below.

Item	FY 2019			Total
	Rate	Total Estimated Hours	Total Estimated Cost	
<b>Salaries</b>				
Name - Title or ID#	\$20.00	90	\$1,800.00	
Name - Title or ID#	\$18.00	45	\$810.00	
Name - Title or ID#	\$25.00	20	\$500.00	
Name - Title or ID#	\$15.00	10	\$150.00	
Name - Title or ID#	\$11.50	5	\$57.50	
Subtotal:				\$3,317.50
<b>Fringe Benefits <sup>1</sup></b>				\$829.00
<b>Overhead / Indirect Costs</b>				\$2,654.00
<b>Fixed Fee</b>				\$680.00
<b>In-State Travel</b>				\$1,250.00
<b>Out-of-State Travel</b>				\$0.00
<b>Equipment Purchase <sup>2</sup></b>				\$0.00
<b>Expendable Supplies <sup>3</sup></b>				\$350.00
<b>Subcontracts</b>				\$0.00
<b>Computer Time <sup>3</sup></b>				\$0.00
<b>Report Publication <sup>3</sup></b>				\$0.00
<b>TOTAL</b>				<b>\$9,080.50</b>

- 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

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/>.

Total funding should not exceed the amount indicated as "Current Budget" on the Request for Proposal. This amount represents what Sioux Falls MPO feels the study merits and what level of funding should be necessary to complete the work. Proposers should set the scope and depth of study accordingly. Because of budget constraints, additional funding is highly unlikely. No budget expansions should be anticipated.

3. **Project Approach** – 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 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.
5. **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. All sub consultants must be listed in the proposal.

## **C. Rejection Rights**

SECOG retains the right to reject all proposals and re-solicit if deemed to be in its 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.

### **Available Information**

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

- A. Sioux Falls MPO 2040 Long-Range Transportation Plan** (at <http://siouxfallsmpo.org/resources/publications/>)
- B. 2014 Sioux Falls Metropolitan Area LRTP Market Research Study** (at <http://siouxfallsmpo.org/resources/publications/>); 1999 and 2005 LRTP Market Research studies available upon request
- C. Sioux Falls MPO Major Street Plan** (at <http://siouxfallsmpo.org/resources/publications/>)
- D. Geographic Information System (GIS) Maps** (at <http://www.siouxfalls.org/central-services/gis/Resources/interactive>)

### **Questions and/or Revisions to the Specifications and Requirements**

Questions about the proposal should be addressed in writing or email before **2:00 PM Central Time, Tuesday, December 7, 2018**, to: South Eastern Council of Governments, Attn: Jim Feeney, 500 N. Western Avenue, Suite 100, Sioux Falls, SD 57104; phone: (605) 681-8175; email: [jim@secog.org](mailto:jim@secog.org). All questions and responses will be posted on the Sioux Falls MPO's website: <http://siouxfallsmpo.org/resources/rfp/>. This approach allows all respondents to receive the same information.

Respondents are encouraged to monitor the website daily for 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.

### **Evaluation of Proposal Schedule**

A selection team comprised of Sioux Falls MPO staff will review all proposals. The selection team shall select the firm they feel will supply the Sioux Falls 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 21, 2018.

The evaluation of proposal shall proceed on the following schedule:

November 15, 2018	Request for Proposal posted on website
2:00 PM CT on November 30, 2018	Deadline for Questions related to RFP
2:00 PM CT on December 7, 2018	Deadline for Proposals received
December 13, 2018	Consultant short list, if needed
December 18, 2018	Oral interviews, if necessary
December 21, 2018	Selection of consultant
January 7, 2019	Notice to Proceed
August 30, 2019	Final Product submitted to SECOG

Please submit five paper copies and one book-marked PDF format electronic copy of the proposal to South Eastern Council of Governments, Attn: Jim Feeney, 500 N. Western Avenue, Suite 100, Sioux Falls, SD 57104 by 2:00 p.m. Central Time, Tuesday, December 7, 2018. Submittals received after the stated time will be returned unopened and will not be considered.

All proposals received by SECOG will be confidential, and the unsuccessful consultant proposals will be destroyed after selection.

### **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 building improvements; 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 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. Statement of Qualifications – A description of the consulting firm and a statement of the firm's qualifications to perform designs of this type.
- E. Other factors – Proposers may submit additional information that may be 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.

### **General Requirements**

- A. Refer to the Federal Contract Clauses for Professional Services listed below.
- B. South Eastern Council of Governments will be the contracting agency for this project. Close coordination with City of Sioux Falls, Minnehaha County, Lincoln County, South Dakota Department of Transportation, Federal Highway Administration, and Federal Transit Administration will be needed.
- 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 worker's compensation, public liability and property damage insurance in amounts set forth by SECOG 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 SECOG, the City of Sioux Falls, or the State of South Dakota 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. SECOG is exempt from all state taxation including state sales and use taxes.
- H.** Professional liability and statutorily required insurance will be required, upon selection.