

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.

SIoux FALLS METROPOLITAN PLANNING ORGANIZATION TRANSPORTATION PLANNING MARKET RESEARCH STUDY

Purpose

The City of Sioux Falls, City of Brandon, City of Harrisburg, the South Dakota Department of Transportation (SDDOT), Minnehaha County, Lincoln County, and the South Eastern Council of Governments (SECOG) 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 2024 Long-Range Transportation Plan (LRTP) Market Research Study.

In addition, the Market Research Study results will be used to enhance the preparation of the 2023 Sioux Falls MPO Area Coordinated Public Transit – Human Services Transportation Plan (Coordinated Plan).

Background

In 1999, 2005, 2010, 2014, and 2019, 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 “2019 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. In addition, a transit riders survey was completed in 2018 as a separate contract to gain insight into the specific needs of the transit system. The research study results were used to identify priorities for the Sioux Falls Long-Range Transportation Plan ([2045 Long-Range Transportation Plan](#)).

The guiding principles of the 2019 Long-Range Transportation Plan (LRTP) Market Research Study were:

1. Enhancing people’s ability to travel throughout the Sioux Falls area
2. Ensuring that residents can safely travel in the region
3. Ensuring that the capacity of the region’s transportation system can accommodate projected increases in population
4. Developing and encouraging the use of alternative modes of transportation, such as public transportation, biking, walking, and ride sharing.

To implement the principles, the following goals were identified in the 2045 LRTP:

- Goal A. Create a more efficient transportation system through system management and operational improvements as the region continues to grow.
- Goal B. Support regional economic vitality through a transportation network that serves inter- and intra-regional accessibility and mobility needs for both people and goods.
- Goal C. Preserve the social and environmental character of the region through an integrated approach that incorporates both transportation strategies and land use considerations.
- Goal D. Provide an integrated transportation network that encourages use of multiple modes by offering travel choices that are accessible to all segments of the region's population.
- Goal E. Promote a safe and secure transportation network through crash reduction, enhanced reliability and predictability, and improved emergency coordination.
- Goal F. Extend the life of the transportation system by fostering a sustainable system that addresses the long-term needs of the region.

The purpose of the Coordinated Plan is to:

1. Identify the unmet transportation needs for seniors and persons with disabilities; and
2. Develop strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to achieve efficiencies in service delivery.

Development of the Coordinated Plan corresponds with current federal transportation policy which requires that a locally developed, coordinated public transit/human services planning process be undertaken as a condition of receiving funding from the Federal Transit Administration (FTA) program directed at meeting the needs of the Plan's target populations: seniors and persons with disabilities.

An update of the Market Research Study and survey is needed to help prepare the update of the Coordinated Plan and the Long-Range Transportation Plan.

Scope of Work

The Market Research Study will assess the needs and attitudes of users of the Sioux Falls area transportation system regarding congestion, highway safety, bicycles, pedestrians, transit, freight, underserved populations, Intelligent Transportation System (ITS) measures, proposed construction projects, and other relevant topics.

The Market Research Study results will be used to prepare the 2023 Coordinated Plan and the 2050 Long-Range Transportation Plan for the Sioux Falls MPO area. The research study will need to include a transit on-board survey and coordinated plan survey (elderly and persons with disabilities) early in the process to help complete the

Coordinated Plan. The research study will 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. A year 2050 planning horizon for the LRTP update will be followed as a basis for all projects. The MPO area boundary is posted at: <http://siouxfallsmo.org/about-us/participants/>.

The survey of the Sioux Area Metro transit system's riders and potential riders will be conducted as part of the underserved populations component. The survey must include fixed-route, on-demand, and paratransit riders.

The survey instruments must conform 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 will lead the development of the specific projects, initiatives, and studies for inclusion in the LRTP.

The 2023 Coordinated Plan surveys will prioritize the participation of persons with disabilities and senior citizens to identify potential gaps in transit services. Participation will also include the Transportation Coordination Committee, the Citizen Advisory Committee, and the Technical Advisory Committee, as well as individuals and agencies that work closely with persons with disabilities and senior citizens.

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:

June 22, 2023 – Notice to proceed issued to the Consultant following contract approval

July 1 – July 15 – Stakeholder Interviews

July 15 – August 1 – Conduct focus groups

July 15 – August 15 – Conduct on-board transit survey and coordinated plan survey (seniors and persons with disabilities)

August 1 – August 15 – Meet to review stakeholder survey findings and focus group meetings

August 15 – September 1 – Analyze results of on-board transit survey and coordinated plan survey; Provide preliminary report findings of on-board transit survey and coordinated plan survey

August 15 – October 1 – Finalize and conduct Market Research Study surveys

October 1 – November 1 – Analyze survey responses and provide preliminary Market Research Study results; presentation of preliminary results to MPO committees' November meetings

November 15 – December 31 – Incorporate comments and prepare final Market Research Study report

January 1, 2024 – Submit electronic copy of the final Market Research Study to the Sioux Falls MPO

January 2024 – Present the findings at the Sioux Falls MPO committees' January meetings

January 1 – January 31 – Conduct workshop with Public Involvement Team to build consensus regarding priorities based on the research for the LRTP.

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 \$150,000 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	CY 2023			Total
	Rate	Total Estimated Hours	Total Estimated Cost	
Salaries				
Name - Title or ID#	\$125.00	90	\$11,250.00	
Name - Title or ID#	\$100.00	45	\$4,500.00	
Name - Title or ID#	\$75.00	20	\$1,500.00	
Name - Title or ID#	\$50.00	10	\$500.00	
Name - Title or ID#	\$25.00	5	\$125.00	
Subtotal:				\$17,875.00
Fringe Benefits ¹				\$8,937.50
Overhead / Indirect Costs				\$2,234.38
Fixed Fee				\$2,145.00
In-State Travel				\$1,250.00
Out-of-State Travel				\$0.00
Equipment Purchase ²				\$0.00
Expendable Supplies ³				\$350.00
Subcontracts				\$0.00
Computer Time ³				\$0.00
Printing ³				\$250.00
TOTAL				\$33,041.88

- 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 efforts 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 consultant 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:
<https://transportation.org/audit>.

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 [2045 Long-Range Transportation Plan](#)
- B. [2019 Market Research Study Consolidated Final Report](#)
- C. [2018 Sioux Falls MPO Area Coordinated Public Transit – Human Services Transportation Plan](#)
- D. City of Sioux Falls Major Street Plan (at <https://www.siouxfalls.org/planning-dev/planning/st-plan/>)
- E. Geographic Information System (GIS) Maps (at <https://dataworks.siouxfalls.org/>)

Questions and/or Revisions to the Specifications and Requirements

Questions about the proposal should be addressed in writing or email before **12:00 PM Central Time, Thursday, June 1, 2023**, 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. 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 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 believe 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 June 15, 2023.

The evaluation of proposal shall proceed on the following schedule:

May 15, 2023	Request for Proposal posted on website
12:00 PM CT on June 1, 2023	Deadline for Questions related to RFP
2:00 PM CT on June 6, 2023	Deadline for Proposals received
June 12, 2023	Oral interviews, if necessary
June 15, 2023	Selection of consultant
June 22, 2023	Notice to Proceed

Please submit three 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, Thursday, June 6, 2023. 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.