

**Request for Proposals  
for  
Consultant Services  
for Rail Yard Redevelopment**

**City of Sioux Falls**

**Guidelines and Requirements for Submittal  
Request No. 16-0084**

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## **Section One—Introduction and Instructions**

### **1.01 Purpose of the RFP**

This Request for Proposal (RFP) is issued by the City of Sioux Falls (hereinafter referred to as the “City”). The purpose of this RFP is to establish a contract with a qualified firm to provide consultant services to assist the City in redeveloping ten acres of land recently purchased by the City of Sioux Falls from BNSF Railway.

### **1.02 Contact Person, Telephone, Fax Number, and Email**

Scott Rust, Purchasing Manager, Purchasing Office, is the point of contact for this RFP. Unauthorized contact regarding the RFP with other City employees may result in the vendor being disqualified.

Scott Rust, Purchasing Manager, Purchasing Office  
Phone: 605-367-8836  
Fax: 605-367-8016  
Email: [srust@siouxfalls.org](mailto:srust@siouxfalls.org)

### **1.03 RFP Schedule of Events**

This schedule of events represents the City’s best estimate of the schedule that will be followed for this RFP. If a component of this schedule such as the deadline for receipt of proposals is delayed, the rest of the schedule will be shifted by the same number of days.

The approximate RFP schedule is as follows:

- RFP issued: April 8, 2016.
- Deadline for questions: 2 p.m. on April 22, 2016.
- Proposals due: May 5, 2016.
- City issues Notice of Intent to Award a Contract approximately: May 27, 2016.
- City issues contract approximately: June 21, 2016.

### **1.04 Return Mailing Address and Deadline for Receipt of Proposals**

Offerors must submit one (1) original hard copy (marked “Original”), one (1) electronic copy, and seven (7) hard copies of the proposal in a sealed envelope or package.

**Cost proposals are to be submitted in a separate sealed envelope or package, clearly labeled “cost proposal.”**

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the City before the deadline for receipt. Envelopes or packages must be addressed as follows:

City of Sioux Falls Purchasing Office  
Attention: Scott Rust  
RFP No. 16-0084  
Consultant Services for Railyard Redevelopment  
224 West Ninth Street  
P.O. Box 7402  
Sioux Falls, SD 57117-7402

Proposals must be received by the purchasing agency at the location specified no later than **2 p.m., Central Standard Time, on May 5, 2016**. Proposals will not be publicly read at the opening. Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means.

Offerors assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. An Offeror's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

#### **1.05 Questions and Addenda**

Questions regarding this RFP shall be submitted in writing to Scott Rust, Purchasing Manager, at [srust@siouxfalls.org](mailto:srust@siouxfalls.org). Answers to questions will be posted to the City's website at [www.siouxfalls.org](http://www.siouxfalls.org) within 48 hours. The deadline for questions is 2 p.m., Central Standard Time, April 22, 2016.

If deemed necessary, addenda to the RFP will be issued and posted on the City's website at [www.siouxfalls.org](http://www.siouxfalls.org). No addenda will be issued after 5 p.m., April 29, 2016.

Responding Offerors are prohibited from communicating in any other manner about this project with any other City employee from the date of issuance of this proposal until the final selection, unless otherwise directed by the Purchasing Manager. Other means of communications or contact may disqualify the submitting Offeror.

## **Section Two–Scope of Work**

### **2.01 Introduction**

On July 22, 2015, the City of Sioux Falls announced that negotiations had concluded with BNSF Railway for the purchase of the downtown rail yard. The City of Sioux Falls agreed to purchase the rail yard for \$27,334,500, utilizing federal funds. The purchase agreement removes the majority of the rail yard in downtown and provides more than ten acres of property for redevelopment. BNSF Railway will retain two mainline tracks through the downtown area to maintain their rail operations. The City currently owns the rail yard and leases it to BNSF Railway. The City will take full possession of the property in November of 2017, once BNSF completes construction of new siding tracks.

The City is in the planning stages of redeveloping this land in the heart of Sioux Falls (as shown in Exhibit A where is Exhibit A. The City is seeking a consultant to provide assistance with the redevelopment of this property and help us maximize this monumental achievement for our city.

### **2.02 Project Objectives**

The successful proposer will assist the City of Sioux Falls meeting the following project objectives:

- Provide opportunities for redevelopment of the rail yard and adjacent property.
- Provide opportunities to live, work, and play downtown.
- Promote sustainable development.
- Fulfill commitments made in the purchase agreement and environmental assessment.

### **2.03 Scope of Work**

The scope of work will include professional services to generate conceptual ideas, engage stakeholders, and ultimately reach a recommended development concept and implementation strategy. The selected consultant will provide research, analysis, and recommendations sufficient to accomplish the “Project Objectives,” as stated above. At a minimum, the scope of work shall include the following:

#### ***Phase I: Development Concept***

1. Consider the existing Downtown 2025 Plan, Greenway Master Plan, Historic Preservation Compliance Agreement, Purchase Agreement, and Environmental Assessment.
2. Host two public workshops to review and solicit public input on the development concepts.
3. Prepare a development concept framework and review of City design standards.
4. Prepare an implementation strategy including priorities, phasing, and method for preparing proposals for redevelopment.

5. Communicate to the City Council and at public meetings as deemed necessary.

### ***Phase II: Request for Redevelopment Delivery Process***

1. Prepare one or more proposals for redevelopment for the rail yard redevelopment area.
2. Assist with redevelopment proposal review.
3. Assist with the redevelopment selection process.
4. Advise the City in selecting redevelopment proposals that best align with the development concept and the City's goals.
5. Communicate to the City Council and at public meetings as deemed necessary.

### ***Phase III: Development Agreements***

1. Advise the City on preparing development agreements.
2. Advise the City on negotiations to finalize development agreements.
3. Communicate to the City Council and at public meetings as deemed necessary.

Please note:

- No additional environmental work is anticipated.
- Travel will be negotiated.

#### **2.04 Timeline**

The City is proposing a 30 to 45-day schedule to complete Phase I which will commence immediately upon successful contract negotiations. A groundbreaking is planned for no later than spring of 2018.

#### **2.05 Budget**

The budget for Phase I if this project shall be a lump sum not to exceed \$25,000. Please submit a not to exceed amount and hourly rates or lump sum for each Phase II and Phase III.

## Section Three Proposal Format and Content

### 3.01 Submittal Requirements

The submittal must contain the following information:

1. **Cover Letter.** Provide name and address of the firm(s) and project contact person with address, telephone number, and email address. Acknowledge receipt of any addenda if applicable. In a one–two-page letter summarize your understanding of the project scope and services being required. Provide a statement indicating your ability to provide timely services for this project and to meet the requirements of the proposed schedule. Indicate your acceptance of the requirements of this RFP. Also provide a one–two-page summary of the benefits you believe the City would receive from selecting your firm.

The cover letter **must be signed** by a duly authorized official of the firm. Consortiums, joint ventures, or teams submitting proposals must establish contractual responsibility rests solely with one company or one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team.

2. **Project Team**

- a. Prepare an organizational chart showing your firm’s team.
  - b. Provide résumés or a listing of information for each person included in your proposed project team. State the educational background of each individual, years of experience, length of employment with your firm, and previous project experience. For each person, list specific responsibilities on this project, experience on projects of similar size and type, specific qualifications applicable to this project, and current work assignments and availability for this project.
  - c. What capacity and resources do you possess that would enable you to back up and support your assigned staff?
  - d. For the project manager, and other “key” staff members proposed, provide three client references (contact person and telephone number).
  - e. List other assignments your project manager will be handling during the period of assignment to our project.
3. **Project Approach.** Provide a description of your project approach. The approach should include, but not be limited to, all items listed above, a task list, estimated personnel hours and number of trips to Sioux Falls.
  4. **References.** Consultant shall provide a list of similar projects undertaken by the firm (preferably the project personnel) with contact information listed.
  5. **Experiences.** Consultant shall supply to the recent innovative projects pertinent to this study and any examples of similar projects in other cities that the consultant was involved with.

6. **Cost.** A sealed-cost estimate should also be provided. Please include:

- Phase I: Lump sum not to exceed \$25,000.
- Phase II: Not to exceed amount and hourly rates or lump sum.
- Phase III: Not to exceed amount and hourly rates or lump sum.
- Cost for travel to Sioux Falls.
- Hourly rate for additional work that may be requested outside the scope of work.



## **Section Four–Review of Proposals and Selection of Finalists for Interviews**

### **4.01 Selection Criteria**

Upon receipt of the proposals, an evaluation team may determine a short list of no more than three offerors whose proposals are deemed most qualified.

The evaluation team will rely on the qualitative information contained and presented in the proposals, interviews, and reference checks in making the decision to select the most qualified firm to provide services for this project. Selection criteria will be based on:

1. Offeror background and applicable project experience (40 percent) including:
  - a. Experience with comparable projects.
  - b. Knowledge of the local or regional economy.
2. Project team key leadership background and applicable project experience (40 percent) including:
  - a. Experience with comparable projects.
  - b. Understanding of the project objectives and scope of work.
  - c. Project approach.
  - d. Recent, current, and projected workload.
3. Reference check (10 percent).
4. Cost effectiveness of cost proposal (10 percent).

Upon completion of proposal evaluation, the offerors will be ranked. The highest ranking offerors may be invited for an interview. The successful offeror will then be asked to present a proposal for services and start negotiations with the City. If an agreement for services cannot be reached with the highest ranked offeror, we will move to the second ranked offeror. The same process will be repeated with the other ranked offerors if no such agreement can be reached. The City reserves the right to not select an offeror as part of this process if an agreement cannot be reached with the interviewed offerors.

### **4.02 Interviews**

If the City hosts interviews, the order of interviews will be determined by alphabetical order. The interview will consist of a one-hour interview with a presentation by the consultant, a question-and-answer session, and a five-minute wrap-up. The proposed key project personnel must participate in the interview. Only project personnel who will have an active key role in the project should participate in the interview.

#### **4.03 Special Conditions**

Excluding proprietary information, the proposal and the professional service contract of the consultant awarded and the contract are deemed public records and shall be available to the public upon request. In addition, the City shall maintain a "Register of Proposals for a Professional Service Contract," which shall contain the names of offerors who submitted a proposal and the name of the offeror who was awarded the contract; however, the proposals of the submitting offerors not awarded the contract are nonpublic records and will remain confidential.

## **Section Five–Standard Proposal Information**

### **5.01 Authorized Signature**

An individual authorized to bind the Offeror to the provisions of the RFP must sign all proposals.

### **5.02 City Not Responsible for Preparation Costs**

The City will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

### **5.03 Conflict of Interest**

Offerors must disclose any instances where the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the City). The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of cause speculation as to the objectivity of the Offeror's proposal. The City's determination regarding any questions of conflict of interest is final.

### **5.04 Offeror's Certification**

By signature on the proposal, the Offeror certifies that it complies with:

- The laws of the state of South Dakota.
- All applicable local, state, and federal laws, codes, and regulations.
- All terms, conditions, and requirements set forth in this RFP.
- A condition that the proposal submitted was independently arrived at without collusion.
- A condition that the offer will remain open and valid for the period indicated in this solicitation, and any condition that the firm and/or any individuals working on the contract do not have a possible conflict of interest (e.g., employed by the City of Sioux Falls). If any Offeror fails to comply with the provisions stated in this paragraph, the City reserves the right to reject the proposal, terminate the contract, or consider the Offeror in default.

# Exhibit A

