

Innovation District Plan RFP

All submissions must be made via email to Garth Wadsworth by **April 19th**, 2024 to be eligible for consideration.

Garth Wadsworth

Elevate Rapid City

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605-651-0961

Intent:

This project will develop a place-based innovation strategy for the mining technologies industry in Rapid City, SD. The project is part of the Economic Development Administration's Tech Hubs program, respondents. Respondents to this RFP should be qualified and eligible to work on federally-funded projects.

The strategy should help Rapid City and the Black Hills Region apply for and achieve designation status as an EDA Tech Hub.

The Innovation District Plan RFP is being published in conjunction with a request for proposal for a Market Assessment and Workforce Development Plan. The market assessment and workforce needs and employment projections developed as a result of the Market Assessment and Workforce Development Plan are intended to help inform the Innovation District planning efforts. Qualified firms are encouraged to submit responses to both RFPs.

This project will identify key components of an innovation district and leverage future investments to develop the public infrastructure necessary to accommodate increased development intensity. The project will also develop a sense of place and identity that is attractive to the workforce of future industries and improves student retention.

1. Synthesis and Update of Existing Plans
2. Site Inventory
3. Development Proposals
4. Public Amenities & Implementation Plan
5. Circulation Plan
6. Place Making & Streetscape Design Recommendations

Background:

Rapid City is the second largest community in South Dakota with a population of 78,800 (2022). Despite being the most geographically remote metropolitan area in the US, the community is known for extraordinary amenities including a vibrant downtown and recreational opportunities. Rapid City serves as a retail and healthcare hub for almost 400,000 people in 32 counties across 5 states.

Rapid City recently received a strategy development grant as part of the Economic Development Administration's Tech Hubs program. The Deep Underground Frontier Tech Hub seeks to develop a

mining-technology hub that will be crucial to the nation's safe and efficient supply of critical minerals in the future. The Deep Underground Frontier Consortium includes the following partners:

- [Elevate Rapid City](#)
- [The City of Rapid City](#)
- [South Dakota Mines](#)
- [Western Dakota Technical College](#)
- [Sanford Underground Research Facility](#)
- [Caterpillar](#)
- [RESPEC](#)
- [The SD Department of Labor & Regulation](#)

The community of Rapid City has identified an under-utilized downtown area as the future Innovation District. The district is located between the historic downtown and the SD Mines campus. In 2018, the City adopted a flexible Urban Commercial zoning district intended to accommodate a mix of retail, commercial, light industrial, and residential uses. A coordinated plan of public and private investments is needed to ensure that increased land use intensity is accommodated without impeding the historic downtown.

Objectives:

We seek a consulting firm or team to develop a comprehensive Innovation District Plan. The plan will integrate the findings of the **Market and Workforce Assessment**. The Market and Workforce Assessment will outline employment and wage potential and industry facility needs. These findings will inform the development recommendations, including key facilities, commercial, and residential needs, and public spaces. The plan will also identify alternative transportation solutions necessary to accommodate increased development intensity.

Qualified firms are encouraged to respond to both the Innovation District RFP and the Market and Workforce Assessment RFP.

Key Technology Focus Area (KTFA)

The transition to renewable energy sources and electrification of fossil fuel-based machinery and equipment will require significant increases in the supply of critical minerals and alternative energy storage solutions. With the goal of furthering autonomous mining, underground operations, and safety technologies, the key technology areas of focus include: autonomous equipment and robotics; anthropogenic disaster prevention and mitigation; and advanced energy and industrial efficiency.

Scope of Work

1. Synthesis and Update of Existing Plans

The community vision and goals established in previous plans remains relevant today, however, there has been limited coordination of implementation strategies between agencies and organizations. Updates of the below plans should be limited to a review of principles, goals, and strategies related to the Innovation District. Many of the goals and objectives established have been achieved or sufficiently impacted by nearby development or changes in community needs.

The City of Rapid City is currently in the process of updating their comprehensive plan.

Review and synthesize existing plans including:

1. Comprehensive Plan (2014)
2. Downtown Master Plan
3. Housing Study
4. Strategic Housing Plan
5. SD Mines & WDT Campus Master Plans and Institution Strategic Plans
6. Pedestrian & Bicycle Plans
7. Metropolitan Transportation Plan
8. Innovation Center Feasibility Study
9. Deep Underground Neutrino Experiment Integrated Testing Facility (DUNE ITF)
10. Comprehensive Economic Development Strategy

Deliverables:

- Develop a public engagement strategy to solicit feedback and build support.
- Presentation of review and findings to the steering committee and key stakeholders.
- The plan review and data collection process should include at least 2 in-person visits to Rapid City to conduct stakeholder interviews.
- Develop a list of priorities based on recent accomplishments and remaining goals.
- Identify opportunities for short-term collaboration between stakeholders.
- Identification of common priorities and potential aligned investments.

2. Site Inventory

The project area has multiple opportunities for redevelopment and revitalization, however, lacks common ownership and organization around a shared vision. The final product should include an inventory of possible sites for redevelopment.

Deliverables:

- Inventory of vacant & underutilized properties.
- Evaluation criteria for identified properties.
- Identification and prioritization of key sites
- Feasibility assessment for the development of key sites.
- Inventory of existing physical resources and assets that offer a competitive advantage
- Evaluation of existing vital transportation and logistics resources and assets related to the KTFA

3. Development Recommendations

The final product should include the identification of priority uses for each of the key sites identified in **Section 2**. Priority uses should further the goal of Tech Hub designation. A framework should be developed to help establish rough distributions of land uses within the district; including residential, employment, and amenity needs.

The findings of the **Market and Workforce Assessment** should be integrated into the development recommendations. The determination of uses should be coordinated with expected facilities needs, regional industry specializations, local workforce, and demographic trends within employment sectors aligned with the key technology area. Development proposals should further the goals of industry commercialization, job creation, increased residential density, and multi-modal transportation options and need not be limited to commercial needs.

Deliverables:

- Recommendations for priority uses based on size, feasibility, location, and value.
- Identification of funding mechanisms to incentivize development.
- Identification of federal initiatives that support KTFA infrastructure development
- Recommendations for the use of new tax revenue to fund investments in public spaces.
- Recommendations for the organization of an Authority or similar entity to aid with the acquisition and consolidation of identified sites.

4. Public Amenities & Improvements Plan

Investments in public amenities are necessary to accommodate the desired changes in use and development intensity. The final product should include suggestions on priority improvements, amenities and funding mechanisms. Amenities should include both public and private spaces, including, but not limited to parks, parking, public transit, and mobility related facilities.

Public improvements should consider the integration of smart infrastructure technologies.

Suggested amenities should include public spaces and facilities that help to improve the livability and appeal of the project area and help to accommodate increased density.

Deliverables:

- Identification of key public and private amenities necessary to achieve the goals established in **Sections 1 – 4.**
- Recommendations for funding of public amenities
- Identification of public improvements necessary to accommodate development proposals identified in **Section 4.**
- Case studies of smart infrastructure technologies in similar settings.
- A framework for the consideration and prioritization of smart infrastructure in the future.

5. Circulation Plan

The increased intensity of land use requires investment in alternative transportation options. A review of traffic circulation and parking use should be included. The final product should include recommendations for bicycle and pedestrian infrastructure that achieve the goals established in **Sections 3 & 4.** Proposed infrastructure projects should include the streetscape and design recommendations to be established in **Section 6.**

Deliverables:

- Review of current traffic flow and parking use
- Review of traffic incidents and safety concerns
- Identification and design options for key bicycle and pedestrian corridors
- Recommendations for traffic calming and improved pedestrian safety
- Connections to proposed development sites and public amenities.

6. Architectural, Landscape, & Streetscape Design Recommendations

The project area lacks an identifiable character. The project area abuts the traditional downtown core which has a well-established and widely appreciated historic character. Architectural guidelines and

elements must be developed to help limit any impact of future development on the current downtown core while still creating a unique and recognizable character of the district.

Landscape and streetscape design guidelines should improve the appeal and increase the use of alternative transportation options.

Deliverables:

- Visual preference survey and identification of key architectural elements to create a distinct district character.
- Recommendations for streetscape design to improve bicycle and pedestrian safety and appeal.
- Recommendations for landscape design guidelines for new private development.
- Develop a set of public space design elements that create a distinct district character.
Recommendations for engaging the community on public art installations.

7. Governance

The final report should include recommendations of governance, responsibility, and decision-making structures. Case studies should be provided to help provide context, benefits, and shortcomings of different governance structures for the establishment, operations, and management of the innovation district.

8. Final Presentations

The consultant shall provide a digital copy of the draft document one month prior to the agreed upon project completion date for preliminary review. The consultant will present the findings of the study to the Rapid City Council at a public meeting and Elevate Rapid City Executive Board. The consultant will make available all digital content, GIS files, one electronic copy of all GIS shapefiles, geodatabases, maps, and other supplementary data.

Staff Responsibilities

The Regional Innovation Officer will serve as the primary point of contact between the consultant and the consortium. The Regional Innovation Officer will assist in the scheduling and facilitation of stakeholder meetings and data collection. The Regional Innovation Officer will provide:

1. Available GIS information and data as requested.
2. Community plans, studies, and technical documents.
3. Zoning and subdivision codes and maps.
4. Stakeholder and consortium member information.
5. Additional program and technical resources as requested.

Community Engagement & Steering Committee

An initial steering committee consisting of consortium members has been established to review project progress. The steering committee help schedule and facilitate stakeholder meetings. Elevate's Regional Innovation Officer will serve as the primary point of contact between consultants and the steering committee. Additional members may be added as stakeholders are identified through engagement efforts.

The consultant will undertake a meaningful, inclusive public participation program to engage stakeholders and community members. To understand the perspectives, preferences, and perceptions of area residents, a public engagement strategy should be planned. Careful attention should be given to soliciting responses and participation from residents that may be immediately impacted by the development of the district or by the growth of the key technology focus area.

Procurement Schedule

The schedule for the RFP is given below. Dates are tentative and may be modified as necessary. The consultant may include an alternative timeline in the proposal if they believe it will better accommodate the intended outcome.

Submissions requested: March 8 – April 19, 2024

Submission Deadline: April 19, 2024

Submissions Reviewed: April 22 – April 26, 2024

Interviews Scheduled: April 29 – May 3, 2024

Contract Awarded: May 6, 2024

Project Begin: May 8, 2024

Draft Review: May 2025

Project Completion: June 2025

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Submissions

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Submissions shall include the following information:

1. Title Page

List the RFP subject, the name of the firm, address, telephone number, name of contact person and the date.

2. Letter of Transmittal

Make a positive commitment to perform the required work within the time period. Also give the name(s) of the person(s) who will be authorized to represent the firm, their title, and telephone number if selected.

3. Project Statement

A project narrative that describes the respondent's understanding of the Tech Hubs program, placed based innovation strategies, urban housing strategies, and multimodal corridor planning, as well as the value the respondent will bring to the creation of the Plan.

4. Qualifications

1. Name, address and telephone number of the firm's owners, and full information about the corporate structure of the submitting firm.
2. Names, qualifications, and experience of personnel relative to project requirements, who are to be assigned to the project.
3. Description of similar project experience and the names, addresses, and telephone number of owners for all projects described (references will be checked).
4. Project team availability and capacity.
5. If subcontracts are utilized, the position in the project team and identity of the sub-contractor shall be stated.
6. A statement that the firm is qualified and eligible to receive federal funds.

5. Project History and References

1. Provide a summary of qualifications, including a complete project history for a minimum of three (3) projects from the consultant which meets the minimum qualification requirements. These projects will be considered in evaluating the qualifications. The information must include:
 - a. Project name and location
 - b. Name, address, and telephone number for project contact person.
 - c. Description of the project including:
 - i. Type of project.

- ii. Initial and completion project budget and schedule.
- iii. Name, title, and role of personnel used to perform services.
- iv. Project design and delivery method used.

6. Budget Proposal

Proposed contract fees specifying a fixed fee shall be submitted containing a schedule of the estimated hours required and are to be broken down by type of personnel to be used for the proposed services. Expected cost range: \$275,000 - \$325,000.

1. Breakdowns are to be shown separately for each Task listed under "Scope of Work." Overhead factors and other multipliers shall be identified. The contract will be awarded as fixed-price based on deliverables.
2. The consultant shall be responsible for all required resources including but not limited to computers, surveys, outside consultants, etc.
3. While cost will not be the sole determining factor, cost will be considered.

7. Project Schedule

Included as part of the response, the proposer shall provide a schedule to ensure that the project can be completed by June 2025. If the consultant believes this will adversely affect the quality of the project, the consultant should explain why.

8. Proposed Modifications

Any proposed modifications to the project scope, including additions to or deletions from the scope in this RFP. If scope modifications are proposed, please provide reasoning or rationale. It is recommended that the submission address the scope of services and budget included with this RFP in addition to the alternative scope and budget.

9. Additional Information

Any additional information that will allow the commission to accurately evaluate the firm's capability.

Evaluation Procedure

All submissions will be evaluated to determine if they meet the requirements of the Request for Proposal. Elevate may, as it deems necessary, conduct discussions with the consultants it deems reasonably suspected of being selected for award, for the purpose of clarification and responsiveness to requirements.

Submissions will be evaluated based on the following criteria:

General Quality & Adequacy of Response - 10%

- a. Completeness and thoroughness
- b. Responsiveness to terms and conditions
- c. Overall impression

Personnel, Experience & Project Management – 30%

- a. Qualifications and experience of proposed personnel, including project manager
- b. Demonstrated capacity to do the work
- c. Plan area understanding and experience

Technical Approach, Work Plan & Budget – 60%

- a. Clarity and organization in concept development
- b. Approach to scope of work, including the ability to derive creative solutions
- c. Addresses expected outcomes
- d. Relevant knowledge, skills and experience with the project
- e. Proposed budget based on proposed scope
- f. Submission is in the best interest of Elevate Rapid City and the Consortium

Proposal Terms & Conditions

The scope of work contained in this document is predicated upon the following provisions, assumptions, and conditions that should be part of any submission and budget submitted by a Consultant.

Evaluation of Proposal Compliance with Specifications

Understanding that no consultant may completely meet all requirements of the specifications, Elevate and the Consortium reserve the right to determine whether a submission substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any submission; and waive the right to accept a part, or parts, of a submission, unless otherwise restricted in the submission.

Elevate reserves the right to reject any or all responses and to waive any informality in the process when to do so would be to the advantage of the consortium. Elevate, in its sole discretion, may choose not to award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the commission not to do so.

Applicant Qualifications

Elevate may require all proposers to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities. Elevate will not award a contract to a proposer who, in its opinion, is not fully qualified on the basis of financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligation to be undertaken competently and without delay.

Confidentiality

All information, not in the public domain, disclosed to the consultant for project completion purposes, or information that comes to the attention of the consultant during the course of performing such work is to be kept strictly confidential.

Award of Contract

Each consultant acknowledges that Elevate and the Consortium will use their discretion and judgment in making the final decision and further acknowledges that no claim by the consultant will arise in any way relating to the exercise of that judgment by Elevate. Elevate's Board of Directors must approve expenditures greater than \$10,000. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific, written authorization to proceed.

Ownership of Products

Elevate will retain the copyright for all data, materials, information, processes, studies, reports, surveys, proposals, plans, codes, scientific information, technological information, regulations, maps, equipment, charts, schedules, photographs, exhibits, software, software source code, documentation, and other materials and property that are prepared, developed or created under or in connection with this

project. Therefore, the submitter should anticipate that all products of this work effort will become the property of Elevate who will make them available to other government agencies and their contractors.

Contracting Requirements

The following are not part of the proposal requirements but will be requirements in the contract in addition to other contractual requirements.

Contract Decision

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

Cancellation & Rejection

Elevate and the Consortium reserve the right to cancel any contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, or any other misconduct on the part of the consultant.

Elevate and the Consortium reserve the right to reject any proposals, in whole or in part. Submissions received from federally debarred or suspended firms will be rejected. Elevate may reject any proposal that is not responsive to all the material and substantial terms, conditions, and performance requirements of the RFP.

Contract Negotiation & Clarification

A fixed price contract amount based on satisfactory work performed and services delivered will be entered into after negotiations between Elevate, the Consortium, and the selected firm. Alternative compensation models may be considered.

In order to determine if a submission is reasonably amenable for award, communications by Elevate or the evaluation committee are permitted with any Applicant to clarify uncertainties or eliminate confusion concerning the contents of a submission and determine responsiveness to the RFP requirements. Clarifications may not result in a material or substantive change to the submission. The initial evaluation may be adjusted because of a clarification under this section. After final evaluation, Elevate intends to negotiate with the highest ranked submission(s). Negotiations, if held, will be within the scope of the request for submissions and limited to those items that would not influence the ranking of submissions.

Elevate may terminate negotiations with the highest-ranked applicant and commence negotiations with the next highest ranked applicant, if the selected applicant does not respond in a timely manner, fails to negotiate in a good faith manner, or if the parties cannot, after a good-faith effort, cannot come to terms.

Covenants of Consultant

The consultant will be required to covenant and warrant the following:

1. Consultant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract, supported in whole or in part by the funding sources for this project;
2. Consultant must have an active registration in SAM.gov;
3. Consultant will comply with the Procurement Standards (Sections 2 CFR §200.317- 200.327) in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal

Awards. Specifically, 2 CFR §200.321, contracting with small and minority businesses, women's business enterprises, and labor surplus area firms requires all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. If subcontracts are to be let, Consultant must take the following affirmative steps:

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
 - e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
4. Consultant has not within a three (3) year period had one or more public transactions terminated for cause or default;
 5. Consultant will comply with the provisions of Section 1352, Title 31 of the U.S. Code, which prohibits the use of federal funds to lobby any official or employee of any federal agency, or member or employee of Congress; and to disclose any lobbying activities in connection with federal funds.
 6. Consultant must carry insurance policies which protect Elevate and employees from any claims, suits, etc. of the consultant's employees or equipment used for the project on those items listed in the Scope of Work. In addition, liability insurance coverage must be provided to protect itself from claims under workers compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of its employees or of any person other than its employees; and from destruction of tangible property including loss of use resulting therefrom; and from claims arising out of the performance of professional services caused by any errors, omission, or negligent acts for which they are legally liable.