



## REQUEST for PROPOSALS

### Microtransit Feasibility Study

**Deadline:**

**4 copies and one digital pdf of proposal due  
April 14, 2026 at 4:00 PM MST**

**Correspondence shall be addressed to:**

Megan Gould  
Rapid Transit System  
333 Sixth Street  
Rapid City SD 57701  
605-394-6631

**Proposals shall be addressed to:**

Kip Harrington  
Community Development Department  
300 Sixth Street  
Rapid City, SD 57701  
605-394-4120

Any technical questions regarding this document or processes should be directed to Megan Gould at 605-394-6631 or [megan.gould@rcgov.org](mailto:megan.gould@rcgov.org)

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## **SECTION 1 - GENERAL INFORMATION**

The Rapid City Area Metropolitan Planning Organization (MPO) in conjunction with Rapid Transit System (RTS), the South Dakota Department of Transportation (SDDOT), and the Federal Transit Administration (FTA) is soliciting proposals from qualified consultants to develop a comprehensive Microtransit Feasibility Study (MFS).

### **1.1 BACKGROUND**

The main existing public transit provider, Rapid Transit System, operates within the city limits of Rapid City and does not provide service to the surrounding communities and unincorporated areas of Meade and Pennington counties. Transit services from outside of the city limits provide limited services within the Rapid City area.

The 2022 RTS Transit Development Plan, finalized in April 2022, provided a recommendation for exploring expansion of current services and hours to meet the needs of the community. The findings identified key themes for implementing more efficient and effective transit service to provide access to employment, education, shopping, medical services and recreation.

Various human service agencies currently provide transportation services to their clients throughout Rapid City. These services are focused toward select demographic groups to provide access to specific activities, including programs for senior citizens, medical services and programs, and services for persons with disabilities.

Rapid Transit System provides both fixed-route and complementary paratransit services within the Rapid City limits, approximately 55 square miles. Annually, RTS travels more than 200,000 miles and provides more than 250,000 passenger trips throughout Rapid City.

Rapid Ride, the fixed-route bus service, operates six routes within the city limits. Each route includes two separate segments, such as a north run and a south run. Each segment runs on 35-minute headways with all transfers occurring at the Milo Barber Transportation Center, located at 333 Sixth Street in Rapid City. All buses are accessible to meet special needs of passengers.

The hours of operation are from 6:20 A.M. through 5:50 P.M. on weekdays and 9:50 A.M. through 4:40 P.M. on Saturdays. There is no service on Sundays.

The fare for adults is \$1.50 per trip. Honored citizens (60 years and older), persons with disabilities and Medicare card holders pay a half-fare of 75 cents. Children who are school aged and younger are free. Monthly passes are available for adults for \$30. Transfers are free.

### **1.2 AREA OF STUDY**

The area of study encompasses the Rapid City Limits.

### **1.3 PROJECT OBJECTIVE**

The objective of this study is to develop a comprehensive Microtransit Feasibility Study that will set a vision and plan for access, growth and the future of public transportation in Rapid City, SD. The study will look at serving all citizens of Rapid City who are underserved by the existing fixed-route

service. The study will establish a plan with particular focus on addressing the needs of all community members, including those with disabilities, and assist with applicable transit funding possibilities and requirements.

## **SECTION 2 - SCOPE OF SERVICES**

This Scope of Services is subdivided into separate tasks that outline the basic requirements of the MFS. Unless otherwise noted, the CONSULTANT is expected to fulfill each of the defined tasks and provide written documentation in the form of technical reports and/or memorandums. The tasks to complete the MFS are defined as follows:

### **2.1 METHODS AND ASSUMPTIONS**

The CONSULTANT shall facilitate a meeting to determine the assumptions to be used during the development of the MFS. Resulting from that meeting, the CONSULTANT shall develop a Methods and Assumptions Document in accordance with the *Methods and Assumptions Template for SDDOT Planning Studies*.

### **2.2 STUDY ADVISORY TEAM MEETINGS**

The CONSULTANT shall have a minimum of four (4) meetings with the Study Advisory Team (SAT) for the MFS coordination. These meetings may be held in-person or via web conference. The first meeting shall cover the project kickoff, the development of the Methods and Assumptions Document, and the Public Participation Plan. Two (2) of these meetings are to be scheduled and held prior to each public meeting to gather the approval of the SAT on the information being presented. A fourth meeting shall be held to review the draft MFS. Other SAT meetings can be held as deemed necessary, and can be conducted via web conference.

### **2.3 WEBPAGE**

The CONSULTANT team shall provide, maintain, and continually update a webpage dedicated to the MFS. The webpage page will be organized in such a way that will help dispense information to the public regarding the status of the MFS, public meeting announcements, presentations, meeting summaries, and all reports. The webpage page can be used to assist in data gathering through web surveys and for other public participation actions as deemed appropriate as long as adequate advertising can be provided. The pages will be active at least 10 days prior to the first public meeting and shall remain active for a period of at least six (6) months after completion of the study to allow public access. The CONSULTANT shall also transfer ownership of the webpage page if requested by the MPO.

### **2.4 PUBLIC INVOLVEMENT**

The CONSULTANT will develop a public involvement strategy for the study and planning process. This strategy will be consistent with the RCMPO's *Public Participation Plan* and an outreach program will be conducted to involve the elderly, persons with disabilities, minorities, the low-income community, and other groups traditionally under-represented in the planning process. Strategies to solicit input from major employers, educational institutions, medical facilities, affordable housing advocates, and other stakeholders of local significance will also be addressed. The CONSULTANT shall produce a Public Participation Plan Worksheet detailing public involvement strategies and techniques. This Worksheet shall be completed, reviewed, and approved concurrently with the Methods and Assumptions Document.

There will be a minimum of four (4) public meetings during the project period at which the CONSULTANT will lead public presentations regarding the status of the Microtransit Feasibility Study to receive public input. These meetings shall take place at the following intervals:

- One public meeting as part of the kickoff to be held at the beginning of the project to introduce the project to the public, and gather information pertaining to the needs and desires of the community.
- Two community outreach sessions.
- Recommendations (Draft Report / Plan Stage)

The CONSULTANT will hold work sessions with major employers, educational institutions, medical facilities, affordable housing advocates, and other stakeholders of local significance.

The CONSULTANT shall incorporate virtual public involvement strategies including, but not limited to, telephone town halls, online meetings, pop-up outreach, social meetings/meeting-in-a box kits, story maps, quick videos, crowdsourcing, survey tools, real-time polling tools, social media following, and visualization.

The CONSULTANT shall prepare documents for inclusion in MPO committee packets, handouts and any presentation material needed for City staff to present updates on the MFS throughout the study period. The CONSULTANT will present the draft plan to both MPO committees and required City committees.

## **2.5 IDENTIFICATION OF ISSUES AND OPPORTUNITIES**

As part of the plan development, the CONSULTANT shall develop metrics and methodologies to identify opportunity zones in Rapid City for micro transit service. This analysis will consider factors such as existing transit service, transit potential and transit need, including demographic and socio-economic considerations. Transit potential refers to the opportunities for transit riders through analysis of residential and employment clusters. Transit need analysis includes evaluation of socio-economic, age, disability and other conditions that indicate transit dependence.

## **2.6 MICROTRANSIT MODEL EVALUATION**

The CONSULTANT shall explore and investigate various Microtransit Models to determine the most suitable approach for Rapid City. This exploration will encompass on-demand, fixed-route, flexible-route, and hybrid models, considering factors such as service coverage, frequency, vehicle types, crossover efficiency benefits and technological integration.

## **2.7 SERVICE ANALYSIS AND COST ESTIMATION**

Once a preferred Microtransit Model has been identified, the CONSULTANT shall develop a service analysis and cost estimation methodology to estimate ridership, span of service, trip times, and operating costs for each identified micro transit opportunity zone. Consideration will be given to accessibility, inclusivity, and efficiency in service delivery.

## **2.8 ESTABLISHMENT OF RECOMMENDATIONS**

The assessment and the development of recommendations will consider diversity, inclusion, safety, approaches to increase ridership and address staffing issues to assure the service delivered is effective. The assessment will also consider gaps in existing service and provide recommendations on how micro transit and current fixed route service can work together to provide the most effective and efficient service for Rapid City.

## **2.9 PERFORMANCE INDICATORS**

This task will include peer comparisons and an evaluation of existing service cost, efficiency and effectiveness, and comparison with adopted performance standards. The consultant shall recommend performance goals. Performance indicators currently used include fare box return ratio, passengers per hour and miles on a per trip and system average. New service may not start out meeting adopted performance indicators. There is a need to provide for a demonstration period during which a new service builds ridership.

## **2.10 DELIVERABLES**

The consultant shall provide the following items to the RCMPO contact person:

- MFS updates in word processing format (Microsoft® Word) or as Portable Document Format (Adobe® .pdf) of the study's progression due monthly.
- An electronic copy, in word-processing format (Microsoft® Word) and Portable Document Format (Adobe® .pdf), of the draft MFS and executive summary.
- An electronic copy, in word-processing format (Microsoft® Word) and Portable Document Format (Adobe® .pdf), of the final MFS and executive summary.
- Ten (10) printed copies of the draft MFS and executive summary. Ten (10) printed copies of the final MFS and executive summary.
- Copies of any pertinent working papers and electronic files created during the project.
- ESRI ArcGIS geodatabase feature classes of any GIS data created.

## **INSTRUCTIONS TO PROPOSERS**

### **Solicitation**

The City will negotiate a professional services agreement with the successful respondent. All respondents are responsible for the costs incurred in responding to this proposal. The basic agreement template is available upon request.

### **Submission of Proposals**

It is intended that each respondent furnish all information requested in this document. Unless specifically requested, promotional literature is not desired and will not be considered to meet any of the requirements.

The response shall be organized into the following items to address how the respondent will complete items identified within the Scope of Work:

1. Transmittal Letter – shall not exceed two pages in length and shall bear the signature, in ink, of an authorized representative of the respondent and designate by name not more

than two individuals authorized to negotiate and sign an agreement with the City on behalf of the respondent.

2. Organization – include a description of your organization, including qualifications for the project and your organization’s capability to provide the services requested. This shall include a description of subcontractors and associations with other firms you wish to utilize in the performance of the tasks, including the intended working relationships and responsibilities of each. Also include a description of your understanding of the City’s needs in the proposed project and your staffing commitments to assure your ability to meet the City’s time frame. Please describe past client projects you have completed that are similar in nature to that proposed in this document.
3. Project Procedures – include a description of how you will produce each of the items requested in this RFP. This must include the methods used and the quality control/quality assurance procedures that will be observed. Subcontractors or other firms that will work on any part of the project must also be identified, including the general nature and scope of work that will be undertaken by these firms, along with each firm’s work location. The vendor shall retain full responsibility for all work completed or uncompleted by any subcontractor.
4. Proposed Project Team Members – provide a written description of the Consultant team composition, including disciplines, primary role in regards to the project, and relevant experience. The information provided must clearly indicate the Consultant team’s point of contact, the team leader for the project, and the responsible party in each firm who will be providing the required professional experience.

Provide a table showing the number of person-hours (not percentages of time) that will be devoted to each task by Consultant team members. List the names of principal investigators and other key professionals who will be involved. Support personnel may be identified by classification. If subcontracting is necessary, include subcontractors’ involvement.

Describe current commitments to other work in sufficient detail to permit assessment of each Consultant team member’s ability to meet the proposal’s commitments. Include a statement that the level of effort proposed for principal and professional members of the study team will not be changed without the written consent of the City.

5. Project Schedule – include a schedule for completing the work specified in this request, including a progress reporting strategy. (All invoicing shall be consistent with the reporting strategy).
6. City Obligations – provide a list of all items to be provided by the City to assist you in completing the requested work. This should include any data and/or proposed use of staff, office space, and any equipment or materials/supplies that will be expected from the City. This component should also describe a strategy for project management indicating the mechanisms intended to be used to coordinate the proposed work with the City.
7. Product Example – provide a link to an example of a Microtransit Feasibility Study completed by your organization along with the project’s contact information.
8. References – provide the name, address and phone number for three (3) individuals from

organizations that have procured similar studies to act as references for the respondent. The individuals identified must at least hold a position of project management or other contract authority.

9. **Budget** – provide the proposed budget in a sealed envelope, which will only be opened if the proposer is selected to perform the project. Unopened envelopes will be returned to the unselected proposers. Show the estimated cost for the entire project for each task by City fiscal year. The City’s fiscal years run from January 1 through December 31. A sample budget/invoice is shown below:

Item	FY2026			FY2027			Total
	Rate	Total Estimate Hours	Total Estimated Cost	Rate	Total Estimate Hours	Total Estimated Cost	
<b>Salaries</b>							
Name - Title or ID#	\$50.00	90	\$4,500.00	\$52.00	125	\$6,500.00	
Name - Title or ID#	\$40.00	45	\$1,800.00	\$41.00	50	\$2,050.00	
Name - Title or ID#	\$30.00	20	\$600.00	\$31.00	20	\$620.00	
Name - Title or ID#	\$25.00	10	\$250.00	\$25.50	10	\$255.00	
Name - Title or ID#	\$20.00	5	\$100.00	\$20.50	15	\$307.50	
Subtotal:			\$7,250.00			\$9,732.50	\$16,982.50
<b>Fringe Benefits</b> <sup>1</sup>			\$1,450.00			\$1,946.50	\$3,396.50
<b>Overhead / Indirect Costs</b>			\$3,000.00			\$4,027.00	\$7,027.00
<b>Fixed Fee</b>			\$1,500.00			\$2,010.00	\$3,510.00
<b>In-State Travel</b>			\$1,250.00			\$2,500.00	\$3,750.00
<b>Out-of-State Travel</b>			\$0.00			\$0.00	\$0.00
<b>Equipment Purchase</b> <sup>2</sup>			\$0.00			\$0.00	\$0.00
<b>Expendable Supplies</b> <sup>3</sup>			\$350.00			\$700.00	\$1,050.00
<b>Subcontracts</b>			\$0.00			\$0.00	\$0.00
<b>Computer Time</b> <sup>3</sup>			\$0.00			\$700.00	\$700.00
<b>Report Publication</b> <sup>3</sup>			\$0.00			\$1,200.00	
<b>TOTAL</b>			\$14,800.00			\$22,816.00	\$37,616.00

- 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/>.

10. Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion – Lower Tier Covered Transactions – By signing and submitting this proposal, the respondent certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.
11. Non-Discrimination Statement – The City requires that all contractors, vendors, and suppliers provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.
12. Modification Or Withdrawal Of Proposals – Proposals may be modified or withdrawn by the offeror prior to the established due date and time. No oral, telephonic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.
13. Proprietary Information – The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the City. All materials submitted become the property of the City and may be returned only at the City's option.
14. Governing Law – Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.
15. Discussions With Respondents (Oral Presentation/Negotiations) – An oral presentation by a respondent to clarify a proposal may be required at the sole discretion of the City. However, the City may award a contract based on the initial proposals received without discussion with the respondent. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the respondent's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the City's request. The City reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed. A sample contract is available upon request.

Four (4) copies of the proposal document should be submitted, along with one (1) digital submittal in Portable Document Format (Adobe® .pdf) form. The Proposer's response

should contain only the information requested. All cost proposals shall be valid for a period of not less than ninety (90) days from the date of receipt. Articles should be submitted to the following address by the proposal receipt date and time specified:

Attention: Kip Harrington  
Long Range Planning Division  
300 Sixth Street  
Rapid City, SD 57701

**Submit your proposal no later than 4:00 P.M., MST, on April 14, 2026 in order to be considered a viable response.**

**Clarification and/or revisions to the specifications and requirements**

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 contact Kip Harrington at [kip.harrington@rcgov.org](mailto:kip.harrington@rcgov.org) and request modification or clarification of the RFP document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted to the City of Rapid City's Website. It is the responsibility of the respondent to check the web page for changed and/or changing documents.

Questions and/or clarifications will be accepted by the RCMPO until **March 27, 2026**. Responses will be posted by **April 2, 2026**.

**Time Line**

The proposed schedule for the RFP process is as follows:

Proposals due	<b>4/14/2026</b>
Anticipated award decision/contract negotiations	<b>5/1/2026</b>

The above dates are subject to change at the option of the City and negotiations with the selected firm.

**Basis of Award**

The award resulting from this request for services will be made to one firm submitting a response that best serves the needs of the City. Proposals will be evaluated on criteria that include:

- Firm's Experience – Record of past performance, quality of work, ability to meet schedules, and cost control. May include recommendations from previous clients and/or previous experience with the City.
- Firm's Competence – Demonstrated competence to meet quality requirements and overall approach to project management.
- Firm's Approach – The extent the proposed approach meets the project needs.

- Firm's Management Procedures – Ability to deliver products within the proposed time frame.
- The overall quality of the proposal.

The award will be made to the qualified respondent whose proposal is most advantageous to the City. This list of criteria is meant for informational purposes only. The City reserves the right to make its selection on any subjective criteria it deems appropriate.

A short list of firms will be developed from a review of written responses. These firms may be required to make a presentation to supplement their proposals if requested by the City. The City will make every reasonable attempt to schedule presentation times convenient for the short-listed respondents. Failure of a respondent to conduct a requested presentation to the City on the date scheduled may result in rejection of their proposal.

The City reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with one or more, or none of the respondents prior to entering into a contract. Omissions, alterations, or irregularities of any kind shall constitute sufficient cause for rejection of a proposal. However, the City reserves the right to waive irregularities in the proposals. The City reserves the right to advertise for new proposals if, in its judgment, the best interest of the City will be served. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public record laws.

#### **Ownership of Completed Products**

All maps, photographs, documents, reports, digital data, html page layout and code developed, written, prepared or completed during the performance of services specified in this RFP shall become the property of the City and shall not be copyrighted by the proposer. Also, the same materials shall not be released or made available to any third party or used for other purposes at any time without the written approval of the City.